

SYMPOSIA REVIEWING GUIDELINES

These notes describe both how to use the platform to access the submissions allocated to you for review as well as the review criteria developed for EAWOP 2022 submissions. If you have reviewed for EAWOP before, please note that this is a new platform and there have been some changes to the review criteria.

To begin with, please read the submission guidelines prior to starting any reviews.

You can access these [here](#).

TIMELINES FOR REVIEWING

Given that Submissions were extended due to exceptional circumstances, it is even more important than usual that Reviewers meet the deadlines of **21 days** from receipt of the allocation email to completion of the reviewing process.

Should you anticipate any difficulty in reviewing on time, please immediately inform us at eawop22@redactive.co.uk in order for us to reallocate your incomplete reviews.

TYPES OF SUBMISSION

This year we are accepting Symposia submissions that involve Chaired presentations and discussion of 3 to 5 Papers on interrelated topics lasting **up to 60 minutes**. The Abstract for the overall symposium has a 500-word limit and each individual paper has a 750-word limit. Symposia with 3 or 4 papers may also include a discussant.

STEP 1: NOTIFICATION OF REVIEWING ALLOCATIONS

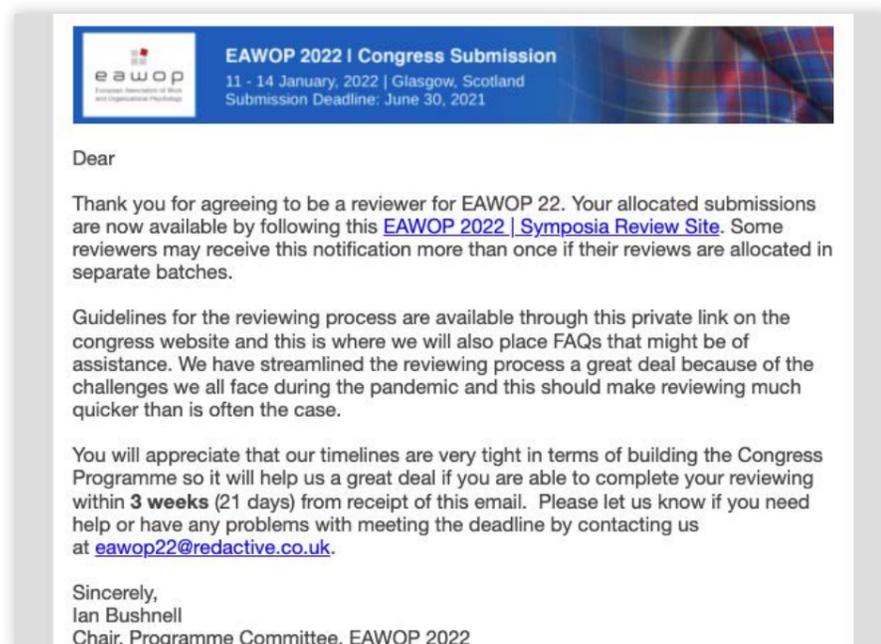
You will be sent (or may already have been sent) an email with a link for you to access your allocated submissions.

This email will be from:

“EAWOP Congress 22 | Submissions
eawop22@redactive.co.uk”

