



Training Session for Reviewers

Ben Emerson, Vice Review Chair

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December 10, 2025



Contents

- (~30 min) • Roles of Reviewers and Quality Reviews
- (~10 min) • Training of the Webtool
- (~10 min) • Q&A

Contents

- This session is for Reviewers only.
- Identity of reviewers will be kept confidential from the authors and the other reviewers on the paper.

Review Chairs Track Distributions

Sascha Gierlings

- Aircraft Engine (01)
- Fans & Blowers (10)
- MMM (18)
- Steam Turbines (21)
- Structures & Dyn (22-28)

Ben Emerson

- Ceramics (02)
- Coal, Biomass, H₂, & Alt (03)
- Cycle Innovations (06)
- Energy Storage (09)
- Oil & Gas (20)
- Supercritical CO₂ (30)
- Industrial & Cogen (17)
- Microturbines (19)
- Wind Energy (41)

Bronwyn Power

- Turbomachinery (31-35)
- Combustion (04)\Controls, Diag, Instr (05)
- Education (07)
- Electric Power (08)

Shahrokh Shahpar

- Turbomachinery (36-40) (inc. Design Optimisation)
- Heat Transfer (11-16)

Review Chain – Decisions

The review process is evaluating two publication paths: Conference & Journal

	Conference	Journal
Input	▲ R	▲ R
Recommendation	● SO	● SO
Final Recommendation		▾ RC
Final Decision	▾ RC	◆ JE

possibly in consultation with
RCs, PCs, and VCs

TO/PC/VC

Journal decisions can be appealed to the editors **after** the conference.
Process is posted on the website under Author Resources.

Review Process Goals

High publication standards – intent of ASME / IGTI to present and publish **high quality** papers

- Effective communication and interaction between authors, reviewers and session organizers
- Shared responsibility of reviewers and session organizers
- Review chain is the key to paper quality
- Timely actions are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

- We know the review process is demanding. Detailed inputs are necessary for meeting ASME standards for the conference and journal. In advance: thank you for all your efforts!
- You no longer have to accept the review in the tool
- Should be asked to review. If you don't want to accept, please Decline. This lets the session organizer know that someone else should be found to do the review.
- **Keep your session organizer informed on your status, particularly if you have questions or are running late.**

- You **must substantiate** your recommendation for / against conference presentation.
- IGTI review process is also a **journal review process** – you **must also substantiate** your recommendation for / against journal publication
- For poor quality papers, seriously consider whether 'Reject' would be the appropriate recommendation for the good of the conference.
- Consider and comment on the iThenticate results as well as the paper itself.
- Please provide your **completed review** by **Jan 12, 2026**.
- Be available for re-review if paper quality can be improved in mid February.

iThenticate Guidelines for Flagged Papers Above 25% Match

- Prior to assigning reviewers, organizers will need to analyze any matching results over **25%**
- Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- When assessing a paper, consider:
 - Is there any source with high degrees of match (>25%), or are there just lots of <1% matches of phrases?
 - 50x <1% = no problem
 - 1x 50% = problem
 - If there is a source with a high match, has that source been properly referenced in the paper?
 - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

iThenticate Guidelines for Flagged Papers Above 25% Match

If you have concerns, discuss it with SO. They should have looked at paper too.

For feedback from ASME, contact

<https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB>

Outcomes can be:

- Reject the paper outright.
- Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying.
- Let the paper go through with reviews with no special action.

Review questions requiring a one-word rating ranging from “poor” to “honor”.

Originality is a measure of the **creativity** of the author.

- Refers to such items as new concepts, techniques, or methods. Generation of new analytical techniques or unusual application of classical techniques to obtain solutions to engineering problems.

The **significance** of the reported work.

- Evaluation of significance is made in the light of what we know about the subject matter.
- It is normal to ask the questions, “Why was this work done?” and “What is the significance of the work as it relates to a particular technical field?”
- Have the authors made a point of why their research is significant? Do you, as a reviewer, agree with the arguments of the significance of the work?

The **completeness** of the reported work refers to the wholeness of the work.

- The reported work should be marked by a continuity of parts and show an interdependence between these parts. No part can be missing without destroying, to a certain extent, the integrity of the entire work.
- Completeness is not a concern about the content of the text; it is a rating of the author’s ability to formulate and pursue a technical program at a professional level.

