

PEER-REVIEW guidelines

Abstracts

Instructions and recommendations for reviewers:

The AMPS feedback form uses a check list system and open ended comments.

We do appreciate the time involved in reviewing and on that basis it is not obligatory to give narrative commentary on the paper if you prefer.

We would suggest / request the following:

Please fill out the checklist as a minimum.

In addition to questions of content and relevance, please do not forget to pay attention to the following practical issues:

- **Wordcount** (The limit is 300 words. Longer abstracts are problematic for ease of reading by conference delegates)
- **Template** (We can't publish abstracts that do not follow / use the template we provide so please make a note of this in your feedback)
- **Formatting** (We discourage the use of images, references and keywords in our abstract formatting. Please make a note of this in your feedback)

We request that you clearly indicate whether the paper in question follows these guidelines in the checklist area and, ideally, in the written comments.

Ideally also give the following type of open ended feedback.

- **A summary of content** (This is to help the conference team better group papers together thematically)
- **Advice to the author** (This is particularly helpful where you feel the paper needs extra work to meet expected academic standards)
- **Opinion on theme** (If you feel the paper fits a particular conference theme well (or does not align with the conference theme/topic), please indicate this clearly).

Please make these comments in the open ended comments section of the review form.

Other issues to remember.

Review logistics.

- **Commitment** (We understand you have other commitments. If you cannot do the review, it is fine. Please let us know as soon as you can so we can source other reviewers)
- **Timeline** (We request reviews back within 2-3 weeks of receiving/agreeing to the abstract for review)
- **Returning reviews** (Please send your review as an attachment to the email mgr@architecturemps.com)
- **Numbering reviews** (Please title the word doc. of your review with the number of the paper ie, if your abstract is numbered 12, your review should be titled: 12_Amps_ABSTRACT_Peer-review form)
- **Blind Review Process** (We follow a double blind peer review process. If you recognize the abstract you receive, or there is an error in making the abstract 'blind', please return let us know and we will assign you a different paper)
- **Subject Expertise** (We understand some papers may be outside your area of expertise. However, to reflect our cross disciplinary readership we do welcome feedback from one reviewer who is not a subject specialist) feel free to indicate this if it is your case.

Thank you for your support.