with the subject line

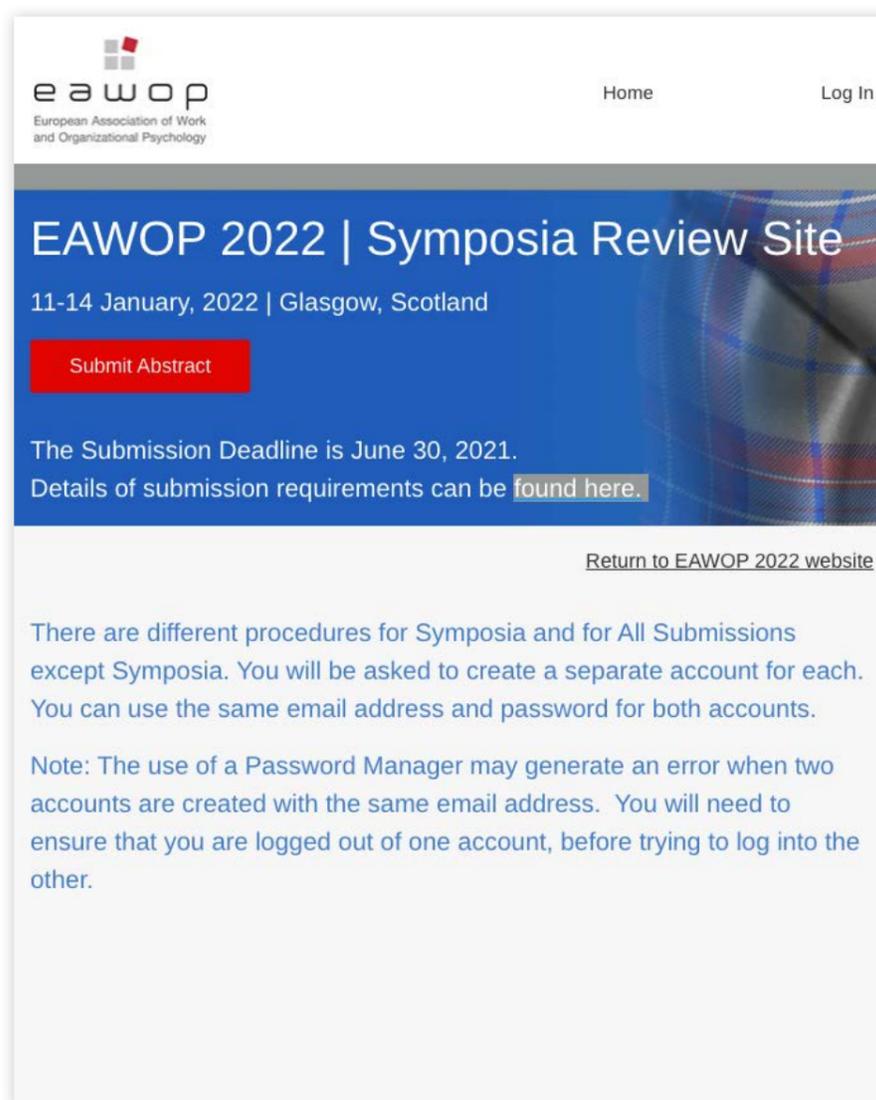
“Invitation to review abstract for EAWOP 2022 |
Symposia Submissions”.



Please note: If you are assigned other types of submission as well as symposia, you will be sent a different link to review those.

STEP 2: LANDING PAGE

Once you have clicked on the link in the email you will arrive at the page below. You will need to click “Log In” in the top right-hand corner.

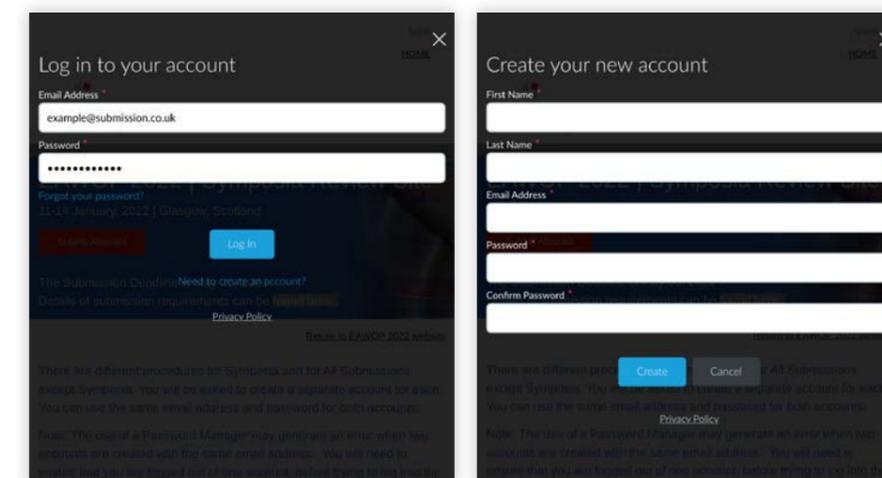


STEP 3: LOGIN

IMPORTANT: You will need to use the email address that the reviewer email was sent to in order to login to the system and access your reviews.

