



# iPRES 2026 Reviewer Instructions

## Introduction

### Reviewing for iPRES 2026: What to expect

This is a single-anonymised peer review process - also known as “single-blind peer review”. Reviewers will know the identities of authors, but authors will not know the identities of reviewers.

As an international conference, iPRES welcomes submissions from around the world. Please be mindful that many authors are non-native English speakers. Quality has many layers with language being only one of them. Reviewing the work of your colleagues is both an honor and a responsibility. Your thoughtful feedback helps maintain the quality of the conference and supports the growth of our community. While reviewing can be a rewarding experience, it also requires time, care, and attention—especially as some authors may be submitting their first conference proposal. All reviews must reflect the values of the [iPRES 2026 Code of Conduct](#). Please ensure your comments are respectful, constructive, and aligned with our commitment to a welcoming, inclusive, and supportive learning environment for all participants.

The Programme Committee is deeply grateful for your contributions. Your time, insight, and dedication help make iPRES a vibrant and valuable space for digital preservation practitioners and researchers. We hope these guidelines will make your role easier and more enjoyable.

All reviewers are eligible for the iPRES 2026 Best Reviewer Award. The award recognizes a member of the community for dedicating their time and experience, and the overall quality of their reviews and author feedback.

### Key Review Dates:

17 March - 22 March 2026	Submissions assigned to reviewers
23 March - 21 April 2026	Reviewing of submissions

## Are you a first time iPRES reviewer? We've got you covered!

Welcome and thank you for joining us as a reviewer! Here's how we're supporting you through this process:

- Clear guidance. You're already reading one of our key support tools - these reviewer guidelines.
- Collaborative reviewing. Every submission you review will also be reviewed by others, including experienced iPRES reviewers. This ensures a balance of perspectives and supports fairness and consistency in the evaluation process.
- Help is always available. If you have any questions about the review process, don't hesitate to reach out - we are happy to help! See the "Who can you contact for help?" table below.

### What should you do first?

- **Check for conflicts of interest**  
Look at the submissions assigned to you and make sure you don't have any conflicts of interest. This arises when you may be unable to provide an objective review because of a personal or professional relationship with an author, or any other circumstance that could affect your impartiality. For example, it might be a conflict of interest to review a submission from a colleague at your institution, or from someone you work with on a collaborative project. You should trust your instinct on this, but if you are unsure, or feel it might be a conflict, please contact [info@ipres2026.dk](mailto:info@ipres2026.dk).
- **Assess if your review assignments align with your areas of expertise**  
Give consideration to the topic(s) covered in the submissions assigned to you and evaluate if you feel confident to provide commentary and feedback given your knowledge and experience. For example, you may specialize in developing technological solutions so might not feel confident providing feedback on a paper about digital preservation policy. If you would like to request a reassignment, please contact [info@ipres2026.dk](mailto:info@ipres2026.dk).
- **Ensure you have time to review**  
Please make sure to set aside sufficient time in your schedule to complete all assigned reviews by **21 April 2026**. Estimated review times for each submission type are provided in the Submission table on the next page. These are approximate and may vary - for example, reviews may take longer if the topic is complex or unfamiliar. If you anticipate any difficulty meeting the deadline, please notify [info@ipres2026.dk](mailto:info@ipres2026.dk) as soon as possible so any incomplete reviews can be reassigned.

### Confidentiality and responsible use

All submissions are confidential and are shared with you for the sole purpose of peer review. Please do not share the content with others or involve anyone else in the review process.

Reviewers should write their reviews in their own words without using generative AI tools to draft feedback. **Do not upload any part of a submission to generative AI tools** (e.g., ChatGPT, Copilot, Gemini). These tools may store or learn from uploaded data, which could compromise the confidentiality of the work.

You must also refrain from discussing the submission with its authors or citing its content before it is officially published. These works are under review and should be treated with the same discretion you would expect for your own unpublished research.

## The scope of “digital preservation”

iPRES adopts an inclusive view of digital preservation, understood as the series of managed activities necessary to ensure continued access to digital materials for as long as needed. Topics such as resilience, continuity, archiving, sustainability, forensics, and curation—as well as tools for advocacy, training, resourcing, and management—are all relevant to the scope of iPRES 2026.

As you review submissions, please keep this broad perspective on digital preservation in mind. Please avoid applying your personal and/or institutional definitions when considering a submission’s fit.

