REVIEWER GUIDELINES FOR EIBA CONFERENCES

Niina Nummela, EIBA Board representative

May 2014

Dear reviewer,

Thank you very much for accepting the important task of evaluating a paper for the forthcoming EIBA Conference. As you know, 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, we would like to give you a few general pieces of advice:

1. **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).
2. **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 a conference.
3. **Be ethical**. In case you suspect plagiarism or fraud, please consult the track chair.
4. **Be objective**. The process is planned to be a ‘double-blind’ review. In case you feel that you either recognize the author or have other conflict of interest, please request not to review it.
5. **Be in time**. Conference organisers work under a limited time frame and have very little flexibility in terms of schedule. Therefore keeping the deadlines is essential.

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

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 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 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 measures well developed and argued for? 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? Does it provide new insights?
7. **Structure**: Is the length of the paper appropriate? Does the manuscript have a logical flow? Has the author followed the layout and formatting instructions of the conference? Do the title and abstract 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 aware that reviewing a paper requires a significant time comment and we sincerely appreciate your contribution. Thank you very much!