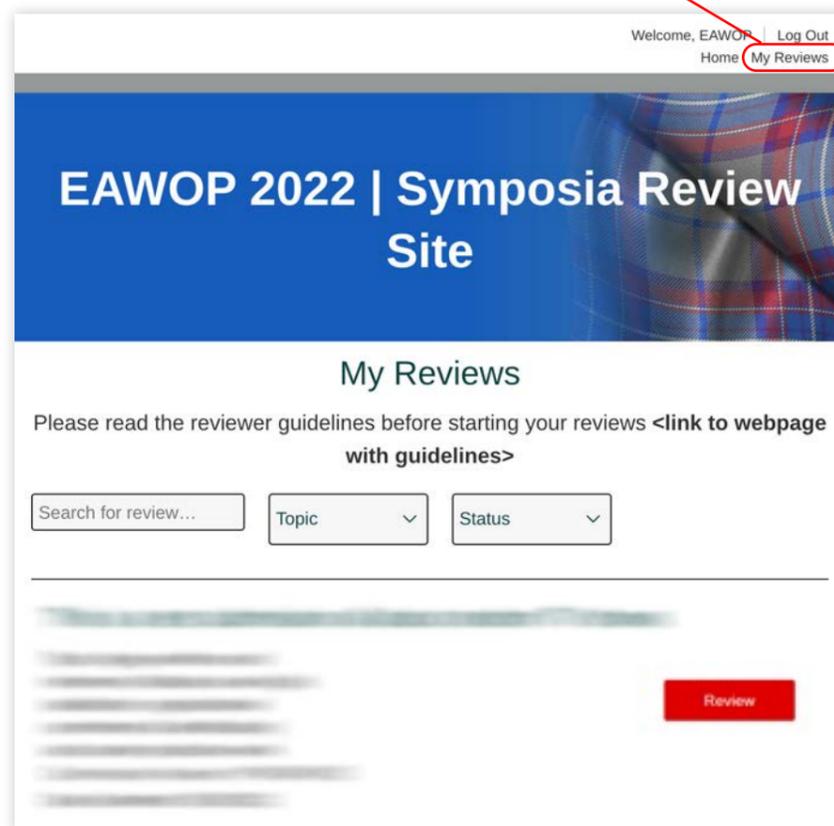
* If you have already submitted a symposium using this email address, you will just need to enter your password.

If you have not submitted a symposium on this site, under this email address, you will need to click “Need to create an account?”, complete the required details and then press “Create”.



STEP 4: NOTIFICATION OF REVIEWING ALLOCATIONS

Once you are logged in, you will need to click on **“My Reviews”** which will lead you to your assigned submissions for review:



Here you will see all of the symposia that you have been allocated. You have the option to filter by “Topic” or by “Status” (reviewed, not reviewed). Once you are ready to begin reviewing a symposium, click on **“Review”**.

STEP 5: REVIEWING PROCESS

Once you have clicked on **“Review”** you will see the symposium details at the top of the screen under “The Submission”.

- We have tried to allocate submissions according to your stated areas of interest but occasionally this has not been possible. If you feel you cannot review the symposium, please contact us at eawop22@redactive.co.uk as soon as possible.
- If you feel you have a conflict of interest (e.g., one of the authors is/ was a close colleague) which makes it inappropriate for you to review the submission please contact us at eawop22@redactive.co.uk as soon as possible.

CRITERIA FOR RATING A SYMPOSIUM

A Symposium provides reports of empirical research, innovative practice, and/or theoretical advances. Ideally it demonstrates real world impact or potential for impact.

The **overall** Submission Abstract should clearly state:

1. Research goals and why the work was worth doing
2. Theoretical background
3. Method adopted
4. Results obtained or expected (if not available, when will they be)
5. Conclusions

Each **individual** Symposium paper with an empirical base should clearly state:

1. Research goals and why the work was worth doing
2. Theoretical background
3. Design/Methodology/Approach/Intervention
4. Results obtained or expected (if not available, it must be made clear when they will be)
5. Limitations
6. Research/Practical Implications
7. Originality/Value

Each **individual** Symposium paper with a theory base should clearly state:

1. Theoretical background
2. New Perspectives/Contributions
3. Research/Practical Implications
4. Originality/Value

JUDGEMENTS YOU ARE ASKED TO MAKE

A. You are not asked to provide a separate rating for each of the criteria above, but to make a single rating of:

- Each Paper in the Symposium (up to 5 papers)
- The Symposium as an overall submission, remembering that this rating goes beyond individual paper quality as the submission as a whole may be greater or perhaps less than the sum of the parts

All ratings are made using the same 5-point scale and with regard to the suitability of the submission for a major International Congress:

B. As stated in the table, if you rate anything as a 3, 2 or 1, you are asked to provide short notes to explain why. This is very important as we have to provide suitable feedback to submitters.