## The submission types

You may be assigned any of the following submission types:

Submission type	What to expect	Estimated review time	
		Experienced reviewers	First-time reviewers
Full papers	In-depth research papers, technical papers, or case studies	2.5 - 4 hours	3 - 6 hours
Short papers	Concise reports on work in-progress, or emerging topics	1.5 - 2.5 hours	2 - 3.5 hours
Workshops	Descriptions of interactive sessions focusing on tools, methods, or best practices	1 - 1.5 hours	1.5 - 2 hours
Tutorials	Educational sessions designed to teach new skills or technologies from beginner to advanced levels, with clear learning outcomes	1 - 1.5 hours	1.5 - 2 hours
Panels	Descriptions of discussion sessions offering multiple perspectives on a topic	1 - 1.5 hours	1.5 - 2 hours
Posters	Descriptions of proposed poster content (not the final poster that will be created if accepted)	1.5 - 2.5 hours	2 - 3.5 hours

## Who can you contact for help?

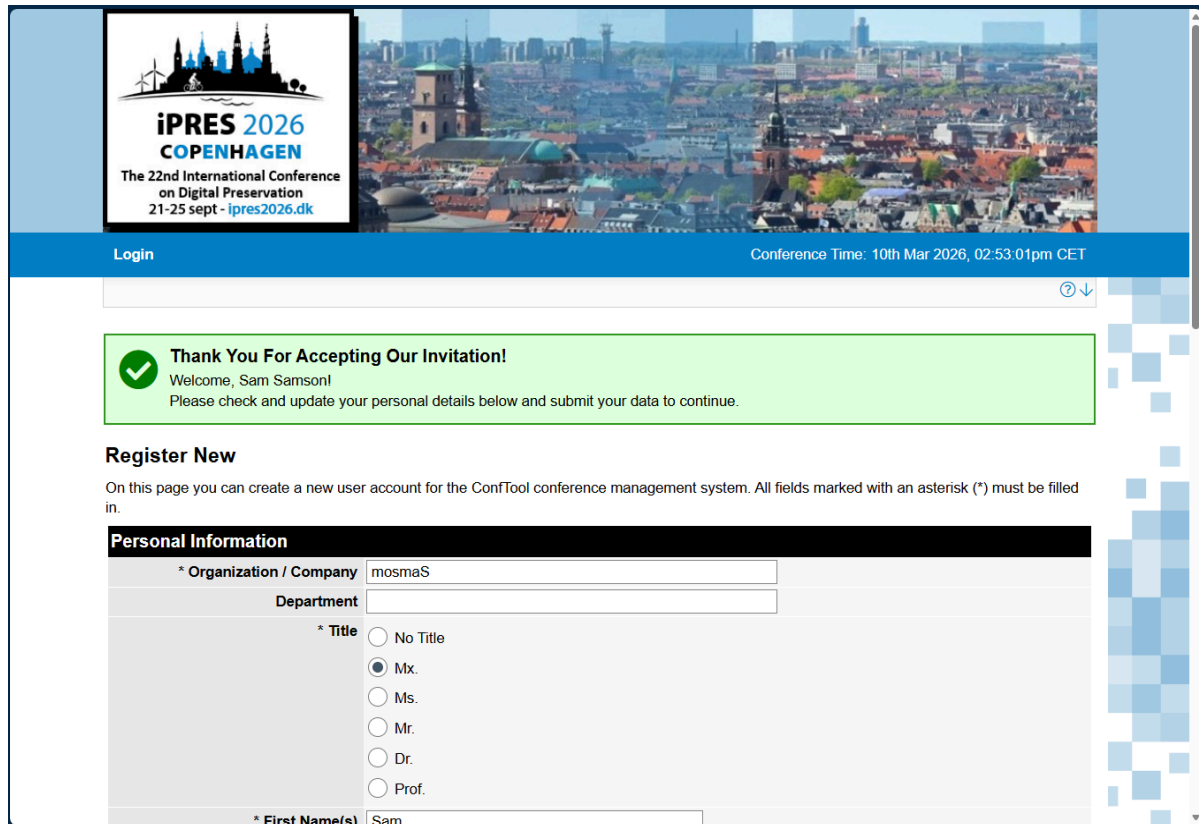
If you need help with...	Contact:
<p>Technical issues with the Review Portal such as:</p> <ul style="list-style-type: none"><li>• Log in problems</li><li>• Portal errors</li><li>• Unable to download Submissions</li></ul>	<p><a href="mailto:info@ipres2026.dk">info@ipres2026.dk</a></p> <p>Please write “technical support: [topic]” in the subject line</p>
<p>Non-technical review issues such as:</p> <ul style="list-style-type: none"><li>• Questions about the <a href="#">use of AI</a>, disclosures, or conflicts of interest</li><li>• Trouble meeting the review deadline</li><li>• Submissions assigned outside your area of expertise</li><li>• General questions about the review process</li></ul>	<p><a href="mailto:info@ipres2026.dk">info@ipres2026.dk</a></p> <p>Please write “reviewer support: [topic]” in the subject line</p>

# Review Process

Over the following pages you will be guided through the user account creation and review process using the conftool platform.


