

Reviewer Instructions for the European Microwave Week 2023

Introduction

Thank you for volunteering as a reviewer for one of the three conference within the European Microwave Week: The European Microwave Integrated Circuits Conference (EuMIC), the European Microwave Conference (EuMC), or the European Radar Conference (EuRAD)!

Code of Ethics

Your reviews are the basis of the scientific quality of our conferences. Please note:

- **All manuscripts** under review must be **treated** as **confidential** information. Do not reveal any of the documents to others or use information they provide for your own purposes.
- All manuscripts receive an equal fair review. Please do not review papers in case of a **conflict of interest**: if you are the author, co-author, close collaborator, or personally involved in the work or in close relationship with the authors, you need to **abstain from the review**.

Workflow

1. After the deadline for submission of manuscripts, the general TPC Chair together with the three TPC Chairs of EuMIC, EuMC and EuRAD sort the papers and group them thematically in Subcommittees. Depending on the preferred review topics, the reviewers are assigned to one or more Subcommittees.
2. Once Papers are assigned to Reviewers, the Review period starts. You are informed of the review period by Email.
 1. In order to keep track of the review process, please log in as early as possible and flag any paper that you will not review (e.g. for a conflict of interest). This helps us to ensure all papers get enough reviews.
 2. Please make sure to enter all your review results prior to the review deadline. Once the system is closed, we can't feed in single late reviews.
3. After the review period, the Subcommittee Chairs will prepare for the TPC meeting, and the Chairs will check and ensure that all papers received a minimum number of reviews.
4. At the TPC meeting, the TPC members will meet, decide on acceptance or rejection and build the conference sessions.
5. After the TPC meeting, the TPC chairs will finalize the program and send out author notification emails.

Scoring Criteria

You will be asked to enter a number of scores, to indicate how familiar you are with the topic of the manuscript and you also get the possibility to recommend papers for prizes and write comments to the author and to the TPC. Your written comments in the "message to scientific committee" fields are highly appreciated by the TPC.

The meaning of the criteria is explained in the table on the next page. The marks you give are also spelled out (from "excellent" to "unacceptable"). Corresponding values are indicated between brackets.

The Young Engineer's Prize is available only to eligible authors. Please only nominate papers for this prize if the author has chosen the presentation format "Oral YEP" or "Poster YEP".

If you nominate a paper for a prize, please let us know why, by using the "message to scientific committee" field.

Scoring criteria	Description
Originality/Novelty unacceptable...excellent	Does the work present a new idea or development of technical or scientific interest to the microwave community which has not been published previously (scientific paper)? Does the work describe a new concept in the industrial application of components, sub-assemblies or subsystems, which is useful to support future microwave and millimeter-wave developments (application-oriented paper)? Does the paper clearly present a scientific motivation, the employed methods and results, and does the paper discuss and analyse these results and relate them to the state of the art? Rate the scientific quality of the paper.
Clarity and completeness for understanding unacceptable...excellent	Is the summary within the 4 page limit and well presented? Does it clearly state what results have been obtained and what is original? Is the bibliography sufficient? Are figures and tables understandable and readable as submitted, including all captions and labels? Is the paper written in high linguistic quality? Rate the formal quality of the paper.
Fundamental or Applied value unacceptable...excellent	Is the work of technical or scientific interest? For example, does it provide a better understanding of physical phenomena? Does the work have significant application? Does the work present an important step in the process of going from an idea or concept into an industrial product? Rate the innovative quality of the paper.
Relevant to the Community interesting to none... interesting to all	Is the work relevant for the conference, and the subject of interest to attendees to European Microwave Week? Rank the level of relevance in this subject material and topic area.
Reviewer Self-rating Expert in the field / Specialized Knowledge / General Knowledge	Indicate your own level of expertise on the topic of the paper
Affiliation first author Academic / Industrial/ R&D and government research	Please indicate what type of affiliation this paper is originating from.
Suggested Disposition accept / reject / accept if room / abstain	In case of abstain, it is not necessary to complete the other questions.
Suggested Presentation Format Oral / Poster / N/A -- or no preference	Please check if the suggested presentation format selected by the author fits with your own expectation
Invite for IJMWT (default) no invitation / Invite extended paper / Maybe invite extended paper	Would you like to nominate this paper for an invitation to submit an extended version of the paper to the EuMA International Journal of Microwave and Wireless Technologies?
Young engineer prize nomination no nomination / I am nominating this paper	Please nominate contributions that seem suited for the YEP. Eligibility of the contributors is claimed by the author upon submission ("Oral YEP" or "Poster YEP") and will be checked after the TPC meeting.
Nomination for conference prize no nomination / I am nominating this paper	If you nominate this contribution, we appreciate if you motivate your nomination on the last page "message to the scientific committee".