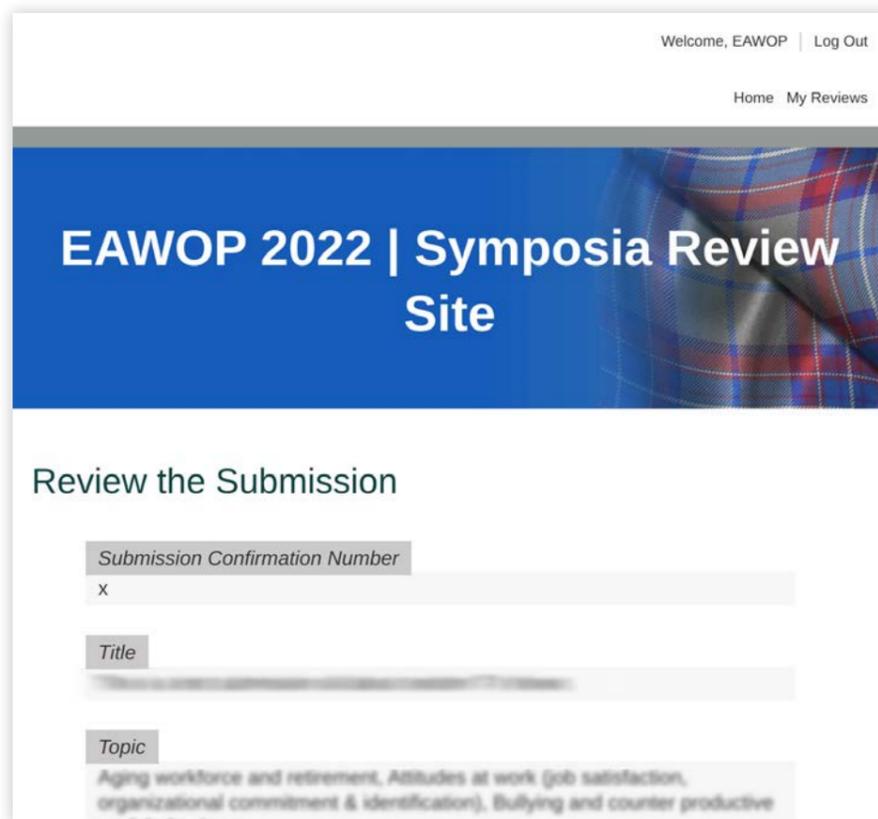
We do not expect you to write at length, but around 40 to 100 words would be a reasonable guide and the points should relate to the provided criteria and points to look out for. Think about what you would like to receive in terms of feedback if this was your paper.

C. You are also asked to recommend any changes that you think the author/s could make to improve their submission which could include content change, clarity of expression or grammar. These are encouraged no matter what the rating of the submission.