## Create account on ConfTool

Each reviewer will be sent an invitation with the URL to access the Review Portal (Conftool). Here you can create a user account.



**iPRES 2026 COPENHAGEN**  
The 22nd International Conference on Digital Preservation  
21-25 sept - [ipres2026.dk](http://ipres2026.dk)

Login Conference Time: 10th Mar 2026, 02:53:01pm CET

 **Thank You For Accepting Our Invitation!**  
Welcome, Sam Samson!  
Please check and update your personal details below and submit your data to continue.

### Register New

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (\*) must be filled in.

**Personal Information**

<b>* Organization / Company</b>	mosmaS
<b>Department</b>	
<b>* Title</b>	<input type="radio"/> No Title <input checked="" type="radio"/> Mx. <input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
<b>* First Name(s)</b>	Sam

# Select Priority Topics

After creating an account you can select Priority Topics.

← Submissions 2:59:17pm CET Sam Samson Logout

Overview > Select Priority Topics

**Registration Information**  
Your user account has been established. Next time you visit the conference system, please use your user name and password to log in.

**Select Priority Topics**  
Here the predefined priority topics can be assigned to the reviewers / members of the program committee. This facilitates the assignment of contributions to suitable experts.

**Sam Samson**  
Organization / Company: mosmaS  
Country: Denmark  
E-Mail: sam@mosmas.org

**Select Priority Topics**  
At least one priority topic has to be selected from the list in total.

\* Topics

- Management, Organizations, Staffing, Repository Assessments, Costs
- Community, Collaborations
- Technical Infrastructure, Tools, Storage, Bit Preservation
- File Formats, Content Integrity, Migrations, Content Preservation
- Metadata, Description
- Appraisal / Selection, Acquisition, Ingest
- Discovery, Access, Delivery, Emulation
- Legal / Ethical / Environmental Considerations, Policy, Strategy

Save selection Cancel

Now your account has been created. Your home screen will look like this:

Overview 3:01:29pm CET Sam Samson Logout

**Welcome, Sam Samson**  
You are logged in as user samson.

**You can select from the following options:**

- Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.
- Show User Account Details**  
Here you can access the personal data of your user account.
- Edit User Account Details**  
Here you can update your personal user data.
- Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "The 22nd International Conference on Digital Preservation (IPRES 2026)".

**You have been nominated as reviewer or member of the program committee. You currently have the following options:**

- Select Priority Topics**  
Define your areas of expertise to facilitate the assignment of suitable contributions.  
You have already selected 3 priority topics.
- Enter and Edit Reviews**  
Here you can access the contributions that were assigned to you and enter your reviews.  
0 contributions were assigned to you. You already entered 0 reviews.

Please note that you will have no reviews assigned to you when logging in for the first time. Your assigned submissions for review will be visible on 22 March 2026.

## View your assigned submissions

Your assigned submissions for review will be visible on the review platform on 22 March 2026. Click on 'Enter and edit reviews' to start the review process.

Overview 3:04:51pm CET Sam Samson Logout

### Welcome, Sam Samson

You are logged in as user **samson**.

You can select from the following options:

- Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.
- Show User Account Details**  
Here you can access the personal data of your user account.
- Edit User Account Details**  
Here you can update your personal user data.
- Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "The 22nd International Conference on Digital Preservation (IPRES 2026)".

You have been nominated as reviewer or member of the program committee. You currently have the following options:

- Select Priority Topics**  
Define your areas of expertise to facilitate the assignment of suitable contributions.  
*You have already selected 3 priority topics.*
- Enter and Edit Reviews**  
Here you can access the contributions that were assigned to you and enter your reviews.  
*1 contributions were assigned to you. You already entered 0 reviews.*

Print View

Contact and Legal Notice · Contact Address: info@ipres2026.dk Conference Software: ConfTool Pro 2.8.109

## Read Submission

To read a submission, click on the filename to open the document.

