

SEFI 2020 – Reviewers’ Handbook

Table of Contents

Overview about the review process.....	2
Important dates for reviewers	2
Conditions for reviewing	2
How to get to the full papers assigned to you – A guide through ConfTool	3
Review criteria for Full paper submissions.....	8
Specific review criteria for research papers.....	8
Specific review criteria for concept papers.....	9
Specific review criteria for workshops	9
General review criteria (independent of submission type).....	10
Overall clarity of the submission (10%).....	10
Alignment of chosen submission type, session format and conference topics with the requirements ...	10
Overall evaluation	11
Comments	11
Nomination for Best Paper Award	11
Reviewer's confidence	11
Thank you for your contribution!.....	12

Overview about the review process

Important dates for reviewers

26 May	Deadline for submitting the reviews
9 June	Deadline for meta-review of contradicting and borderline reviews
22 June	Deadline for notification to authors about acceptance or rejection

Conditions for reviewing

Confidentiality agreement

Reviewers agree that the review process is confidential. They may not use ideas and results from the reviewed paper in their own work, research or grant proposals, unless and until the material is publicly available.

Reviewers will have access to the results of co-reviewers after submitting their own review. The name of the reviewers remains anonymous.

Double blind process

Reviewers do not know the identity of the author, as well as the author will not know the identity of the reviewer. However, if reviewers guess or recognize the authors in the papers assigned to them, they shall let the Scientific Committee know as soon as possible.

Content of the review

Ensure that you include a short summary of the content of the paper. This demonstrates the authors and the Program Committee that you have understood the authors' message.

Please be precise in your suggestions for improvement and provide motivation for them.

Please try to express both strengths and potential for improvement of the paper. This will also help you when taking the final decision. Overall, consider whether and how the paper addresses the current challenges in engineering education and whether the paper is adherent to the specific theme of SEFI 2020:

“Engaging Engineering Education”.

How to get to the full papers assigned to you – A guide through ConfTool

1. Please log into [ConfTool](#).
2. As reviewer, you were asked to:
 - Select conference tracks (also called priority topics), which match your areas of expertise. You can find the list in ConfTool and on the [conference website](#)
 - Select the maximum number of submissions you are willing to review.
 - Identify specific submissions you are willing to review.
3. Before you can enter your reviews, you have to agree on the reviewer's **confidentiality agreement**. In order to do so, click on 'Reviewer Confidentiality Agreement' and follow the instructions.

Welcome, [REDACTED]

You are logged in as user [REDACTED]

You can select from the following options:

Your Submissions

Here you can submit new contributions and manage your submitted contributions.

Show User Account Details

Here you can access the personal data of your user account.

Edit User Account Details

Here you can update your personal user data.

Logout

Please sign out when you are finished to prevent unauthorized access to your account.

Logout and Return to the Main Website

Sign out and return to the website "conference theme:".

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 1 priority topics.

Maximum Number of Reviews

You may state a maximum number of submissions assigned to you for reviewing.

Currently up to 35 submissions will be assigned to you for reviewing.

Reviewer Confidentiality Agreement

You have to confirm the "Reviewer Confidentiality Agreement" before you can access any of the submissions.

4. Click on 'Enter and Edit Reviews'

Welcome, [REDACTED]

You are logged in as user [REDACTED]

You can select from the following options:

- Your Submissions**
Here you can submit new contributions and manage your submitted contributions.
You have submitted 6 contributions.
- Register as Participant** - Currently only visible to administrators
Here you can register for conference participation.
- Browse Conference Agenda** - Currently only visible to administrators and chairs
Overview and details of the event program.
- Show User Account Details**
Here you can access the personal data of your user account.
- Edit User Account Details**
Here you can update your personal user data.
- Logout**
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**
Sign out and return to the website "conference theme:".

