



Reviewer Guidelines for EIBA Annual Conferences

Dear Reviewer,

Thank you very much for accepting the important task of evaluating a paper for the forthcoming EIBA Annual Conference. As you may be aware, the review process for the conference is a double-blind one which aims at advancing research in the field of International Business. We welcome conceptual, methodological, and empirical papers that provide novel insights to the conference delegates. In terms of empirical studies, we are open to qualitative and quantitative submissions. Our aim is to put together a rigorous academic conference which will be of interest to many scholars. However, our success depends on your contribution.

The review process not only screens for good papers but it also tries to improve them into high-quality ones. In order to achieve the best possible result for all concerned, we would like to pass along a few suggestions:

- **Be specific.** Instead of shortly concluding that you do/don't like the paper, tell the author(s) what challenges you see in the paper and how they should be addressed (if possible).
- **Be constructive.** The authors are your colleagues and sometimes with limited experience in publishing. It is important that authors learn from the reviews and feel that they have benefited from submitting the paper to the conference.
- **Be ethical.** In case you suspect plagiarism or fraud, please consult the track chair.
- **Be objective.** The process is planned to be a 'double-blind' review. In case you feel that you either recognize the author or have another conflict of interest, please request not to review it.
- **Be on time.** Conference organisers work within a specific time frame and have very little flexibility in terms of schedule; therefore, keeping to the announced deadlines is essential.

In terms of content of the paper, we would particularly like you to pay attention to the following points:

1. **Fit to the conference (theme):** Do you think the paper develops/challenges/extends knowledge in the field of International Business? Does it discuss topics which are related to the conference theme?
2. **Theory:** Does the study further inform or improve our understanding? How? Are the key concepts clearly defined?

3. **Literature review:** Does the paper cite appropriate literature and build on existing work on the topic? If not, can you offer important references that the author has missed? Are the references cited up-to-date?
4. **Research design and methods (if applicable):** Is the research process well described? Is the chosen method appropriate for the research question? Are the measures used well developed and defended? Is the data sufficient for answering the research question and methods of analysis? Are aspects of reliability and validity addressed appropriately?
5. **Analysis and findings (if applicable):** Were the data appropriately analysed? Are the findings in line with the literature and theoretical framework presented?
6. **Contribution:** Does the paper make a meaningful contribution to our current understanding of the topic? Does it provide new and meaningful insights?
7. **Structure:** Is the length of the paper appropriate? Does the manuscript have a logical flow? Has the author followed the prescribed layout and formatting instructions of the conference? Do the title and abstract adequately reflect the content of the article?
8. **Clarity of presentation:** Was the paper easy to read? Did it have a logical flow? Was the language understandable?

As conference organisers, we are fully aware that reviewing even one paper requires a significant and voluntary time commitment and effort on the part of the reviewers. We sincerely appreciate your worthy contribution to the success of this conference as well as to the greater field of International Business.

Thank you very much!