← Overview 10:28:29am CET Sam Samson Logout

Overview > Enter and Edit Reviews

### Enter and Edit Reviews

Now you may access the conference contributions assigned to you for reviewing. Please enter your results before the end of the reviewing phase. During this phase it is also possible to print and edit your entries.

If you are unable to evaluate all submissions assigned to you, please notify the chairs of the conference as soon as possible so that they can allocate new or additional reviewers. You can also suggest other experts as reviewers if you like. To do so, please send their contact details to the chairs.

Please note that the submissions you are evaluating are unpublished work of other authors. Their intellectual property rights and your professional ethics require that you do not disclose the contents of these submissions or part of them to others and that you treat them as confidential.

#### Survey of Your Already Submitted Reviews

104	SHORT PAPERS <b>Xz</b> Lisa, Mona Organization(s): Royal Danish Library, Denmark	<a href="#">Show Abstract</a> <a href="#">Contribution Details</a> <a href="#">Show Review</a> <a href="#">Edit Review</a>
	1st file <a href="#">Contribution_104.docx</a>	

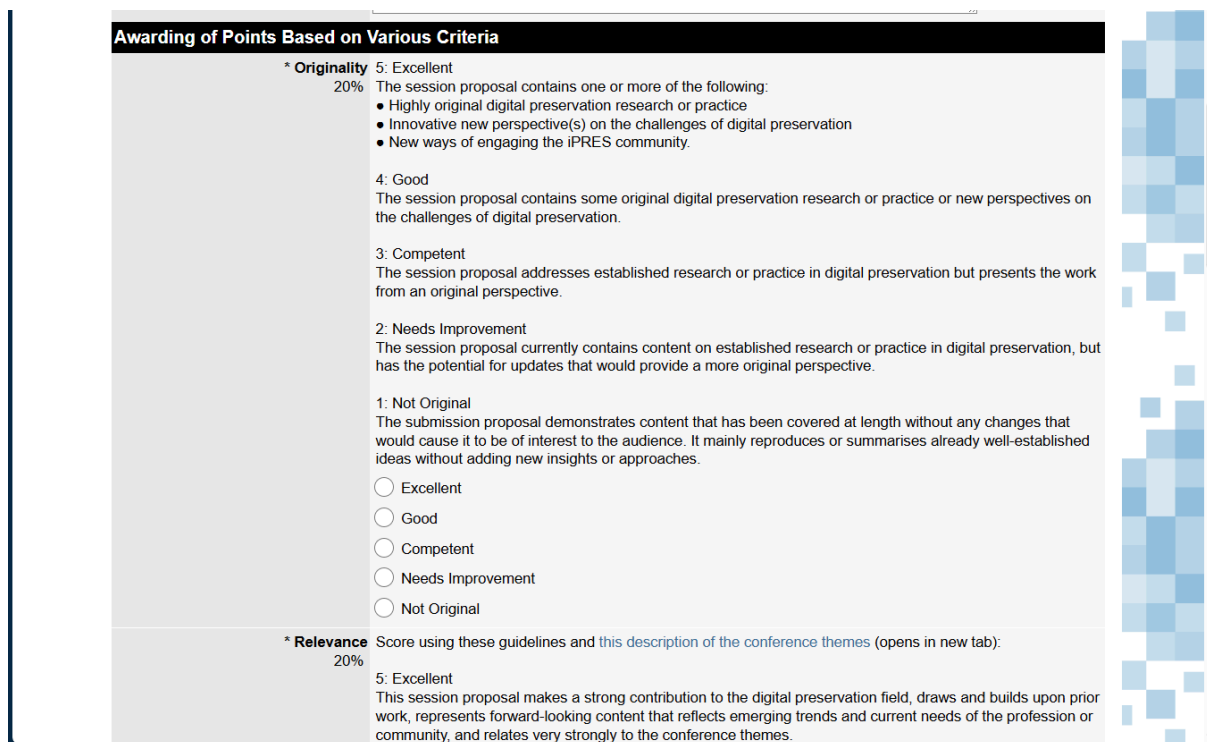
We have received your review. Thank you very much.  
Time left to update the review: 295 days 13 hours

Overview > Enter and Edit Reviews Print View

## Evaluate submission

When you are ready to give your review for the Submission, click on the 'Enter Review'. On the next page you can score the submission on Originality, Relevance, Clarity and organization of Ideas, express your recommendation, write comments to the Programme Committee, denote your familiarity with the subject, nominate for best paper award, and finally submit your review. Please ensure that the associated metadata in ConfTool (e.g. keywords) is reflected accurately in the submission document itself.