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 0 priority topics.
- Maximum Number of Reviews**
You may select the maximum number of submissions assigned to you for reviewing.
Currently up to 10 submissions will be assigned to you for reviewing.
- Enter and Edit Reviews**
Here you can access the contributions that were assigned to you and enter your reviews.
6 contributions were assigned to you. You already entered 4 reviews.
- Survey of Your Already Submitted Reviews**

All full papers assigned to you are listed in this overview. Full papers where your review is still pending are marked in red (e.g. n^o 1382). Reviews you already submitted are marked in green (e.g. n^o 1381). Please follow the link 'Enter Review' to evaluate a specific submission.

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 print and edit your entries.

If you are unable to evaluate all submissions assigned to you, please notify the local organizing team of the conference sefi2020@utwente.nl 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 local organizing team.

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](#)

Filter Submissions Assigned to You for Evaluation

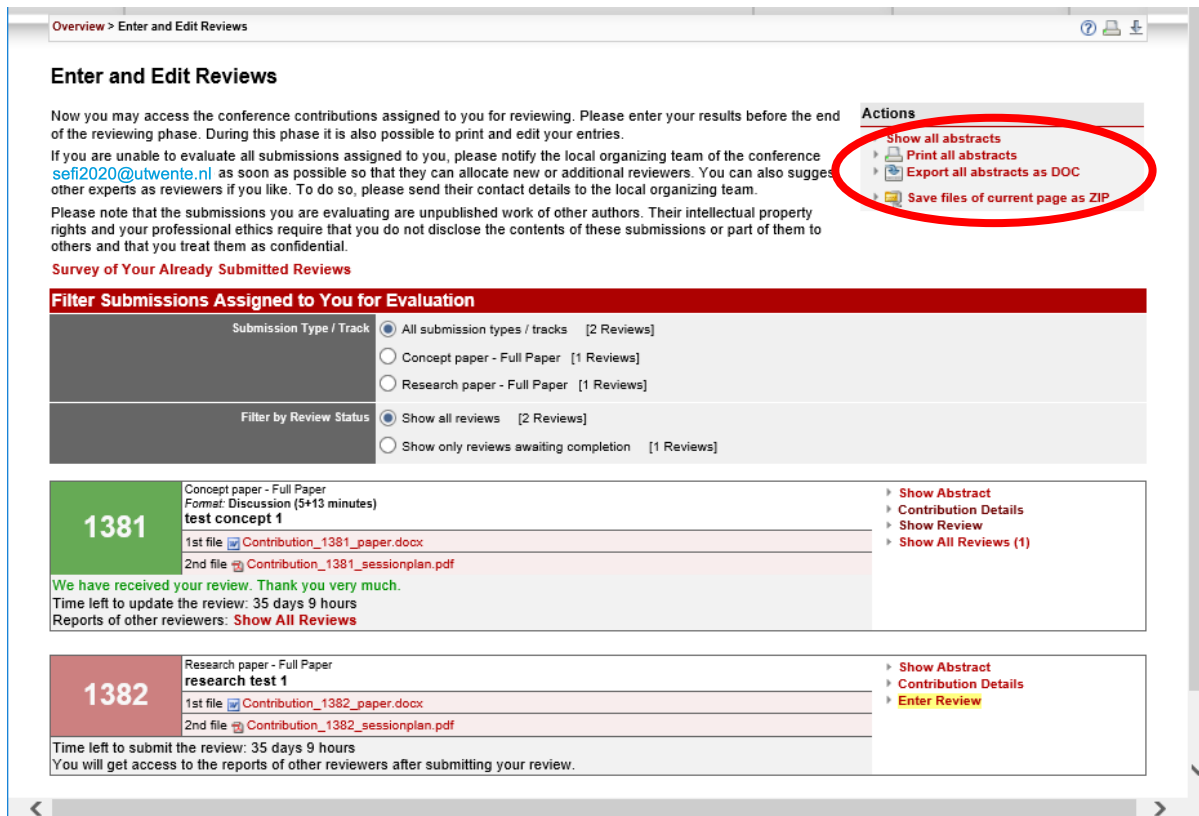
Submission Type / Track: All submission types / tracks [2 Reviews]
 Concept paper - Full Paper [1 Reviews]
 Research paper - Full Paper [1 Reviews]