Find more information on TE paper Quality Standards here:

https://asme-turboexpo.secure-platform.com/a/page/Help/author_resources/paper_quality

Review questions requiring a one-word rating ranging from “poor” to “honor”.

Acknowledgment of the work of others by references.

- Showing how the current work is related to work already accomplished.
- Such a documentation shows the author’s familiarity with the work of others and also serves as an aid to the reader.

The **organization** of the paper.

- Extremely important if the reader is to understand the work of the author.
- Ideas are most effectively communicated when there is a carefully planned and logical structure in the manuscript.

Clarity in writing, tables, graphs, and illustrations.

- A technical article can convey ideas when the author uses the right choice of words, effective sentence structure, correct spelling and punctuation, and paragraphing.
- The author must also show accuracy and skill in the use of formulae, graphs, and diagrams since these exist to complement the written text.
- The author should submit all tables, graphs, and illustrations in a form that can be easily interpreted by the reviewer.

Find more information on TE paper Quality Standards here:

https://asme-turboexpo.secure-platform.com/a/page/Help/author_resources/paper_quality

Per reviewer:

$$\begin{aligned}
 \text{Score} = & 2 \cdot \text{Originality} \\
 & + 2 \cdot \text{ScientificRelevance} \\
 & + 2 \cdot \text{EngineeringRelevance} \\
 & + 1,5 \cdot \text{Completeness} \\
 & + 1,5 \cdot \text{Acknowledgment} \\
 & + 1,2 \cdot \text{Organization} \\
 & + 1,2 \cdot \text{Clarity}
 \end{aligned}$$

<u>Rating</u>	<u>Numerical Score</u>
Poor	1
Marginal	2
Acceptable	3
Good	4
Honor	5

- Overall paper score = sum of reviewer scores
- **Total maximum paper score = 57**
- Paper score if **all reviews acceptable = 34.2**
- Paper score if **all reviews marginal = 22.8**

Review sections requiring written responses by the reviewer

- Summarize **the goals** and **outcomes** of the paper
Introduction *Conclusions*
Show that you understand the goals and contributions of the study.
- Comment on the originality, relevance, and long-term impact of the paper
Authors should make a point of this in Introduction and Conclusions.
- Assess the quality and credibility of the work
Computational: validation and verification of CFD predictions
Experimental: thorough description of experimental facilities and measurements. Uncertainty is addressed.
- Comments for author: comments and suggestions to improve the paper
Distinguish between critical corrections needed vs suggested improvements

Review sections requiring written responses by the reviewer

- Minimum required changes for conference publication (if needed)
- Minimum required changes for journal, if paper is close to journal quality
- Summary statement of reasons **for** or **against** recommendation for conference publication

Justify either a positive or negative recommendation. Don't use generic comments such as "well written paper with interesting results". Be specific about the contributions or deficiencies.

- Summary statement of reasons **for** or **against** recommendation for journal consideration

Justify either a positive or negative recommendation. Be specific about what makes this a journal paper or the deficiencies that disqualifies it as a journal contribution. Remember, journal papers should have archival contributions, i.e. contributions that will be useful for many years after the publication.

- Please keep the identity of you as a reviewer confidential
 - From authors and from the other reviewers on the paper
 - From the community at large
- Best practices
 - Use caution with emails in the correspondence with SO
 - Use blind copy (bcc)
 - Avoid Reply to All
 - Make sure your review comments do not identify you
 - Check that your .pdf files do not identify you or your organization.

Schedule

Draft Round

Submission of Paper for Review

December 8, 2025

Copyright Form Submission Opens

December 8, 2025

Reviewer Training

December 10, 2025

Paper Reviews Completed

January 12, 2026

Author Notification Decision

January 19, 2026

SO grace period to
chase down
incomplete reviews

Revised Draft Round

Submission of Revised Paper for Review

February 9, 2026

**Author Notification of Acceptance of
Revised Paper**

February 23, 2026

Final Paper Round

Submission of Copyright Form

March 13, 2026

Submission of Final Paper

March 16, 2026

Author Registration Deadline

March 16, 2026

Final Paper Decision Notification

March 30, 2026

Notes on Schedule

- Process has many steps that must be done in series.
- If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps.
- Deadlines are completion dates, not start dates.
- Start early!
- Keep your Session Organizer informed of possible delays.
- RCs cannot manage 1500 papers and 4500 reviewers without your help!

