



Guidance for Reviewers

Technical Committee Scope

The scope of the Technical Committee's work for IPC 2020 includes:

- Developing and communicating the Call for Papers
- Reviewing and accepting abstracts
- Reviewing and selecting draft papers
- Reviewing and accepting final papers
- Confirming author registration in IPC and copyright authorization to ASME
- Coordinating with authors for the presentation of their papers
- Organizing the best paper competition.
- Organizing the student paper competition.

The abstract and paper review process is performed using the ASME Paper Review Webtool. All technical committee members will be assigned an account within the tool. The ASME paper review tool ensures adherence to all guidelines for paper publication. Papers published through the IPC using the webtool will be included in the conference proceedings, issued an ISBN number, and indexed.

All ASME Conferences Proceedings are submitted for indexing to Scopus, Compendex, ISI Conference Proceedings Citation Index, and other major indexers. In addition, all ASME Conference papers are discoverable through Google Scholar search and all other major search engines.

The IPC webtool is reachable through the conference website under the Authors/Organizers LOGIN in the top right hand corner www.ipcyyc.com or directly <https://ipc.secure-platform.com/a/>

Reviewer Roles and Responsibilities

Responsibilities of **Paper Reviewers** include:

- Review the papers assigned (by paper number)
- Access the draft papers (provided as PDF files) from the web tool site
- Follow the ASME Guidelines for Review and use the on-line Review Form to collect comments and overall evaluation
- Review the guidelines and access the Review Form from the web tool site
- Ensure timely review of papers as per the conference publication schedule on the web site
- Keep Session Chair informed of progress



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Technical Committee Reviewer Tasks and Schedule

Abstract Review

Review of abstracts is a crucial step in assuring quality papers for IPC. This requires a significant time commitment. Track Chairs are encouraged to build an appropriately sized team to manage the workload for reviewing abstracts and papers within the available timeframes. A rule of thumb target for span of control is one track chair/co-chair per 10 final papers. It is important to avoid potential conflict in the review of abstracts and papers including assuring that reviewers are not affiliated with authors (eg. from same company or same project etc.). The following guidelines should be considered when reviewing abstracts in addition to the quality guidelines in the ASME web tool:

- The abstract title should be descriptive and straight forward.
- A maximum of 5 authors are permitted.
- The abstract should be well-written, and should concisely summarize the key points and value of the paper.
- The abstract should demonstrate a new concept or advancement that is of technical relevance to pipelines.
- Commercially focused abstracts promoting organizations, products, or services are not acceptable.
- The grammar and punctuation must be acceptable with tolerance for minor errors if the subject matter is excellent.
- If the number of acceptable abstracts far exceeds target, abstracts from authors with multiple abstracts may be reduced ahead of abstracts from authors with only a single abstract. This approach should be taken if the abstracts are of equal quality.
- If any of the above points are not met, the author can be contacted to consider revising and resubmitting, if time permits, but otherwise should be grounds for rejecting an abstract. The reasons for rejecting an abstract should be noted in a professional and courteous manner. Note that Track Chairs are responsible for not exceeding the paper targets for their track and it is increasingly more impactful to an author to reject a paper late in the process (eg. draft paper vs abstract). It is important to note whether a paper has been submitted as a presentation paper, a poster paper, or as a student paper. Student papers will be counted as presentation papers for purpose of paper targets.

The review and acceptance or rejection of abstracts for IPC 2020 is due by Feb 12, 2020.

Draft and Final Paper Review

The deadline for submission of draft papers is April 9, 2020 (updated for COVID-19) with the completion of reviews due May 14th (updated for COVID-19). Effectively reviewing approximately 300 papers over this timeframe is a major challenge and so it is crucial to have a team of committed and competent paper reviewers lined up to share the workload. Final papers are due June 25th. The goal of the review process is to assure that only high quality papers of technical interest to the pipeline industry are accepted for IPC. Reviewing papers is a

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critical exercise that requires specific knowledge and expertise in the subject matter. Paper reviews are confidential. The following criteria should be considered when reviewing papers in addition to the quality requirements in the ASME web tool.

- Papers should be a maximum of 12 pages in length.
- The paper should have appropriate style, layout, structure, grammar, punctuation, graphics, and tables for a technical publication.
- Reviewers can provide feedback to authors for correction of layout, structure, grammar etc. but should not attempt to “wordsmith” unacceptable papers.
- Papers that are commercial in nature or that focus on a product or company rather than technical issues are not acceptable and must be rejected.
- Conclusions and recommendations should be clearly stated and must be supported by the body of the paper and associated data and analysis.
- References should be properly and appropriately cited and should include sources independent of the authors. References to current work already accomplished are to be expected in a well-prepared technical paper.
- The paper must be original and have significance and relevance to the technical track. This could include the introduction of new concepts, techniques or methods or have some element of innovation or creativity for addressing existing problems or approaches.
- The paper must be complete with all components logically presented to formulate a technical piece of work at a professional level.
- If a paper is acceptable as is, it can be accepted.
- If a paper is acceptable for publication but requires revisions, this option is to be selected within the ASME Web Tool.
- If a paper is not acceptable for publication, it should be rejected in a respectful and professional manner.
- All recommendations must be supported by specific and critical comments.

Best Paper

The Best Paper will be determined by the Best Paper competition committee from a list of best paper nominees. Paper reviewers should be asked to identify papers of high quality for consideration as Best Paper nominees. The Best Paper nominations are determined by the Track Chairs and forwarded to the Best Paper Committee (to be confirmed). The criteria for determining the best paper includes judgement of the final written paper, and judgement of the presentation of the paper at the conference. Factors in judging the written paper include originality, significance, complexity, and the clarity and quality of the writing and illustrations. Track Chairs should use their own judgement to determine potential best paper nominees based on these general points. In cases of conflict due to affiliation with a paper author, Track Chairs should defer to one of their Co-Chairs or to the Technical Committee Chair/Vice Chairs for considering whether a high quality paper should be nominated as Best Paper.



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Student Best Paper

All student final papers accepted for IPC are automatically entered into the student best paper competition. This competition is judged and managed by ASME. Student best paper finalists are sponsored to attend the conference by ASME and are required to present their paper both as a poster and as a presentation. Aside from the student paper competition, student papers should be treated the same as any other paper submission within their respective Track. The student paper finalist posters will be considered separate from poster targets per track.

Full Paper Review Process Schedule 2020

~~Issuance of Call for Papers~~

~~Approximately September 15, 2019~~

~~Submission of Abstract~~

~~December 15, 2019~~

~~Author Notification of Abstract Acceptance~~

~~February 12, 2020~~

Submission of Full-Length Paper for Review

April 9, 2020

Paper Acceptance/Rejection Notification

May 14, 2020

Copyright Process Opens

May 14, 2020

Copyright transfer forms are requested upon acceptance of the draft and prior to submittal of the final paper. [Click here for details.](#)

Revised Paper Submission

May 24, 2020

Revised Paper Acceptance/Rejection Notification

June 4, 2020

Copyright Agreement Submission

June 22, 2020

Submission of Final Paper

June 25, 2020