



VPPC 2014

Vehicle Power and Propulsion Conference

October 27-30, 2014 – Coimbra, Portugal

"Spreading E-Mobility Everywhere"



Reviewing guidelines



The aim of this document is to define the guidelines for the reviewing of papers submitted for potential publication in VPPC proceedings. It contains the different rules to be respected and also the scenario for the reviewing.

The different rules are defined according the objective to maximize the scientific and technical quality of the papers and to achieve the papers selection process as fairly as possible. Usually, for the previous VPP Conferences, the rate of rejection is about 20%.

Rules of the reviewing

- **The reviewing is anonymous.** Thus, in any way, the authors can not know the identity of the reviewers of their papers.
- **The Track Chairs and the Special Sessions Chairs organize the reviewing.** They invite the reviewers for each paper submitted in their sessions and they propose to the Technical Program Chairs and the Conference Chairs the decision to accept or to refuse the papers. They also propose the type of presentation: oral or poster.
- **At least 3 reviews** have to be provided in order to take the decision to accept or the refuse a paper. Indeed, in case of two divergent evaluations, it is necessary to have a third one in order to take a fairest decision.
- **The Technical Program Chairs and the Conference Chairs are responsible of the technical program of the conference.** Thus, according to the recommendation of the Track Chairs and the Special Sessions Chairs, they take the final decision to accept or to refuse the papers and, secondly, they decide the type of presentation, i.e. oral or poster.
- **The Prize Papers are selected by the Prize Paper Committee.**
- **The criteria of technical and scientific quality** are summarized as follows and they have to be strictly taken into account:
 - Relevance → How well-suited is the paper to this conference?
 - Novelty → How original and novel are the concepts presented in the paper?
 - Contribution → How much of a contribution to the field is made by the work presented?
 - Presentation → Is the paper well-written?
 - References → Are the references relevant and sufficient?
- **The decision to accept for oral session or poster session** is done according the following criteria:
 - The choice is not done according to the overall quality of the paper, i.e. a very good paper can be in poster session.
 - Mainly, the choice has to be done according to the potential audience of the paper. If the work presented concerns a restricted audience or if the topic is quite complex and needs a lot of technical explanations, it would be better to place the paper in a poster session. In contrary, if a paper can have a large audience because the topic concerns potentially a lot of researchers or engineers, then it should be preferentially placed in an oral session.

Reviewing procedure

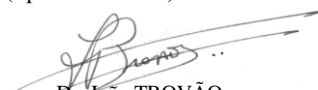
1. **Step 1. The Track Chairs and the Special Sessions Chairs invite the reviewers.** It is necessary to choose the reviewers according to their outstanding technical expertise and also according to their availability, since the respect of the timing is mandatory during the organization of a conference. The Track Chairs and the Special Sessions Chairs should invite 4 or 5 reviewers for each paper in order to be sure to get at least 3 reviews. *They should insist on the fact that the reviewers have to give additional comments:* a good review is always a review with comments in order to help the authors (and the chairs) to understand the decision and in order to improve the paper for the final version.
2. **Step 2. The Track Chairs and the Special Sessions Chairs propose a decision to the Technical Program Chairs and the Conference Chairs.** This decision is done according the different review reports and, possibly, according their own expertise of the paper. The decision concerns: (1) the acceptance of the paper, (2) the selection for oral or poster sessions and (3) possibly an advice for the Prize Paper Committee.
3. **Step 3. The Technical Program Chairs and the Conference Chairs take the final decisions and inform the authors.** The Technical Program Chairs and the Conference Chairs will prepare the technical program of the conference according to the scientific and technical expertise of the papers which is the most important criteria, but also according to many other constraints, such as the number of paper per session, the withdraws of certain authors etc. Thus, they will define the content of each oral and poster sessions and take the final decision accordingly. They will inform the authors of the decisions.

About the Special Sessions

- **Usually, VPP Conference welcome many special sessions.** The aim is to focus on specific and emerging topics and to update easily the scientific and technical content at each conference. The quality of the Special Session is exactly the same as regular ones and the reviewing procedure is also the same.
- **Two chairs – the Special Sessions Organization Chairs – are in charge of the organization of the Special Sessions.** They receive the description of the Special Sessions and they decide to accept or to refuse provisionally the Special Sessions according to their consistency with the conference objectives. The Special Sessions application form should include the references of two Track Chairs and a short description of the technical content. **The final acceptance of one Special Session is obtained when, after the reviewing, at least five papers are accepted in this Session.**
- **The reviewing procedure is the same as Regular Tracks.** The Track (Special Session) Chairs are in charge of the reviewing.



Prof. Christophe ESPANET
Chair of the Technical Program Committee



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