Scale Point	Points to look out for	Notes
5 Excellent	Very clear aims. Meets all the above criteria that are relevant to the type of submission. Significant contribution to WOP theory, scientific knowledge and/or Significant impact on WOP practice May energise future research or practice in the area. Very robust theoretical underpinning, methodology and findings. Extremely relevant or interesting topic area for WOP audience of academics and/or practitioners Very well written and coherent. Contains new or innovative material or ideas.	Comments for author(s) are not required but are encouraged.
4 Good	Clear aims. Meets most of the above criteria. Evidence of contribution to WOP theory/scientific knowledge/practice. Robust theoretical underpinning, methodology, design and findings. Interesting topic area / content for WOP audience. Well written and coherent. Interesting format.	Comments for author(s) are not required but are encouraged.
3 Just above standard	Aims are fairly clear. Minor issues to be addressed to meet basic criteria. Some contribution to WOP theory, scientific knowledge and/or practice. Sufficient theoretical underpinning, appropriate design, methodology and findings. Reasonably coherent and well written. Appears accurate/valid.	Reviewers must include comments for author(s) explaining why they have considered the submission "Just above standard".
2 Just below standard	Unclear aims. Issues identified which need to be addressed in the submission to meet basic criteria. Minimal contribution to WOP theory, scientific knowledge and/or practice. Questionable theory, design/methodology or findings. Poorly written. Questionable accuracy of content. Inadequate statistical analysis. Has some commercial undertones without any strongly balancing theoretical or practical value.	Reviewers must include comments for author(s) explaining why they have considered the submission "Just below standard"
1 Well below standard	Very unclear aims. Does not meet basic criteria. No obvious contribution to WOP theory, scientific knowledge and/or practice. Unsound or inappropriate theory, design, methodology or findings. Complete lack of coherence/major errors in writing. Major inaccuracies in content. Clear commercial intent without any strongly balancing theoretical or practical value. Unethical in some way.	Reviewers must include comments for author(s) explaining why they have considered the submission "Well below standard"

Symposium Review Site

A sample of what you see when you select a submission for review is shown below:



Welcome, EAWOP | Log Out
Home My Reviews

EAWOP 2022 | Symposia Review Site

Review the Submission

Submission Confirmation Number
x

Title

Topic
Aging workforce and retirement, Attitudes at work (job satisfaction, organizational commitment & identification), Bullying and counter productive work behaviours

Symposium Abstract
This symposium will list some TV shows but will mainly be made up of Lorem ipsum copy Lorem ipsum dolor sit amet, elit tollit viderer ad cum, sed te quodsi facilis mnesarchum. Sed stet feugiat ei. Solum conumpit ut kus. Cu assum tacimates per. In quidam integre persequeris pri, in his conuenire

The overall Symposium Abstract is shown first along with information about the Discussant if one is involved, followed by as many individual papers as the Symposium contains (up to 5). The rating part of the reviewing process comes at the end of all the symposium sections and so there could be a degree of scrolling up-and-down in order to read each component, make your ratings and add the necessary text comments.

Symposium Title, Abstract & Discussant

Review the Submission

Submission Confirmation Number
x

Title

Topic
Aging workforce and retirement, Attitudes at work (job satisfaction, organizational commitment & identification), Bullying and counter productive work behaviours

Symposium Abstract
This symposium will list some TV shows but will mainly be made up of Lorem ipsum copy Lorem ipsum dolor sit amet, elit tollit viderer ad cum, sed te quodsi facilis mnesarchum. Sed stet feugiat ei. Solum conumpit ut kus. Cu assum tacimates per. In quidam integre persequeris pri, in his conuenire

Symposium Paper Details

Contribution of Discussant

Title of Paper 1

Abstract of Paper 1
This paper is all about Friends. Lorem ipsum dolor sit amet, elit tollit viderer ad cum, sed te quodsi facilis mnesarchum. Sed stet feugiat ei. Solum conumpit ut kus. Cu assum tacimates per. In quidam integre persequeris pri, in his conuenire efficiantur. Aliquip maieatatis constituto at per. Ne commodo aperiri consequantur sed, te homero partem ferent vis. Ea omnesque forensibus reformidans vis, nusquam indoctum pro ex. Ultram docendi gubergren sea id, ut vix legere graeci, dictas facilis principes eam in. Mei labitur recteque te. Ei utinam inermis alienum duo. Perfecto sententiae eu pro, cu pro nibh albuicus definitionem, vis ne dicta delenti inimicus. Nominali pertinacia definitiones ut eos, adhuc omittantur per ne, usu sint natum occurreret ut. Natum latine quo ea, labores delenti vim eu. Eum ex tota decore atomorum. Nec ei lorem dicunt, eu scribentur omittantur sed. Cu tation aliquid vis, in kus eloquentiam vituperatoribus, ne vel tollit doctus. Te putent aperiam persequeris est. An per eliofend dignissim. Quando conclusionemque ut per. Legere doming philosophia vis ad, alla vero senserit in eos, te nominali voluptaria conclusionemque eos. Aperiam consulatu reformidans at pri, vim ne euismod meliore comprehensam, mei ex modo periculis. Essent feugiat his ad, atthomeant scribentur cotidieque

Individual Paper Ratings

Paper 1 Rating

* Please rate the quality of this paper and its suitability for this level of International Congress

5. Excellent
 4. Good
 3. Just above standard
 2. Just below standard
 1. Well below standard

Please provide short notes to explain a '3', '2' or '1' rating.

