

INSTRUCTIONS FOR REVIEWERS OF INTERPRAEVENT 2024

Purpose of Peer Review

The purpose of scientific paper peer review is to:

- provide editors and the editorial committee with objective, unbiased advice about the quality and scientific, educational, and practical merit of a manuscript; and
- offer constructive suggestions to authors for how to improve the quality, clarity, and presentation of their manuscript.

The handling editor makes the final decision that takes into consideration the reviewers' comments. The decision of the editor(s) is communicated to the authors and the reviewers.

All manuscripts submitted to INTERPRAEVENT undergo an initial screening by an editor to assure concordance with the Congress's focus and audience. The remaining manuscripts are sent out for peer review. Additional reviewers are invited as needed. All reviewers are asked to declare any competing interests.

- The review process for INTERPRAEVENT is single-blind. Reviewers generally remain anonymous (they have the option to include their name with the comments to the authors, if they wish). Reviews are seen only by the authors and the editor handling the given assignment.
- The final decision is made by the handling editor, with input from the editor-in-chief, based on the reviewers' recommendations.

Types of Manuscripts Submitted to INTERPRAEVENT 2024

The Research Society INTERPRAEVENT works to set up preventive protection against disasters and supports interdisciplinary research to protect our living space against flooding, debris flow, landslides, snow avalanches and forest fires.

Focus will be on integrated management of natural hazards and risks, equally considering causes of disasters as well as measures of prevention, preparedness, response and recovery in the view of global changes.

Submitted papers can include original research, basic or applied, or practical experience and case studies.

Authors submit a paper of 2 to 8 pages including a short abstract, tables and figures. The papers for the Student Award have to have a length of 6 to 8 pages. The paper must be written in English.

Review period and workload

You might be asked to review a paper from June 1, 2023 until January 17, 2024. You might be asked to review up to 5 papers.

Review process

Invitation to review

You will receive an invitation by e-mail to review a manuscript. The invitation will come from "Editor IP2024 Vienna" with the subject as "Reviewer Invitation for Manuscript XXXXX" with the XXXXX being the assigned manuscript number. The e-mail will contain your username and password, the title page and abstract of submission, and links to accept or decline the invitation to review. Occasionally, the links may malfunction and you may need to log on and accept or decline as outlined below.

If you are unable to complete the review timely, please decline the invitation so that we can invite a different reviewer. If you do not respond to the e-mail within 10 days, you will be "uninvited" automatically so that we expedite the review process.

Please keep your e-mail address and other contact information current. If you need to update your profile, login through your current username and password, revise your contact information via the "change details" link, and select "update" before closing the screen.

If requesting your username and password, please use the same e-mail address every time. If you are confident that you are a registered user and are unable to retrieve your username and password, please do not register again because doing so will create multiple entries for your name and tracking your manuscripts and reviews will be problematic. Please choose "contact us" from the top menu and send an e-mail if you have questions or need assistance.

Login and respond

At <https://www.editorialmanager.com/ip2024> click on "Login" and enter your username and password as provided in your invitation e-mail. Click "Reviewer Login", which will bring you to your Reviewer Main Menu. If you don't click "Reviewer Login," the default login is as an author and you will not be able to access the information you need to respond or complete the review.

On the Main Menu for Reviewers you will see three categories:

- New Reviewer Invitations: You have not yet viewed or responded to
- Pending Assignments: You have agreed to review but have not yet completed
- Completed Assignments: You have completed and your review has been received by the Editorial Office. You may view completed assignments indefinitely.

Click on "New Reviewer Invitations" on the left hand side and you will see a box that reads:

View Submission, Agree to Review or Decline to Review

Please only review the paper only if there is no conflict of interest and check whether the subject is within your expertise. Click on "Agree" or "Decline."

Access the manuscript

If you agree to review, an automatic “thank you” e-mail is sent, providing access to the full manuscript file. This e-mail advises you of the due date (generally 20 days from your date of acceptance) and your username and password. If you log out of the system and return through <https://www.editorialmanager.com/ip2024> as a reviewer, you will see that the manuscript has moved from "New Reviewer Invitations" into your “Pending Assignments.”

Submit your review

When you are ready to submit your review, login as a reviewer at <https://www.editorialmanager.com/ip2024> and find the manuscript in your Pending Assignments. Click on "Submit Recommendation" and the review form will open.

If, while entering your review, you wish to exit and come back later, the "Save and Submit Later" button will save whatever you have done in your Pending Assignments.

The Editorial Manager System has four categories (Recommendation, Manuscript Rating Questions, Comments for Authors, and Confidential Comments to the Editor). The system requires information for the first four categories. Confidential Comments to the Editor are greatly appreciated but are not mandatory. Details about the four categories are as follows:

1. Recommendation - At the top please provide your recommendation with the following choices available in a drop down menu: Accept, Minor Revision, Major Revision, or Reject. If a manuscript will require a complete rewrite or if the methodology is critically flawed, please reject.

2. Manuscript Rating Questions—

To make a recommendation please use these questions, which should help you to do the rating of the submission.

Then you have to give points on seven questions concerning the quality of the submission. You may tick a mark from 1 to 5. Please note that 5 is best and 1 is worst.

1. Are the objectives clearly defined?
2. Is the methodology sound and are the assumptions clearly identified?
3. Are the data sufficient and of high enough quality to support the conclusions?
4. Are the outcomes discussed?
5. Does the paper contain significant new original information?
6. Is the paper well organised and clearly presented (tables, figures,..)?
7. Is the standard language usage satisfactory?

3. Comments for Authors - Please type in or “cut and paste” your comments that are to be conveyed (anonymously) to authors.

4. Confidential Comments to the Editor - These comments are seen only by the Editor and Editorial Office and are not shared with authors or other reviewers.

If you would like a paper record of your review, click on “Proof and Print.” When you are ready to submit your review, click on "Proceed." This will give you a final look at your review and let you either edit further or submit the review to the Editorial Office.

After your review

You will receive an acknowledgment of receipt and note of thanks from the Editorial Office. If you wish to see comments to the author(s) of the other reviewer(s) and the final decision, please login as a reviewer and go to your completed reviews.