

## Peer review policy BCAS-iCMR

### Purpose

The purpose of this peer review policy is to ensure the academic integrity, quality, and fairness of the review process for all submissions to BCAS-iCMR 2024.

### 2. Types of Peer Review

The conference employs a **double-blind** peer review process where both the reviewers and the authors remain anonymous to each other to prevent bias.

### 3. Reviewer Selection

- **Criteria:** Reviewers are selected based on their expertise, academic qualifications, and previous experience in the relevant field.
- **Conflict of Interest:** Reviewers must disclose any potential conflicts of interest before accepting a review assignment.

### 4. Review Process

1. **Submission:** Authors submit their manuscripts through the conference management system.
2. **Initial Screening:** The program committee conducts an initial screening to ensure the submission meets basic quality standards and aligns with the conference's scope.
3. **Assignment:** Suitable reviewers are assigned to each submission. Typically, two to three reviewers are selected per abstract.
4. **Evaluation Criteria:** Reviewers evaluate submissions based on:
  - Originality and significance of the contribution
  - Methodological rigor and appropriateness
  - Clarity and quality of writing
  - Adequacy of literature review
  - Soundness of conclusions and interpretations
5. **Reviewer Reports:** Reviewers provide detailed feedback and recommendations:
  - Accept
  - Minor revisions
  - Major revisions

- Reject
- 6. **Decision Making:** The program committee makes the final decision based on reviewer recommendations and their own assessment.
- 7. **Communication:** Authors receive the reviewers' reports and the decision. In case of required revisions, specific guidance is provided.

## 5. Confidentiality

All submissions and review reports are treated confidentially. Reviewers must not disclose information about the manuscripts or their review to anyone except the program committee.

## 6. Conflict of Interest

- **Disclosure:** Reviewers and authors must disclose any potential conflicts of interest.
- **Management:** Identified conflicts will be managed by reassigning the abstract to a different reviewer if necessary.

## 7. Ethical Considerations

Reviewers and program committee members are expected to adhere to ethical guidelines, ensuring the integrity and fairness of the review process. Plagiarism, data fabrication, and other forms of misconduct are strictly prohibited.

## 8. Reviewer Responsibilities

- Provide objective and constructive feedback.
- Complete reviews within the specified timeframe.
- Maintain confidentiality and disclose conflicts of interest.
- Adhere to ethical guidelines and standards.

## 9. Appeals and Complaints

Authors have the right to appeal decisions or lodge complaints regarding the review process. Appeals must be based on procedural errors or demonstrable bias and should be directed to the program committee.

## 10. Continuous Improvement

The peer review process is regularly reviewed and updated to ensure it remains effective, transparent, and aligned with best practices.