Filter by Review Status: Show all reviews [2 Reviews]
 Show only reviews awaiting completion [1 Reviews]

1381	Concept paper - Full Paper Format: Discussion (5+13 minutes) test concept 1 1st file Contribution_1381_paper.docx 2nd file Contribution_1381_sessionplan.pdf	<input type="button" value="Show Abstract"/> <input type="button" value="Contribution Details"/> <input type="button" value="Show Review"/> <input type="button" value="Show All Reviews (1)"/>
1382	Research paper - Full Paper research test 1 1st file Contribution_1382_paper.docx 2nd file Contribution_1382_sessionplan.pdf	<input type="button" value="Show Abstract"/> <input type="button" value="Contribution Details"/> <input checked="" type="button" value="Enter Review"/>

Time left to submit the review: 35 days 9 hours
 You will get access to the reports of other reviewers after submitting your review.

5. You have different options to access the full papers.
 - a. You can save all files on the page as ZIP. Please have a look at 'Actions' provided on the right side.
 - b. You can access files directly by clicking on their name.
 For entering your evaluation please click on the link **'Enter Review'**.



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 print and edit your entries.

If you are unable to evaluate all submissions assigned to you, please notify the local organizing team of the conference sefi2020@utwente.nl 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 local organizing team.

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

Filter Submissions Assigned to You for Evaluation

Submission Type / Track

- All submission types / tracks [2 Reviews]
- Concept paper - Full Paper [1 Reviews]
- Research paper - Full Paper [1 Reviews]

Filter by Review Status

- Show all reviews [2 Reviews]
- Show only reviews awaiting completion [1 Reviews]

1381 Concept paper - Full Paper
Format: Discussion (5+13 minutes)
test concept 1

1st file [Contribution_1381_paper.docx](#)

2nd file [Contribution_1381_sessionplan.pdf](#)

We have received your review. Thank you very much.

Time left to update the review: 35 days 9 hours

Reports of other reviewers: [Show All Reviews](#)

- ▶ Show Abstract
- ▶ Contribution Details
- ▶ Show Review
- ▶ Show All Reviews (1)

1382 Research paper - Full Paper
research test 1

1st file [Contribution_1382_paper.docx](#)

2nd file [Contribution_1382_sessionplan.pdf](#)

Time left to submit the review: 35 days 9 hours

You will get access to the reports of other reviewers after submitting your review.

- ▶ Show Abstract
- ▶ Contribution Details
- ▶ Enter Review

Actions

- ▶ Show all abstracts
- ▶ Print all abstracts
- ▶ Export all abstracts as DOC
- ▶ Save files of current page as ZIP

6. On that page all relevant contribution details as well as reviewing criteria are listed. In case you cannot see contribution details, please click on 'Contribution details'. Please enter your evaluation by rating the criteria in the feedback form.

Overview > Enter and Edit Reviews > Submit Review

Submit Review

Please use this form to submit your review. For each criterion you can award certain points. The contribution to the final rating is stated in the left column below the name of each criterion.
Note that a Contribution session is limited to two hours.

