

Guidelines for the meta-reviewers – SEFI 2025 submissions

The meta-review process is a final check before final acceptance or rejection of some submissions, selected from the meta-review pool. These guidelines are developed to support you as a meta-reviewer such that you feel confident and comfortable during the meta-review process.

INTRODUCTION

The meta-review pool is made up of all ‘conditionally accepted’ submissions and of all submissions for which one of the reviewers had indicated that a meta-review was recommended. A certain percentage of submissions from this pool will be sent for meta-review according to the availability of meta-reviewers in order to decide about acceptance. The selection for meta-review will be informed by the reviewer recommendation for meta-review, the number of criteria evaluated as ‘adjustment needed’, and the feedback on these criteria.

EVALUATION

The meta-reviewer should not read the whole manuscript. The only task of a meta-reviewer is to check whether the authors have followed-up the requirements for improvements as recommended by the two original reviewers. As such the meta-reviewers have three documents at their disposal: the reviewers’ reports, the rebuttal and the revised manuscript.

The meta-reviewer has a **3-level evaluation scale**:

ACCEPTED: the authors have done an excellent job. They followed up on the reviewers’ feedback or clearly explained in the rebuttal why they did not.

REJECTED: the authors have ignored the feedback of the reviewers and did not explain in the rebuttal why they did not follow up on the feedback.

UNSURE: the meta-reviewer is hesitating and explains why in the comments field.

STEP-BY-STEP THROUGH CONFTOOL (<https://www.conftool.com/sefi2025/>)

- **Evaluate** the submission on a 2-level evaluation scale.
- **Give feedback** to the authors in the ‘comments’ field.
- **Give feedback** to the LOC. These are internal comments that will not be seen by the authors.
- **Submit your meta-review.**

OUTCOME OF THE META-REVIEW PROCESS

Each paper will be meta-reviewed by one reviewer. The decision of the meta-reviewer is final.

Remark: The LOC reserves the right to do an additional check in case no substantial feedback is given.