

1. General Reviewing Guidelines

Information for ECER Reviewers

0. *Special Situation for ECER 2021: RESUBMISSIONS from ECER 2020*

As the conference 2020 needed to be cancelled, authors from 2020 were welcome to resubmit proposals which were accepted to the cancelled ECER 2020 to ECER 2021.

However, the recommendation also was that the work be updated to reflect the most recent research and take in recommendations from last year's reviewers.

All proposals will again be subject to review by the 2021 programme committee. Submissions which were accepted to the cancelled ECER 2020 ARE NOT automatically accepted to ECER 2021.

To indicate that a proposal was accepted to ECER 2020, authors were asked to put add a prefix before the title in conftool 2021. For example, "**(2020 ID: paper ID number) TITLE**" indicates that this submission is a resubmission.

If you see a submission with a title like this in your reviewing assignments, you can check in your **2020** Conftool account (www.conftool.com/ecer2020) to check if you reviewed the paper in 2020 and if yes, you can use your 2020 evaluation as a source of support. If you have not reviewed the paper in 2020, please proceed as usual.

1. *Criteria*

EERA would like to draw your attention to the general reviewing criteria, which should guide you in reviewing the abstracts submitted for the conference:

- The proposal should be directly related to a topic of interest for educational research and should fit well into the selected network;
- It should be coherent in argumentation and methodology and should put forward a clear research question or focus of enquiry.
- It should involve systematic enquiry of an empirical or analytic nature and needs to set out the applied methods clearly.
- It should make reference to a theoretical framework and show awareness of previous work and own contributions;
- The proposal should be set out clearly in a manner which is accessible to an international audience and it should take account of the European and/or international context
- It should help to develop a European dialogue by reference, for instance, to current European policies or intellectual and educational traditions; and
- Symposium submissions and roundtables need to include at least 3 different countries or national perspectives.

2. *Conftool Technique*

General: When rating proposals in Conftool, reviewers leave both a) comments to the authors and b) a recommendation to the Link Convenor/ Programme Committee on whether or not to accept a submission. This is done by a) leaving written feedback for authors, b) completing a reviewing grid which rates the proposal on a scale of 10 and by c) leaving an overall suggestion for the Link Convenor. As a reviewer/ member of the programme committee you will have access to papers assigned to you after clicking "Edit Reviews"

You can select from the following options:

- Edit User Account Details**
Here you can update your personal user data.
- Your Submissions**
Here you can submit contributions and manage your submitted contributions.
Next deadline: 5 days 8 hours
- Logout**
Please sign out when you are finished to prevent unauthorised access to your account.
- Logout and Return to the Main Website**
Sign out and return to the website "ECER 2009 Vienna - European Conference on Educational Research".

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

- Edit Reviews**
Here you can access the contributions assigned to you and enter your reviews.
0 contributions were assigned to you. You did already enter 0 reviews.
- Program Committee Online Forum**
You may now discuss online about all papers and reviews to complete the conference program.
Time left: 83 days 7 hours

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

Filter Submissions Assigned to You for Evaluation

Network / Type of submission	Count
<input checked="" type="radio"/> All Networks / types of submissions	[35 Reviews]
<input type="radio"/> Emerging Researchers' Group (for presentation at Emerging Researchers' Conference)	[11 Reviews]
<input type="radio"/> 27. Didactics - Learning and Teaching	[24 Reviews]

Filter by Review Status

<input checked="" type="radio"/> Show all reviews	[35 Reviews]
<input type="radio"/> Show only reviews awaiting completion	[2 Reviews]

388	27. Didactics - Learning and Teaching Format of Presentation: Poster Reflection in the Educational Transformation of Experience for Learning: How and Why? We have received your review. Thank you very much. Time left to update the review: 12 hours 0 minutes	<ul style="list-style-type: none"> Show Proposal Abstract Contribution Details Show Review Edit Review Online-Forum(0 message s)
533	27. Didactics - Learning and Teaching Format of Presentation: Paper Literacy education through Beginning Literacy: Research and preliminary findings We have received your review. Thank you very much. Time left to update the review: 12 hours 0 minutes	<ul style="list-style-type: none"> Show Proposal Abstract Contribution Details Show Review Edit Review Online-Forum(0 message s)

You will then find a list of all submissions (listed per submission number) which are assigned to you plus some filter options (see below).

For reading offline, you can either export all abstracts as DOC or print them.

If you are reviewing for more than one network (e.g. for the Emerging Researchers Group + one other network) a filter will help you to keep the overview on which papers you are currently working.

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.

Survey of Your Reviews

107	10. Teacher Education Research Format of Presentation: Symposium YXxx / Uddd Time left to submit the review: 1807 days 9 hours	<ul style="list-style-type: none"> Show Proposal Abstract Contribution Details Enter Review
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We suggest that for reading submissions online you use the option **Show Proposal Abstract**. It is easier to browse through than **Contribution Details** and it contains more information.

You can access the review form by clicking **Enter Review** in the above list.

When there is a red field on the left side, under the number of the submission, you have not yet entered a review.

When the field is olive green, you have only saved a draft ([Save as Draft](#)) and you will need to go back into the review form and click [Submit Review](#).