Contribution Details

Information on the Contribution

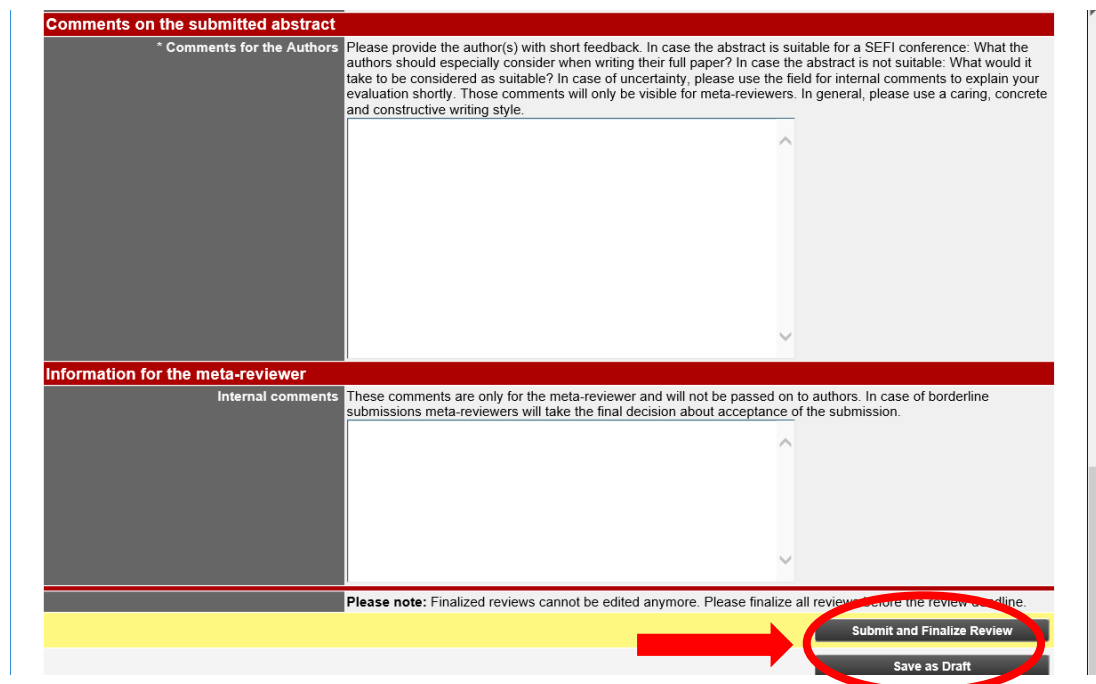
Contribution ID	1381
Submission Type / Conference Track	Concept paper - Full Paper
Title	test concept 1
Format	Discussion (5+13 minutes)
Assigned topics	Continuing Engineering Education and Lifelong Learning, Curriculum Development, Discipline-specific Teaching & Learning

Contribution of the Submission
 You are welcome to outline briefly the main contribution of this submission for the SEFI community. (optional)

Awarding of points based on various criteria

* The authors build on existing scholarship in the field. - To what extent do you agree with this statement? 10%	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
* The authors identify theories and/or conceptual frameworks used. 10%	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
* The authors provide the appropriate context. 10%	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
* The authors identify the rationale for the work. 10%	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neither agree nor disagree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree

7. Please be aware of that there **are different sets of review criteria for different submission types**. [See below](#).
8. Please note, that you can save your feedback as a draft (in case you cannot finalize it immediately). As soon as you click on the button **Submit and Finalize Review** you cannot change it anymore.



The screenshot displays the review interface with the following sections:

- Comments on the submitted abstract**
 - Comments for the Authors**: A text area for providing feedback to authors. The instructions state: "Please provide the author(s) with short feedback. In case the abstract is suitable for a SEFI conference: What the authors should especially consider when writing their full paper? In case the abstract is not suitable: What would it take to be considered as suitable? In case of uncertainty, please use the field for internal comments to explain your evaluation shortly. Those comments will only be visible for meta-reviewers. In general, please use a caring, concrete and constructive writing style."
- Information for the meta-reviewer**
 - Internal comments**: A text area for meta-reviewer notes. The instructions state: "These comments are only for the meta-reviewer and will not be passed on to authors. In case of borderline submissions meta-reviewers will take the final decision about acceptance of the submission."

At the bottom, a yellow bar contains a **Please note**: "Finalized reviews cannot be edited anymore. Please finalize all reviews before the review deadline." Below this bar are two buttons: **Submit and Finalize Review** and **Save as Draft**. A red arrow points from the note to the **Submit and Finalize Review** button, which is circled in red.

Review criteria for Full paper submissions

Review criteria are consisting of general review criteria and submission-type specific review criteria.

