



## IDCC27 Reviewer Guidance

### 1. How to enter reviews on ConfTool

To access contributions assigned to you for review, login to your ConfTool account by visiting the website <https://www.conftool.org/idcc2027>.

Once you login select "Enter and Edit Reviews" from the main menu (see image below).

Here you can access the abstracts of the contributions and download the manuscripts assigned to you. After reading the contributions, please enter your result into form (see image below).

You are reviewer or member of the program committee (PC member). You currently have the following options: ?

- Select Priority Topics**  
Define your areas of expertise to facilitate the assignment of suitable contributions.  
*You have already selected 11 priority topics.*
- Bid for Contributions**  
Please choose which contributions you would like to review and where you have a potential conflict of interests.
- Enter and Edit Reviews**  
Here you can access the contributions that were assigned to you and enter your reviews.  
*8 contributions were assigned to you. You already entered 2 reviews.*
- Survey of Your Already Submitted Reviews**  
This page shows an overview of all reviews you already have entered.

The categories to score each contribution are listed in point **3. Review criteria and considerations**. You may use the print option of ConfTool and your Web browser to print out abstracts and review forms.

Please save your review in time, since there is a session timeout (usually two hours), after which unsaved modifications will be lost. You can save your review as a draft and update it at any time before the deadline.

Reviews will not be made visible to authors until the review process is finished, and final acceptance status has been decided by the Programme Committee based on all evaluations.

### 2. General instructions on reviewing submissions

These notes are intended to provide guidance on assessing submissions, especially if you are a first-time reviewer.

2027

International  
Digital  
Curation  
Conference

9-12 February 2027  
Lisbon, Portugal



Reviewers must not upload a submission, or any part of a submission, into generative AI tools, even for the purpose of improving language and readability of their reviews. This is based on respect for the confidentiality of personal data and/or proprietary information in a submission, as well as intellectual property rights by preventing them becoming part of training datasets. Furthermore, the review process is a human endeavour and responsibility and accountability for providing a review is with the individual accepting an invitation to review a submission and should not be delegated.

We ask that you practice generous interpretation. Not everyone is working in their first language. Not everyone is working in an environment that is as developed and resourced as others. So, something that might not seem novel or innovative in your context might be insightful or consequential in the context of another region.

Submissions are reviewed by a minimum of two reviewers, though most submissions will be reviewed by three people. Decisions on acceptance are ultimately made by the IDCC Programme Committee, but the committee's decision is heavily reliant on the experience and evaluations of our reviewers.

### 3. Review criteria and considerations

We ask you review and provide an assessment following the criteria and considerations stated below:

| Review Category                            | Weight Factor | Consideration   |
|--|---------------|---|
| 1. Quality of content                      | 10%           | Is the nature of the submission one that adds value in knowledge or insight to the digital curation community?                                  |
| 2. Significance for theory or practice     | 10%           | Is there something in the submission worthy of attention or consequence in knowing or doing a role?   |
| 3. Originality and level of innovativeness | 10%           | Is there something new or different about this submission that might alter how we think or do digital curation?                                 |
| 4. Relevance to the call for submissions   | 10%           | Address this in the wider context of relevance to the digital curation community rather than the conference call specifically.                  |
| 5. Quality of presentation                 | 10%           | Assessment on the standard of the submission in terms of its comprehensiveness and legibility. It is not a judgement on the standard of English |
| 6. Overall recommendation                  | 50%           | Do you think this submission has a place at the conference?   |



Reviewers are also asked to provide brief comments on the submission that explain their evaluation in a detailed and clear manner, point out strengths and weaknesses, and provide suggestions for constructive and objective improvement.

There is also a space for providing comments for the Programme Committee that will not be shared with the submitting authors.

If you have any questions, please contact us via email at [idcc@ed.ac.uk](mailto:idcc@ed.ac.uk).

IDCC27 Organising Committee