

Instructions for Reviewers

You may have received a review request from Topic Chairs of the Symposium. The following provides instructions for your action.

1. If you are unable to act as a reviewer at this time, please reply to the Topic Chairs immediately. We would also appreciate your suggestion of alternate reviewers with their email addresses.
2. If you agree to review the paper, please click the link below and use your email address to setup an account with EasyChair:

<https://www.easychair.org/conferences/?conf=11iafss>

3. If you already have an account with EasyChair, please login to access the full manuscript. Once logged in, your “role” in the EasyChair system is shown on the upper left corner of the main page. If the role is “11IAFSS (author)”, please click the menu “11IAFSS”-> “Change role” to change your role to “Subreviewer”.

Once your role is “11IAFSS (Subreviewer)” (shown on the upper left corner), by clicking on the menu “Review Request”, you can see all your current review requests. Please click each and then click the sub-menu “Answer request” on the upper right corner to accept or decline the review request according to the instruction which will appear on the return page.

The submitted paper can be downloaded by clicking “Download submission”.

4. If you accept this invitation, your comments are due by no later than 15 July 2013.
5. To submit your review, login to EasyChair and make sure your role is “Subreviewer” (see Item 3 above). Click the “Submission” menu then “Submit review” sub-menu on the upper right corner of the screen. Then follow the instructions. You may want to first prepare your review offline and save your comments in a file, and then paste them to the “Submit review” dialog window when submitting your review.

Full papers are accepted on the basis of their quality and originality in the science of fire safety and its applications. Routine applications of established knowledge and case studies with no generalized results are not appropriate for the Symposium. For your review, you are expected to provide detailed comments on both the scientific contributions of the work presented in the paper and the overall quality of presentation. Please also indicate whether the manuscript requires English language assistance. Your score entry should be consistent with your overall judgment and detailed comments on the paper. Please note that reviews with short statements that are not sufficiently explained or detailed may not be considered by the Program Committee. To evaluate the quality and scope of submitted papers, you may refer to previously published IAFSS Symposium Proceedings available as open access at <http://www.iafss.org/publications/fss/>.

The following provides a guide for the scope and format of your review.

Overview

Provide an overview of the paper, commenting on the overall quality, significance, strengths, weaknesses, objectives and conclusions.

Technical Comment

Provide a list of technical comments that you may have. To facilitate the response by the authors, the comments should be numbered followed by the page number (or section title or number), and if possible the paragraph number and line number where the comments apply.

E.g.,

1. Page 1 (or INTRODUCTION section), Paragraph 2, Line 3
The statement made by the author should be substantiated by evidence. ...
2. Eq. 3
There is a typographic error in this equation. ...
3. Fig. 4
The line plot in this figure is not clear. ...
4. Table 5
....