NB: you can edit your review, but you cannot save a draft. Be careful not to close your browser window.



**Awarding of Points Based on Various Criteria**

**\* Originality** 5: Excellent  
20% The session proposal contains one or more of the following:

- Highly original digital preservation research or practice
- Innovative new perspective(s) on the challenges of digital preservation
- New ways of engaging the iPRES community.

4: Good  
The session proposal contains some original digital preservation research or practice or new perspectives on the challenges of digital preservation.

3: Competent  
The session proposal addresses established research or practice in digital preservation but presents the work from an original perspective.

2: Needs Improvement  
The session proposal currently contains content on established research or practice in digital preservation, but has the potential for updates that would provide a more original perspective.

1: Not Original  
The submission proposal demonstrates content that has been covered at length without any changes that would cause it to be of interest to the audience. It mainly reproduces or summarises already well-established ideas without adding new insights or approaches.

Excellent  
 Good  
 Competent  
 Needs Improvement  
 Not Original

**\* Relevance** 20%  
Score using these guidelines and [this description of the conference themes](#) (opens in new tab):

5: Excellent  
This session proposal makes a strong contribution to the digital preservation field, draws and builds upon prior work, represents forward-looking content that reflects emerging trends and current needs of the profession or community, and relates very strongly to the conference themes.

When preparing your reviews, please use the information provided below to guide your scoring and comments.

**Originality** (accounts for 20% of total score):

Score	Meaning
5: Excellent	The session proposal contains one or more of the following: <ul style="list-style-type: none"><li>• Highly original digital preservation research or practice</li><li>• Innovative new perspective(s) on the challenges of digital preservation</li><li>• New ways of engaging the iPRES community.</li></ul>
4: Good	The session proposal contains some original digital preservation research or practice or new perspectives on the challenges of digital preservation.

3: Competent	The session proposal addresses established research or practice in digital preservation but presents the work from an original perspective.
2: Needs Improvement	The session proposal currently contains content on established research or practice in digital preservation, but has the potential for updates that would provide a more original perspective.
1: Not Original	The submission proposal demonstrates content that has been covered at length without any changes that would cause it to be of interest to the audience. It mainly reproduces or summarises already well-established ideas without adding new insights or approaches.

**Relevance** (accounts for 20% of total score):

NB: consider [the conference themes](#) when scoring relevance

Score	Meaning
5: Excellent	This session proposal makes a strong contribution to the digital preservation field, draws and builds upon prior work, represents forward-looking content that reflects emerging trends and current needs of the profession or community, and relates very strongly to the conference themes.
4: Good	The session proposal makes a good contribution to the digital preservation field, demonstrates content that is timely and relevant to the profession or community and includes either an emerging trend OR current need, and relates strongly to the conference themes.
3: Competent	The session proposal demonstrates content that is relevant to the audience.
2: Needs Improvement	The session topic may meet the audience, theme, and context of iPRES with some adjustment.
1: Not Relevant	The session proposal is not relevant to the iPRES audience.

**Clarity and organisation of Ideas** (accounts for 20% of total score):

Score	Meaning
5: Excellent	The session proposal is exceptionally clear, concise, and well-organised. The ideas flow logically and are easy to follow throughout.
4: Good	The session proposal is clearly written and well-structured, with coherent progression of ideas and minimal confusion.
3: Competent	The session proposal is generally understandable and logically organised, though there may be minor lapses in clarity or flow.

2: Needs Improvement	The session proposal presents ideas inconsistently, with noticeable issues in clarity or organisation that make it harder to understand.
1: Not Clear	The session proposal is poorly written and disorganised. The ideas are difficult to follow, and the structure hinders understanding.

**Reviewer’s recommendation** (accounts for 40% of total score):

Give an overall score using these guidelines:

- Base your score on the evaluation criteria above (originality, relevance, clarity and organisation of ideas).
- Do not mark them down for minor things such as going slightly over the prescribed number of pages, formatting problems, or things that can be fixed after acceptance (such as adding ORCID IDs). Please be mindful that many authors are non-native English speakers and do not equate language imperfections with a lack of quality.

Score	Meaning
5: Definitely Accept	Very high quality
4: Probably Accept	Good quality
3: Neutral	Borderline
2: Probably Reject	Poor quality
1: Definitely Reject	Of little merit or inappropriate for this conference

**Comments to authors**

Review comments will be shared with the author(s) and are your opportunity to provide detailed, constructive feedback. The following guidelines will help you write a high-quality review.