Overall Symposium Rating:

Rate the overall Symposium submission

* Please rate the overall quality of this symposium as a whole and its suitability for this level of International Congress:

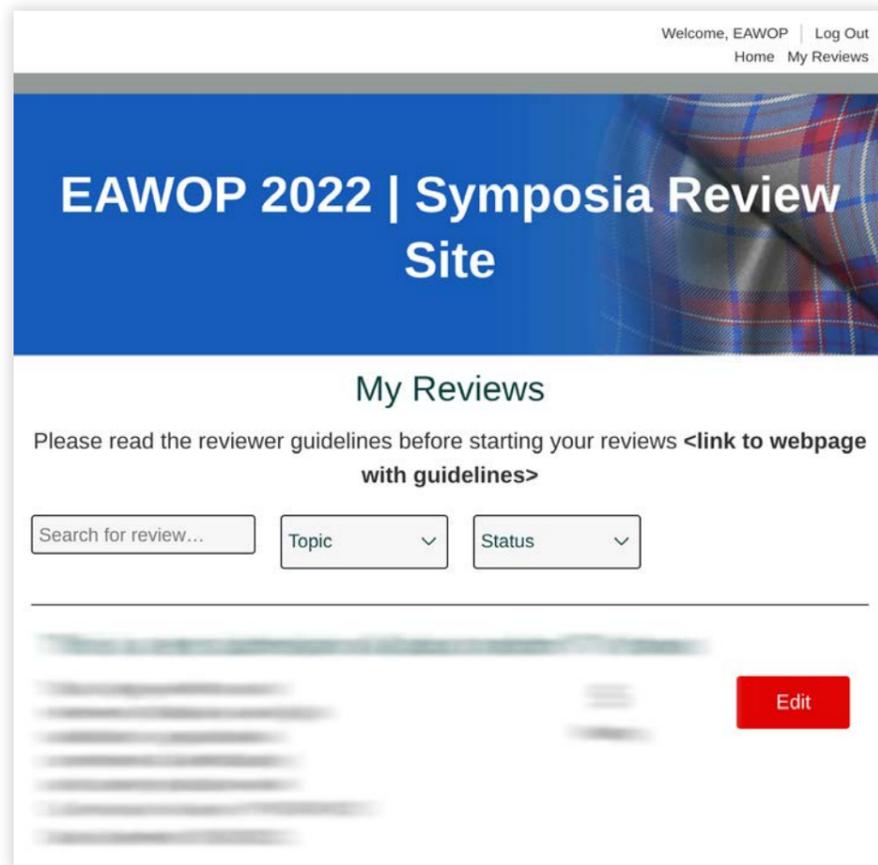
5. Excellent
 4. Good
 3. Just above standard
 2. Just below standard
 1. Well below standard

Please provide short notes to explain a '3', '2' or '1' rating.

Once you are happy that you have completed all of the questions, click **“Submit”**

STEP 6: NEXT STEPS

Once you have submitted your review, you will be taken back to the “**My Reviews**” page where you will now see a rating next to the paper that you have reviewed.



You have the option to go in and edit your scores/ comments until your 3-week review period is over. At this point, any further amends will not be taken into consideration.

You will need to complete STEP 5 for each of the submissions you have been allocated.

Once all of your reviews have been submitted and the 3-week reviewing period has finished, your marks and comments will be passed to the Programme Committee who will be in touch should there be any queries. If there are none, you will receive an email from eawop22@redactive.co.uk thanking you for participating in the process.

WHO SHOULD YOU CONTACT FOR ASSISTANCE?

For any enquiry about using the online system, or the reviewing process itself, please contact eawop22@redactive.co.uk.

THANK YOU

The Programme Committee thanks you for volunteering your time to review for the 2022 EAWOP Congress.



20TH EAWOP CONGRESS

11–14 January, 2022
SEC, Glasgow, Scotland

