

## THE-ICE IPoE (International Panel of Experts) Forum

### Frame of Reference – Academic Paper Review

#### 1 THE-ICE IPoE Paper Review Panel and Paper Review Executive Committee

The IPoE Paper Review Panel and Paper Review Executive Committee shall be constituted as follows:

- The Chair of the Paper Review Executive Committee is to be invited by THE-ICE in conjunction with the IPoE host institution, and will usually be drawn from the host institution
- The Paper Review Executive Committee is to include the Chair and two (2) or three (3) other suitably qualified academics as invited by THE-ICE
- The Paper Review Panel members will be invited by THE-ICE with invitations to usually be extended to at least one delegate with the requisite academic experience from each of THE-ICE global members

#### 2 Call for Papers

The Call for Papers should be extended as soon as possible after the Paper Review Executive Committee has been confirmed. Call for Papers announcements should include the themes and sub-themes of the relevant IPoE as a guide for submissions, along with clauses 3 - 5 herein, and made available as a downloadable PDF on THE-ICE IPoE webpage and other relevant locations.

#### 3 Academic paper submissions

The IPoE seeks to include a select number of full research papers, working papers, and poster papers/ working abstracts which will focus on the theme and sub-themes of the relevant IPoE. There are three categories for paper submissions:

- Full research papers
- Working papers
- Poster papers/ working abstracts

##### 3.1 Full research papers

Full research papers are those where research work or conceptual or theoretical development is complete. Authors should submit a paper of no more than 5,000 words (including references) to be double blind reviewed.

Papers submitted in this category and nominated by the referees will receive a Certificate of Appreciation and are eligible to be considered for THE-ICE IPoE Best Paper Award. Submitting a full paper does not guarantee acceptance, nor will it be given any preference over other papers.

##### 3.2 Working papers

Working papers are those for which a substantial amount of the research work or conceptual or theoretical development is complete. Authors should submit a paper of between 1,000 to 1,500 words (including references) to be double blind reviewed.

Papers submitted in this category and nominated by the referees will receive a Certificate of Appreciation and are eligible to be considered for THE-ICE IPoE Best Paper Award.

##### 3.3 Poster papers/ working abstracts

Poster papers/ working abstracts are those where the author/s wish only to be considered for a visual/ poster presentation. Papers accepted in this category will receive a Certificate of Appreciation and are eligible to be considered for THE-ICE IPoE Best Poster Paper Award. See 7 below for further details on options for visual presentations.

## 4 Submission of papers

- Full research papers or working papers may be considered for either oral or visual presentation dependent on the nature of the research and wishes of the author/s. Papers that are to be presented orally will be allocated a 15 to 20-minute paper presentation session at the IPoE, subject to availability of sessions.
- Please note that the submission and selection of a paper for oral presentation is an indication of a commitment to attend the IPoE and at least one author must attend the IPoE in that year to present the paper.
- All papers will be reviewed before acceptance and must be original submissions that have not already been published.
- Submit one (1) electronic copy in Microsoft Word format, ensuring compliance with the [Paper Submission Guidelines](#) as published on THE-ICE website.
- The deadline for review of full research paper submissions and/or working paper submissions is close of business on 31<sup>st</sup> August of the relevant year.

## 5 Review of papers

### 5.1 The review process

The Paper Review Executive Committee shall be responsible for ensuring the review process. Accepted full research papers and working papers may be considered eligible for THE-ICE IPoE Best Paper Award. Accepted poster papers/ abstracts may be considered eligible for THE-ICE IPoE Best Poster Paper Award. Entries will be judged by the Paper Review Panel on outstanding merit and recommendations made to the Paper Review Executive Committee for consideration. The award will be presented at the awards ceremony on the last day of the relevant IPoE.

### 5.2 Paper assessment

Once reviewed and accepted, submissions will be assessed according to the following criteria:

- Overall quality and relevance of the research
- Conceptual relevance and/or the design of the project, methodology and approach
- Innovation of the project/research, significance of the contribution & implications for Best Practice

## 6 Publication

Submitted papers must be original and unpublished elsewhere. Submitted papers will be made available on THE-ICE IPoE webpages, subject to written approval by the author/s. Authors must sign a [Transfer of Copyright Agreement](#) acknowledging the origins of the paper, namely that it is based on the paper to be presented at THE-ICE International Panel of Experts (IPoE) 2016.

## 7 Visual/ poster presentations

Visual/ poster presentations will be allocated a joint Poster Paper Presentation Session where all of the author/s will have the opportunity to discuss their work one-on-one in a creative presentation environment. The Poster Paper Presentation Session provides delegates the opportunity to present research in visual rather than the traditional oral presentation. Visual presentations can take many forms so, while many presenters will choose to present a standard poster, other options include demonstrations, PowerPoint slide show, video presentations, or models, as well as any other form of display.