Specific review criteria for research papers

This set of review criteria will be applied for all full papers, which state to be research paper. Reviewers are asked to state on a 5-step Likert scale how much they agree with the following statements (weight of each criterion):

1. The author(s) describe the rationale of the study (background / introduction). (10%)

Please use the following questions as guiding questions for your evaluation:

- Does the introduction include a purpose / problem statement / hypothesis?
- Is it clearly understandable what research question was being investigated?
- Is it clearly understandable why this question is important?
- Does the proposal build on existing scholarship in the field?
- Does the proposal identify theories and/or conceptual frameworks used?

2. The author(s) describe the methods & research design. The chosen methods are appropriate (data assessment and analysis). (17.5 %)

Please use the following questions as guiding questions for your evaluation:

- Does the proposal define the study population and the sampling?
- Are manipulations / interventions / innovations described clearly?
- Are the methods for data assessment described sufficiently, avoiding undefined terms and unnecessary jargon?
- Is it clearly described how the data were analyzed?
- Are the chosen methods appropriate for the research question?

3. The author(s) describe the data analysis and results appropriately. The results are well presented. (17.5 %)

Please use the following questions as guiding questions for your evaluation:

- Are the results summarized adequately, using quantitative terms?
- Is the descriptive analysis of the data appropriate?
- Is the statistical analysis of the data appropriate?
- Do the statistical tests used make sense with the data presented?
- Are the data sufficient and presented in a way that allows the reader to reach a conclusion?

4. The author(s) interpret and discuss the results and draw appropriate conclusions. (17.5 %)

Please use the following questions as guiding questions for your evaluation:

- Is it clearly stated what the results mean in relation to the initial problem statement or hypothesis?
- Are the results and their interpretation discussed in the context of existing scientific knowledge?
- Are possible limitations of the study described?
- Are lessons learned described?

5. The author(s) estimate the impact on engineering education (EE), recommend interventions to develop EE, and identify the significance for EE. (17.5 %)

Please use the following questions as guiding questions for your evaluation:

- Are specific actions within engineering education recommended, or reported as undertaken?
- Are the actions/recommendations/control measures practical, and derived directly from the results presented?
- Does the study provide clear evidence of its potential or actual impact on engineering education?
- Does the study, in both its topic and its results, have a clear application to improving engineering education, and is this application obvious to the reader, without the need for complex explanation or extrapolation?
- Does the proposal provide information or ideas that would be of interest to the SEFI community?

6. The author(s) present an original study and it reflects good practice in Engineering Education Research (EER). (10%)

Please use the following questions as guiding questions for your evaluation:

- Is the study sufficiently sound (including clarity and strength of results) to serve as a basis for taking action in engineering education?
- Do the data solve an immediate problem, or build on existing knowledge (rather than simply repeat what is already known)?
- Is the proposal of innovative nature within engineering education?
- Does the paper reflect good practice in Engineering Education Research?

Specific review criteria for concept papers

This set of review criteria will be applied for all full papers, which state to be concept paper. Reviewers are asked to state on a 5-step Likert scale how much they agree with the following statements (weight of each criterion):

1. The author(s) build on existing scholarship in the field. (9%)
2. The author(s) identify theories and/or conceptual frameworks used. (9%)
3. The author(s) provide appropriate context. (9%)
4. The author(s) identify the rationale for the work. (9%)
5. The author(s) clearly describe the scope of the work. (9%)
6. The author(s) explain the methodological approach. (9%)
7. The author(s) describe its findings in an appropriate way (e.g. qualitative and quantitative results, insights, lessons learnt). (9%)
8. The author(s) draw appropriate conclusions based on the findings. (9%)
9. The author(s) puts its findings into perspective. (9%)
10. The author(s) provide information or ideas that would be of interest to the SEFI community. (9%)

Specific review criteria for workshops

The submission and review process of workshops differ from full paper contributions. This is due to the nature of a workshop session, which lasts **40, 60 or 80 minutes**.