- Maintain a positive, impartial, and constructively critical tone (you can find some guidance at the [ASM journals website](#)).
- All comments must abide by the principles set out by the [iPRES 2026 Code of Conduct](#).
- Review comments should be sufficiently detailed (e.g. 100-150 words) to provide constructive and actionable feedback. Please avoid very short comments as they rarely offer meaningful insights).
- Support your points with references to good practice, relevant standards, reports, or other publications where appropriate.
- When suggesting improvements, be as clear and specific as possible.
- Finally, keep in mind that many contributors to iPRES are non-native English speakers. Write clearly and avoid overly complex language.

Your comment will also be taken into account by the Programme Committee when considering the Best Reviewer recognition.

### (Optional) Confidential comments to Programme Committee

These comments will not be shared with the author(s). Examples of how you might use this field include:

- To recommend a submission be considered in a different format than it was proposed by the author(s), for example as a poster instead of as a short paper, and why you are recommending this
- To give insight into your confidence in your review score, for example if you could be swayed and the reason for it
- To flag any concerns, for example, a resubmission of a previous conference paper
- To contextualise your review score, for example to provide reasons why you are recommending it be accepted even though you have recommended improvements

### (Optional) Award nomination

This section lets you nominate a work to be considered for the iPRES 2026 Best Paper Award. If you think it is exceptional, check this box and include a reason for your nomination.

### Review Complete

After completing a review, a summary of your review will be shown.

The screenshot shows a web interface for a review submission. At the top, there is a navigation bar with a back arrow, the word "Reviews", the time "3:12:00pm CET", the user name "Sam Samson", and a "Logout" button. Below the navigation bar is a breadcrumb trail: "Overview > Enter and Edit Reviews > Submit Review". A green success message box with a checkmark icon states: "Submission of a Review. The review you submitted has been saved. Thank you! You can edit your input until the end of the submission period for reviews." Below this is a section titled "Contribution Details" with a submission ID "Xz" and a score of "104". It lists the author as "Lisa, Mona (Royal Danish Library, Denmark)" and provides contact information. The "Evaluation of the Contribution" section features a table with scores for different criteria: Originality (5/5, 20%), Relevance (4/4, 20%), Clarity and organisation of Ideas (4/4, 20%), and Reviewer's recommendation (4/4, 40%), resulting in a total score of 4.2 out of 5. Below the table are sections for "Reviewer's Comments on the Contribution", including "Comments for the Authors" (Good job, consider to xyz. :)), "Familiarity of the reviewer with the topic" (6), and "Internal comments" (They did well, a joy to read.). At the bottom, there are "Actions" like "Edit Review" and "Overview of all reviews assigned to you". The footer contains contact information, a privacy statement, and conference software details: "ConfTool Pro 2.8.109r © 2001-2026 by Dr. H. Weinreich, Hamburg, Germany".

← Reviews 3:12:00pm CET Sam Samson Logout

Overview > Enter and Edit Reviews > Submit Review

**Submission of a Review**  
The review you submitted has been saved. Thank you! You can edit your input until the end of the submission period for reviews.

**Contribution Details**  
Submission Type / Conference Track: SHORT PAPERS  
**Xz** 104  
Lisa, Mona (Royal Danish Library, Denmark)  
Submitted by Lisa, Mona (Royal Danish Library, DK), ID: 1000  
Presenting Author: Lisa, Mona monalisa@kb.dk

**Evaluation of the Contribution**

Originality 5 (20%)	Relevance 4 (20%)	Clarity and organisation of Ideas 4 (20%)	Reviewer's recommendation 4 (40%)	Total points (out of 5) 4.2
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**Reviewer's Comments on the Contribution**

**Comments for the Authors:**  
Good job, consider to xyz. :)

Familiarity of the reviewer with the topic: 6

**Internal comments:**  
They did well, a joy to read.

**Actions**

▶ Edit Review  
▶ Overview of all reviews assigned to you

Overview > Enter and Edit Reviews > Submit Review Print View

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Privacy Statement · Conference: iPRES 2026  
Conference Software: ConfTool Pro 2.8.109r  
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# What Happens Next?

After the review deadline closes on April 21 2026, the Programme Chairs will review all of the evaluations and make the final decisions, which will be one of these outcomes:

1. Accept the proposed submission
2. Accept the proposed submission conditionally (require some changes to be made)
3. Reject the proposed submission

All authors will be notified of the outcome by June 1 2026.