



## IDCC26 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/idcc2026>.

Once you login select "Enter and Edit Reviews" from the main menu (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.

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).



[← Overview](#)
[English](#)
3:04:30 pm CET
[Michaela Remasmarg](#)
[Logout](#)

[Overview](#) > [Enter and Edit Reviews](#)

## Enter and Edit Reviews

Now you may access the conference contributions assigned to you for reviewing. Please enter your results before the end of the reviewing phase. During this phase it is also possible to edit and print your entries.

If you are unable to evaluate all submissions assigned to you, please notify the chairs of the conference as soon as possible so that they can allocate new or additional reviewers. You can also suggest other experts as reviewers if you like. To do so, please send their contact details to the chairs.

Please note that the submissions you are evaluating are unpublished work of other authors. Their intellectual property rights and your professional ethics require that you do not disclose the contents of these submissions or part of them to others and that you treat them as confidential.

### Survey of Your Already Submitted Reviews

102	Oral Presentation: Basic Research <b>Preclinical Research Revisited</b>	<a href="#">Show Abstract</a> <a href="#">Submission Details</a> <a href="#">Show Review</a>
We have received your review. Thank you very much. Time left to update the review: 140 days 9 hours		
109	Oral Presentation: Education <b>Patient Education - More Satisfaction and Referrals</b> <a href="#">History of Uploads</a> 1st file <a href="#">Contribution111_a.pdf</a> (22nd Jul 2017, 05:30:33pm CET) 2nd file <a href="#">Contribution111_b.docx</a> (8th Jun 2017, 01:22:17pm CET)	<a href="#">Show Abstract</a> <a href="#">Submission Details</a> <a href="#">Enter Review</a> <a href="#">Refuse to Review</a>
Time left to submit the review: 140 days 9 hours		

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.

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).

IDCC26 Organising Committee