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Reviewer Training of the web tool

Draft Paper Review

Welcome Stacey Cooper

- Home
- My Submissions
 - Needs Attention (5)
 - In Progress (13)
 - Complete (22)
- My Reviewing Assignments
- My Sessions
- My Profile
- Admin Panel
- Log Out

Click on “My Reviewing Assignments” to begin the draft paper review process.



[Home](#) / [My Reviewing Assignments](#)

Reviewer Module

Select Entry Round

Search:

Program	Round	# Pending	# Reviewed	Action
ASME 2020 Turbo Expo	Short Abstracts	32	7	Open
ASME 2020 Turbo Expo	Draft Papers	1	5	Open

Click on the “Open” to start the paper review process.

[Home](#) / [My Reviewing Assignments](#) / [ASME 2020 Turbo Expo: Draft Papers](#)

Reviewer Module

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	1	5	Open
Technical Paper Publication	0	3	Open
Tutorial of Basics	0	2	Open
Technical Paper Publication (Iran)	1	0	Open

- Reviewers can filter by paper type for the review.
- Click on “Open” to start the draft paper review process.

- You will see a list of papers that have been reviewed and those that are awaiting review.
- You can search or filter by submission number, title, or scored and unscored.
- Click on the paper title or “View Submission” to start the review.

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Draft Papers

	DESC Score
<p>This Is My Submission Category: Technical Paper Publication Submission # 044</p>	<p>VIEW SUBMISSION</p> <p>Score: 47.6</p>
<p>Sample Submission Category: Technical Paper Publication Submission # 052</p>	<p>VIEW SUBMISSION</p> <p>Score: 38.1</p>
<p>This Is My Title Category: Technical Paper Publication Submission # 073</p>	<p>VIEW SUBMISSION</p> <p>Score: 35.4</p>
<p>Test Draft Submission Category: Technical Paper Publication Submission # 208</p>	<p>VIEW SUBMISSION</p> <p>Score: -</p>

Items 1 -4 of 4

Refine your search

Search

Search

Status Any

Scored

Unscored

Category

Technical Paper Publication

[Change](#) | [Clear](#)

[Export Score Summary to Excel](#)

[Export Score and Comments to Excel](#)

- Reviewers can see the iThenticate score and match link, download the PDF file, and easily view the paper on your desktop.
- Click on “Save and Back to List” to submit the review.

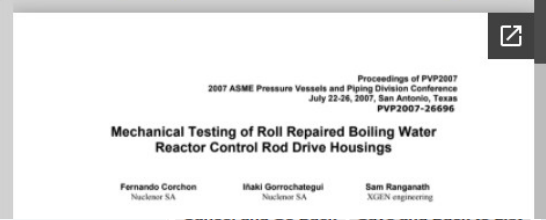
Submitter Information → Abstract Submission → Authors → Draft Paper Submission

Draft Paper Submission

iThenticate Score
98

iThenticate Url
<https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/58>
[Open Link in New Window](#)

Upload Draft Paper *
PDF format required
[2007 PVP Roll Repair Paper Final -PVP2007-26696 4-12-2007.pdf](#)



Poor
 Marginal
 Acceptable
 Good
 Honor

Scientific relevance *

Poor
 Marginal
 Acceptable
 Good
 Honors

Completeness of the reported work *

Poor
 Marginal
 Acceptable
 Good
 Honor

Acknowledgement of the work of others by references *

Poor
 Marginal
 Acceptable

Questions/Help

- For any problems, submit a help desk ticket to <https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB>.
- Visit the online help center at https://asme-turboexpo.secure-platform.com/a/page/Help/organizer_resources
- Join us for our twice-weekly help center calls

Tuesdays @ 10:00 am New York Time	Thursdays @ 2:00 pm New York Time
<p>Join online Meeting ID: 812 794 064 Password: 708266 One Tap Mobile: +19292056099,,812794064# US (New York) +16699006833,,812794064# US (San Jose) Dial by Your Location +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 877 853 5247 US Toll-free 888 788 0099 US Toll-free Meeting ID: 812 794 064 Find your local number here.</p>	<p>Join online Meeting ID: 277 957 717 Password: 625347 One Tap Mobile +19292056099,,277957717# US (New York) +16699006833,,277957717# US (San Jose) Dial by your Location +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 277 957 717 Find your local number here.</p>