Reviewer Login Procedure

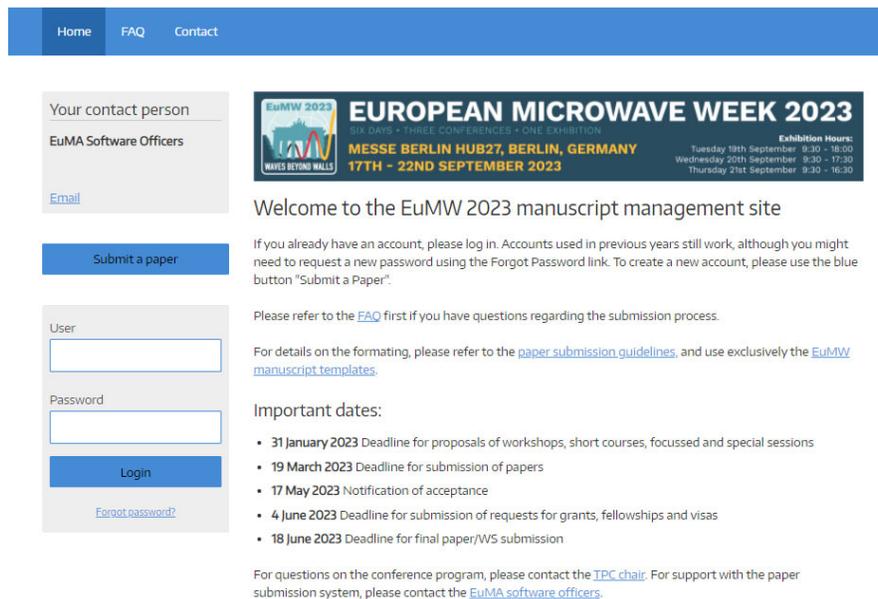
All interaction with the system is performed through your web browser. You will receive an email with your unique login Username and a link to set your password.

Step 1

Access the summary review web site:

<https://euma.converia.de/frontend/index.php?sub=31>

You should now be at the “Login” screen:



The screenshot shows the login page for the EuMW 2023 manuscript management site. At the top, there is a navigation bar with links for Home, FAQ, and Contact. Below this, there is a banner for the European Microwave Week 2023, which includes details about the event dates (September 17-22) and location (Messe Berlin Hub27, Berlin, Germany). The main content area is divided into two columns. The left column contains a 'Your contact person' section with the name 'EuMA Software Officers' and an 'Email' link, followed by a 'Submit a paper' button. Below that is a login form with fields for 'User' and 'Password', a 'Login' button, and a 'Forgot password?' link. The right column contains a welcome message, instructions for existing and new users, a link to the FAQ, and a list of important dates: 31 January 2023 (Deadline for proposals), 19 March 2023 (Deadline for submission), 17 May 2023 (Notification of acceptance), 4 June 2023 (Deadline for grants/fellowships), and 18 June 2023 (Deadline for final paper submission). At the bottom, there is contact information for the TPC chair and software officers.

Step 2

Log in using Username and Password.

Please note: **Your Password will not be sent by email for security reasons.** If you don't (yet) know your password, please enter the Username that we sent you, and click on “Forgot password?”. An email will be sent to the email address connected to the reviewer account that lets you reset your password.

- When we set up your reviewer account, you should receive an email stating your Username and providing the link to set a password.
- If you are also an author, you will get a new reviewer account. We will manually merge author and reviewer accounts that obviously relate to the same person, so that you can access the papers you authored and the papers you are reviewing from either account.

The main screen allows you to perform three actions: Change your personal settings, act as an author or act as a reviewer.

Step 3

Click on “**Review assigned papers**”.

The paper review overview will be shown.

On the top of the page, you can download all PDFs, and apply filters to the papers that are displayed.

Your contact person

EuMA Software Officers

[Email](#)

[Website](#)

Reviewing

User: XXXXXXXXXX

[C³ overview](#)

[Personal data](#)

[Log out](#)

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Reviewing

Papers assigned to me

Exports

Paper overview (PDF)
Initial manuscript files (ZIP)
Your review results (XLSX)

Filter

Topic

All

Form of presentation

All

Search

The rest of the page shows the papers that are assigned to you:

Review status
Grey = not yet reviewed

Paper number

"Oral YEP" and "Poster YEP" indicate YEP eligibility

List of assigned papers

	ID	Paper title	Type	A	SC	Review
●	5946	<p style="color: #0070C0; text-decoration: underline;">Realization of Dual-Band Matching Networks Using Coupled Filters</p> <p style="font-size: small; color: #0070C0;">Oral E01</p>	Abstract	✉	✉	<p style="color: #0070C0; text-decoration: underline;">Version: 2</p>

