**Technical Paper**

**Review Form**

**The Hong Kong Society of Robotics and Automation**

**How does the review process work?**

The review process is standardized to uphold the integrity of solicited papers, and ensure their quality and suitability for inclusion in the conference proceedings.

**The process is structured in two steps:**

*The Initial Check* — This step is focused on the basic requirements that papers need to satisfy. The initial check is conducted by the editorial secretary to ensure that:

* the paper is within the scope of the conference
* the paper length is within the typical limit
* the English language usage is formal, clear and understandable
* the level of similarity conforms to the publishable standard
* the quality of graphs and figures is acceptable
* equation(s) must be numbered and editable
* figure(s) and table(s) must be numbered and captioned
* each source listed in the reference list must be cited in the text

Based on the norms above, the editorial team evaluates the current version of manuscript and make suggestions on the potential modifications. Papers will be rejected without peer reviewers’ analysis if:

* it is out of the scope of the conference
* it is suspected or confirmed plagiarism

Each manuscript that passes the initial quality check will be peer reviewed by at least two independent experts specialised in its subject area.

*The Peer Review* — This step is focused on the paper’s content. The peer review is performed by editors appointed from organizing committee members, reviewers formed by technical program committee members, and external reviewers selected by the editors.

All reviewers must base their evaluation on the same interpretation of the criteria: Originality, Relevance, Significance, Presentation, and Content. In order to evaluate each criterion, reviewers must respond to several questions by completing this form.

For each criterion, reviewers use a unified rating scale divided into five units. The units are expressed by adjective like "poor", "average" or "excellent". The first unit represents the lowest, the last unit the highest, and the middle unit an average rating. In the end of the review form, the reviewer can make comments. These comments should be well-structured, constructive and friendly. The comments can not include any personal criticism to the author.

After completing the review form, the reviewer has to send it to the editorial secretary who will transfer the completed forms to the editors to reach a decision on whether to accept or decline this paper for presentation and publication. Once the decision being made, the editorial team will notify the authors about the editorial decision. If revisions required, the authors will be asked to re-submit their revised paper within a specific time, and the editors will make the final decision based on the revised version. If needed, the editor will reach out to the original reviewer or invite a new reviewer to give additional comments on the revised manuscript.