When the field is green, you have already saved a review. By clicking [Edit Review](#) but you can still edit it.

R 3. Review Form

The reviewing form will ask you

-to rate the submission against a set of criteria

-to leave comments for authors

-to put forward an overall recommendation for the Programme Committee (Accept/reject/redirect a submission)

-to leave further comments for the Programme Committee

Suggest a proposal for redirection

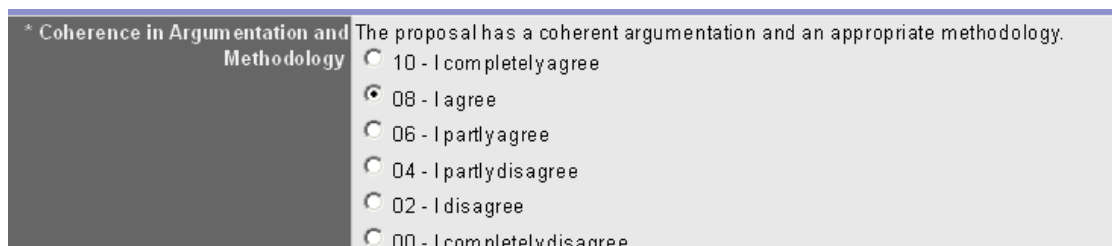
Redirections: Redirection is indicated when the paper does not fit thematically into the network but is nonetheless a promising paper (redirection is not a "soft" form of rejection). Your overall suggestion is intended to give the link convenor enough information to make an informed final decision on the paper's status. Therefore, please explain in the section "Internal comments" why you feel the paper does not fit into the selected network's focus.

Rating the proposal via a scale

Reviewers will be asked to state how strongly they agree or disagree with the given statements. Authors usually receive a list displaying the ratings for each statement (this is, of course, completely anonymous) when they are informed about the reviewing outcome. Some networks decided to send the written feedback only.

Please note: There are two different review forms, the short form with 3 statements and the longer form with 6 statements. The Link Convenor of your network decided on which form to use for evaluation. If you are reviewing for 2 different networks, keep in mind that the forms might be different.

Example statement and rating scale



* Coherence in Argumentation and Methodology The proposal has a coherent argumentation and an appropriate methodology.

10 - I completely agree

08 - I agree

06 - I partly agree

04 - I partly disagree

02 - I disagree

00 - I completely disagree

Leaving Comments for the author

As some networks decided to only send out the written feedback left by reviewers and not the gradings, we would ask you to **always** fill in the field [Comments for the authors](#). This is especially important for somewhat weaker proposals.

Receiving these comments as guidelines will give them additional feedback and the opportunity to improve future proposals. Please provide a detailed explanation for your evaluation. Point out strengths and weaknesses of the submitted contribution. Please also provide suggestions for improvement and use an objective and constructive writing style. See examples for helpful review comments at

<https://eera-ecer.de/ecer-2019-hamburg/submission/review-criteria/>

[Overall Suggestion and Leaving Comments for the Programme Committee](#)

Link Convenors use the overview of the reviewing outcomes (i.e. an average calculated for each proposal) as an initial guide for acceptance or rejection, however they also rely heavily on the reviewers' comments/additional guidance left for the programme committee. At the end of the reviewing grid, you are asked for an Overall Suggestion as to whether a submission should be accepted, rejected or redirected ([accept](#), [reject](#), [redirect](#)).

In addition to the "overall suggestion", you are also asked to leave some written comments for the programme committee. This box is called [Internal comments](#). **IF YOU HAVE SUGGESTED THE PROPOSAL BE REDIRECTED, please be sure to explain why you feel it does not fit into the selected networks' focus.**

The Overall Suggestion and internal comments will not be passed on to the author(s) but is substantial information for the Link Convenor.

Information for the programme committee

Overall Suggestion (for the programme committee only)

Accept

Reject

Redirect

Internal comments

These comments are only for programme committee (PC) members and will not be passed on to authors. Please use this box to give some advice to link convenors on the status of the proposal. E.g. if the proposal is weak, can it nevertheless be suggested for acceptance in order to foster professional development of the presenter or IF YOU HAVE SUGGESTED THE PROPOSAL BE REDIRECTED, please explain why you feel it does not fit into the selected network's focus.

Finalising your review

When you have finished your review, please click [Submit Review](#). Your comments and results will then be listed automatically in the Link Convenor's section [Review Results](#). He or she will formally assign the final status to the contribution. If you click [Save as Draft](#), the Link Convenor does not yet have access to your review; and in your [Edit Review](#) list, it will be marked with an olive background for making clear that the final review (marked in green) has not yet been saved (see section 2).

Reviewing Phases

Please note that there will be two phases of reviewing:

- (1) The first round, after which the Link Convenor decides on [acceptance](#), [rejection](#) or [redirection \(to another network\)](#) according to your review results by setting the submission status to [accept](#), [reject](#) or [redirect](#).
- (2) The second round, where only the redirected contributions are reviewed by the reviewers of the alternative network. At the end of the second phase, redirection will no longer be possible and Link Convenors will only be able to either set the submission status to [accepted](#) or [rejected](#).