Form of presentation requested by author

Paper topic
Exx = EuMC
Gxx = EuMIC
Rxx = EuRAD

Comments to Author (A) and to TPC (SC)

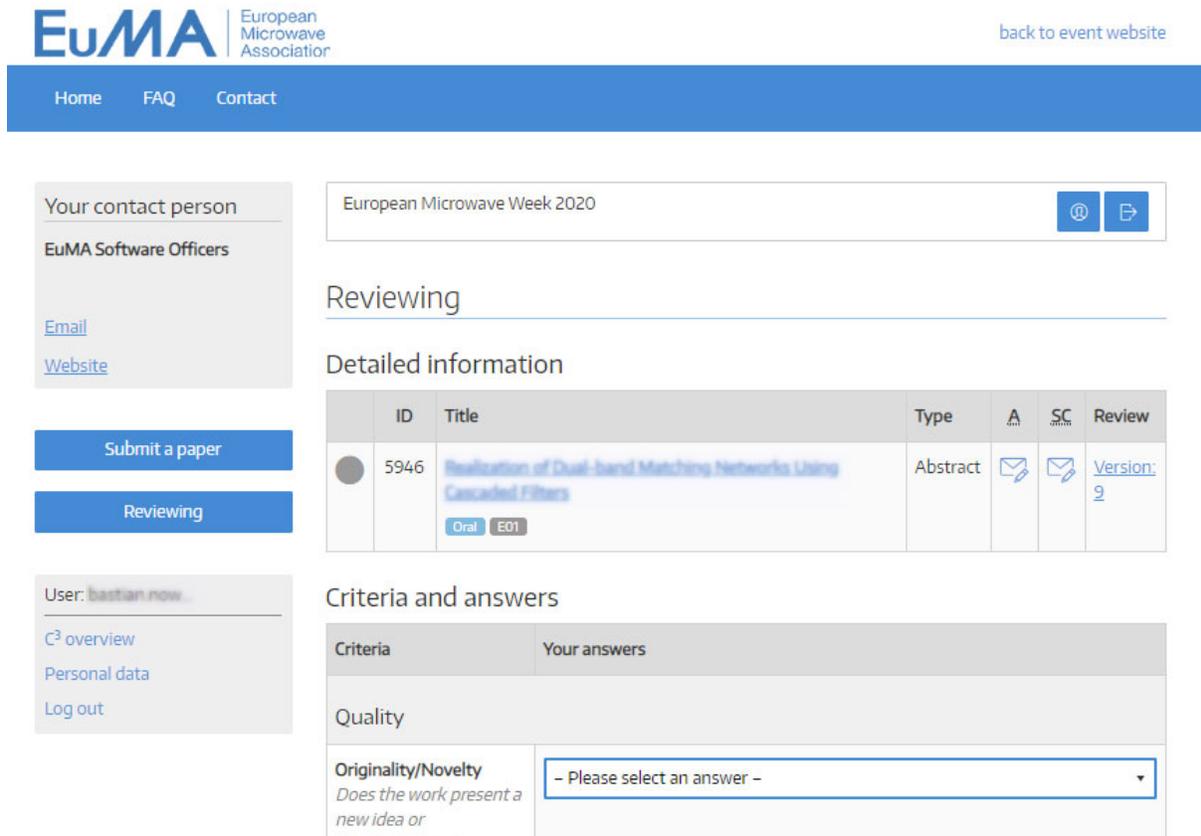
Click on the version to start the review

View Manuscript details

Click on the paper title – a pop-up window opens also providing a link to the manuscript PDF (“View abstract file”).

Score papers

Click on the Version number of the paper. A page will open with the review criteria:



The screenshot shows the EuMA website interface for reviewing a paper. At the top, there is a navigation bar with 'Home', 'FAQ', and 'Contact'. A search bar contains 'European Microwave Week 2020'. The main content area is titled 'Reviewing' and shows 'Detailed information' for a paper with ID 5946. The paper title is 'Realization of Dual-band Matching Networks Using Cascaded Filters'. The type is 'Abstract'. There are icons for 'A' (Author) and 'SC' (Scientific Committee) in the 'Review' column. The version number is 2. Below this, the 'Criteria and answers' section is visible, with a dropdown menu for 'Originality/Novelty' currently set to '- Please select an answer -'.

Please answer all questions and press “Save review”.

In case you are unable to perform a review of the assigned paper, please select “abstain” from the “Suggested Disposition”. Please do this in an early stage of the review period so that your Subcommittee chairman can assign other reviewer to that particular paper. When selecting “abstain” it is not necessary to complete the other questions.

Comments to the author (A) and to the TPC members (SC = Scientific Committee)

Please provide comments to the authors and comments to the scientific committee. This can be done by clicking on the envelope symbol in the column “A” and “SC”.