- Workshops proposals were submitted in the form of an **extended abstract (maximum 500 words)** until 16 March 2020.
- Authors of accepted abstracts can submit a revised version of maximum 1000 words until 22 April. The revised version is undergoing a double-blind peer review process, running in parallel to the review process for the full papers.
- At the conference, during the workshop sessions, authors and participants will discuss and reach some conclusions. It will be possible to include these valuable results in the conference proceedings by submitting a revised version in ConfTool (maximum words 1500) until **30 September 2020**. All accepted workshops are part of the conference proceedings.

The structure of a workshop shall address the following questions:

- **what are session participants expected to learn?** (motivation & learning outcomes)
- **why is the session relevant?** (background and rationale of the session)
- **how are session participants activated?** (engagement of and interaction with session participants in alignment with expected learning outcomes)
- **how will results be summarized?** (take home message for session participants)
- **how is this work significant for Engineering Education?**

Reviewers of workshops shall in particular focus on how:

- **How attractive the topic could be for the audience** (how many participants could there be? Is the title conveying the topic of the workshop in a concise, sharp way?)
- **How engaging the session is** (authors shall explain how they plan to organize the session and what the participants are expected to do and learn).

General review criteria (independent of submission type)

The following review criteria will be used for all proposals independent of their submission type.

Overall clarity of the submission (10%)

- Are appropriate and simple terms used to describe the proposal? (2%)
- Is the use of the English language appropriate? (2%)
- Is the proposal coherent? (i.e. the rationale, foundation, approach to the work, findings and conclusions are all included) (2%)
- Is there a logical sequence and cohesiveness among all sections? (2%)
- Does the proposal follow the template guidelines? (2%)

[See our guidelines on the conference website.](#)

Alignment of chosen submission type, session format and conference topics with the requirements

Submission type (only for papers):

The author(s) have submitted their contribution as a paper. In case of acceptance, this contribution shall be considered as:

- Research paper
- Concept paper
- Short paper

Session format (only for full paper submissions)

Do you think the [session format](#) the author(s) have chosen is appropriate to present their work?

- (in general) yes, the chosen session format is appropriate
- (in general) no, I suggest:
 - Oral presentation
 - Symposium (introductions + debate/discussion)
 - Poster pitch & presentation/discussion

Conference themes / topics

Into which conference theme / topic does the submission fit best? Please consider the choices of the author(s).

Overall evaluation

As an overall evaluation - Which acceptance status would you recommend for this submission?

- strong accept (highly rated in most/all categories; highly relevant)
- accept
- weak accept (accept with minor revisions)
- borderline proposal (accept with major revisions)¹
- reject
- strong reject (rated low in most/all categories; not relevant)

Comments

Comments for the author(s)

Please explain your evaluation in a detailed and clear manner, give concrete examples and refer to the review criteria.

1. What did you like about the submission?
2. How could the author(s) make the submission even better? What should they focus on most? Which concrete and constructive suggestions do you have for improvement?

Confidential remarks for the program committee.

If you wish to add any remarks intended only for the program committee, please write them below. These remarks will not be sent to the authors. This field is optional.

Nomination for Best Paper Award

Would you like to nominate this paper for the Best Paper Award?

Reviewer's confidence

How familiar are you as a reviewer with the subject concerned?

- Extremely familiar / my area of expertise
- Very familiar
- More or less familiar
- Not really familiar
- Not familiar at all / completely new topic for me

¹ As there will not be a final paper review cycle, consider whether or not the major revisions can repair the paper, e.g if no research outcomes are presented in a research paper. If upgrading is not realistic, rejection should be considered.



Thank you for your contribution!

We would like to thank you very much for your contribution to the success of the conference! Your effort is highly appreciated.

Natascha van Hattum-Janssen, Co-Chair of the International Scientific Committee,
Saxion University of Applied Sciences, Enschede, the Netherlands
n.vanhattum@saxion.nl

On behalf of:

Hannu-Matti Jarvinen, Tampere University, SEFI 2020 Chair of the International Scientific Committee
Jan van der Veen, University of Twente, SEFI 2020 Conference Chair

Note: This handbook has been revised for SEFI 2020 and is based on the versions used in 2018 and 2019.



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