**Examples of Peer Review Process: Conference Proceedings**

**Example 1**

**Review Process**

The xxx conference organising committee invited scientists concerned with research and teaching in xxx discipline. A call for papers was sent to all universities concerned and published on the conference website.

All competitive (full) papers received were sent to two anonymous reviewers.

Out of the 100 competitive papers sent to reviewers (80 reviewers), 60 papers were accepted, leading to a 60% success rate. After acceptance of a full paper, a letter of acceptance was sent to the corresponding author clearly indicating that the paper was accepted (based on two independent, very thorough and “blind” reviews, we are pleased to inform you that your paper has been accepted for presentation at this conference). The two review forms (without the names of the reviewers) were also attached to the acceptance letter and a final date for handing in the revised papers was provided.

A full list of the scientific committee is included.

**Example 2**

**To whom it may concern**

The full papers were reviews using a double-blind reviewing process according to South Africa’s Department of Higher Education and Training (DHET) refereeing standards. Before accepting a paper, authors were to revise the papers based on the feedback from the peer-reviewers. Of the 86 full papers received, 75 were accepted for the Proceedings (acceptance rate: 87%).

Papers were reviewed according to the following criteria:

* Relevance of the paper
* Explanations of the research problem & investigative questions
* Quality of the literature analysis
* Appropriateness of the research method(s)
* Adequacy of the evidence (findings presented in the paper
* Technical (e.g. language editing, reference style).

The following reviewers took part in the process of evaluating the full papers of the xxx conference.

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