



IGLC 24th Annual Conference
Boston, USA – July 18-24, 2016
<http://iglc2016.com/>

On the Brink of the Lean Revolution

IGLC2016 REVIEWER GUIDELINES

INFORMATION

All authors and co-authors are required to review *at least two papers* if requested.

There are three principal objectives for the review process:

1. To ensure the papers published contribute to the IGLC body of knowledge,
2. To ensure the work is underpinned by sound methods so it can be used with confidence by future researchers and practitioners, &
3. To help authors improve their papers so as to meet the first two objectives.

Authors will be able to see your reviews as soon as you submit the final version to the system.

Papers in the review process must be treated in confidence and not passed on or used in any way.

Reviewers will be expected to re-review papers after amendments and rebuttals have been submitted by authors, if requested to do so.

ACTIONS

1. Please confirm your details (especially your level of qualification/expertise) within the Conftool system and set the following options:
 - The priority topics you wish to review, &
 - The maximum number of papers you are prepared to review.
2. Complete the reviewing form by following the system instructions. Please note:
 - i. You must provide comments for authors – these should be as constructive as possible,
 - ii. You must outline the contribution of the paper.
3. Please complete your review within 2 weeks of assignment – if you require more time please contact the Editorial Team at editors@iglc2016.com