Guide for Reviewers

Your role

Independent Academic Evaluator. Assess the manuscript impartially and provide a clear, evidence-based report and recommendation.

Before accepting

- Accept only if the manuscript is within your expertise and you can meet the deadline.
- Disclose any actual, potential, or perceived conflict of interest; decline when independence is uncertain.
- Keep the invitation, manuscript, review, and editorial correspondence confidential.
- Do not involve another person without prior editorial approval.

What to evaluate

- Contribution and innovation: Is the advance clear, original, relevant, and significant?
- Methodology: Are the design, data, models, hardware, baselines, controls, metrics, and analyses appropriate?
- Results: Do the evidence and uncertainty support the claims? Are robustness, failure modes, and limitations addressed?
- Reproducibility: Are system details, experimental conditions, data, code, and procedures reported sufficiently?
- Presentation: Is the manuscript coherent and are figures, tables, equations, and references clear and accurate?
- Ethics and integrity: Are approvals, consent, data rights, safety, competing interests, and research integrity adequately addressed?

How to write the report

- Begin with a brief summary and the main strengths.
- Separate major issues from minor issues and number each comment.
- Explain why each concern matters and suggest a proportionate remedy where possible.
- Use specific page, line, figure, table, or equation references.
- Be constructive and professional; critique the work, not the authors.

- Request new experiments only when necessary to support a central claim.
- Keep confidential comments to the editor separate and ensure they do not contradict comments to the authors.

Confidentiality and integrity

- Do not contact the authors or use unpublished content for personal or competitive advantage.
- Do not upload the manuscript or review content to public or unapproved AI, translation, editing, or analysis services.
- Write the assessment yourself and remain accountable for every statement.
- Report suspected plagiarism, manipulation, fabrication, duplicate publication, unethical research, or citation coercion privately to the editor; provide specific evidence and do not investigate independently.

Recommendation

Category	Use when
Accept	The manuscript meets the journal's standard; only production-level corrections remain.
Minor revision	Limited corrections or clarifications can resolve the remaining issues.
Major revision	Substantial but feasible changes are required to establish validity, completeness, or clarity.
Reject	Central flaws, inadequate contribution or validation, integrity concerns, or scope mismatch are not reasonably remediable.

Make the recommendation consistent with the reasons in your report. Do not base it on author identity,prestige, predicted citations, or a mechanical vote.

Annual Recognition — Reviewers

1. Assessment and recognition

Each year, EIPS will recognize Outstanding Reviewers with an official Certificate of Recognition. Annual assessment comprises review quality (40%), timeliness (30%), and reviewing workload (30%), each scored out of 100.

Overall score = 0.40 × quality + 0.30 × timeliness + 0.30 × workload.

2. Review quality (40%)

The handling AE will rate each report after submission. Reports on initial and revised manuscripts are rated separately; clarifications or corrections within the same round are not counted again. Assessment reflects the requirements of the review round, rather than report length.

Score	Assessment standard
100	Excellent: Identifies the key issues and provides rigorous, well-supported, specific, and constructive feedback.
60	Satisfactory: Addresses the main issues with sufficient reasoning to inform an editorial decision; minor clarification may be needed.
0	Unsatisfactory: Major omissions, substantive errors, unsupported concerns, or no substantive assessment make the report unusable without substantial correction.

Clarity and professionalism also inform the rating. A recommendation for acceptance, or agreement with the AE or final decision, will not determine quality.

Annual quality score = sum of quality ratings for all reports submitted during the year ÷ number of those reports.

3. Timeliness (30%)

Initial reports are due within 21 calendar days of accepting the invitation; reports on revised manuscripts are due within 14 calendar days. The day after acceptance is day 1. Approved extensions replace the original deadline.

Submission relative to the deadline	Score
On time	100
1–7 days late	60
More than 7 days late, or outstanding at the annual verification cutoff	0

Annual timeliness score = sum of scores for all reviews due during the year ÷ number of those reviews.

Accepted but overdue unfinished assignments must be included. Assignments cancelled by the journal before the deadline are excluded; assignments terminated because of reviewer delay without a submitted report receive 0.

4. Reviewing workload (30%)

A report with a quality rating of at least 60 counts as a qualifying report. Separate rounds count separately, with no more than one report credited per reviewer per round.

Annual workload score = 100 × min(N/T, 1), where N is the number of qualifying reports submitted during the year and T is the annual target, normally six reports. The maximum workload score is 100.

Target adjustments must be announced before the assessment year.

5. Annual selection

Reviewers are ranked by annual overall score, with ties resolved first by quality and then by timeliness.

The Editorial Office will compile and verify complete records. The Editor-in-Chief will confirm recipients after considering consistency, manuscript complexity, and documented exceptional circumstances. Any departure from the ranking must be documented.

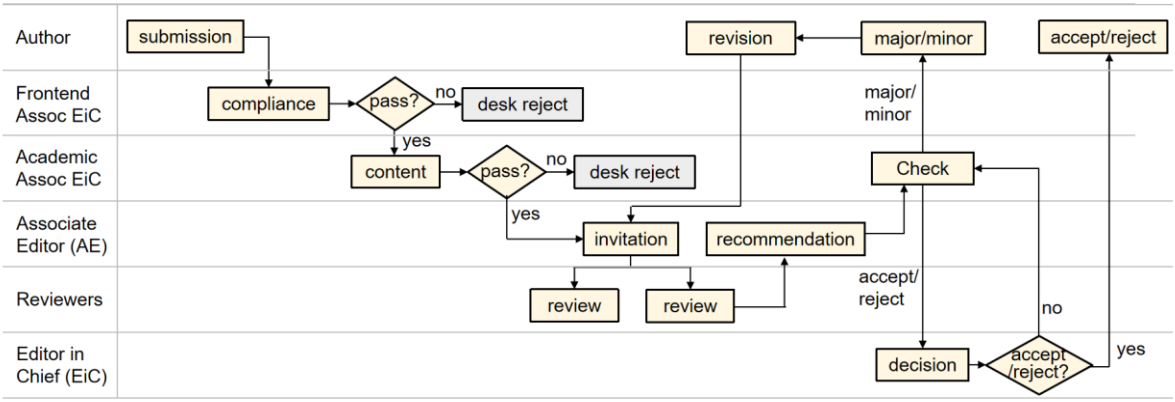
The assessment period is 1 January–31 December, with records verified by 15 January of the following year. Quality and workload are attributed by report submission date; timeliness is attributed by assignment deadline.

Editorial workflow

Your responsibility is the independent “review” step shown in the journal workflow. Submit a complete, constructive, confidential, and academically rigorous report.

View the full editorial and peer-review workflow

Appendix: EIPS Editorial and Peer-Review Workflow



EIPS editorial and peer-review workflow.