ISC High Performance Double-Anonymous Review Guidelines *)

1. OVERVIEW

This document aims to help authors, reviewers, and committee chairs understand the new double-anonymous review process that ISC High Performance is adopting.

Research papers submitted to ISC High Performance will undergo a double-anonymous review process. In this process, authors do not know who reviews their submissions and reviewers do not see author names.

The primary rationale for double- anonymous review is to mitigate implicit or explicit bias, as there is ample evidence that double-anonymous policies can reduce such bias. There is also evidence that proposals subjected to double-anonymous review receive more citations than those that undergo single-anonymous review; thus double-anonymous review may also be associated with higher quality submissions.

2. GUIDANCE TO AUTHORS

If you are an author, you should write your submission so as not to disclose your identity or the identities of your co-authors. The following guidelines are best practices for anonymizing a submission in a way that should not weaken it or the presentation of its ideas.

2.1 While Writing

- Do not use your name or your co-authors' names, affiliations, funding sources, or acknowledgments in the heading or body of the document.
- Do not eliminate self-references to your published work that are relevant and essential to a proper review of your submission solely in an attempt to anonymize your submission. Instead, write self-references in the third person. Recall that the goal and spirit of double- anonymous review is to create uncertainty about authorship, which is sufficient to realize most of its benefits.

2.2 When Submitting

- At submission time, you will be asked to declare conflicts of interest you may have with program committee members. You will also have the option to upload a list of conflicts. Reviewers will be asked separately to verify declared conflicts.
- Suppose you feel that there is supplemental material essential to reviewing your submission but which would also reveal your identity, e.g., an earlier technical report, published software. In this case, you will have the option to upload or link to those materials and include an explanation at the time of your submission. By default, reviewers will not see this material; instead, the non-conflicted committee chairs or their

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designee(s) will review and use their discretion to decide whether to include such materials during the review.

3. GUIDANCE TO COMMITTEE CHAIRS & REVIEWERS

If you are a committee chair or a reviewer, you should not make authors go to great length to anonymize their submissions and you should keep in mind that comprehensiveness of the review trumps anonymizing efficacy.

3.1 Before the Reviewing Phase

- Correctly identifying conflicts of interest (COIs) is one of the most important procedural aspects of double- anonymous review. Therefore, before the paper submission deadline, chairs and reviewers should log into Linklings at https://ssl.linklings.net/conferences/isc_hpc/ to verify and upload their conflicts of interest. This process can be a little time-consuming, so please plan accordingly.
- During bidding, reviewers should let their chair know if they suspect a conflict with a submission and what they believe is the nature of the conflict.

3.2 During the Reviewing Phase

- A reviewer may accidentally discover the identities of the authors during the review. In this case, the reviewer should disclose this discovery to the committee chair. Such incidents do not necessarily "violate" the double-anonymous policy, and the reviewer may continue to review the paper. The spirit of double- anonymous reviewing is that reviewers should not actively try to discover who the authors of a submission are.
- A reviewer who thinks he or she knows the identity of the authors should not reveal his or her suspicion in his or her review or during discussions with other reviewers (whether online or in-person).
- Reviewers who feel that knowing the author names or affiliations is necessary to review a submission can make their case to the committee chair at any time during the review process.

4. CONFLICTS OF INTEREST

A potential conflict of interest (COI) occurs when a person makes a decision that

- could result in that person, a close associate of that person, or that person's company or institution receiving significant financial gain, such as a contract or grant; or
- could result in that person, or a close associate of that person, receiving significant professional recognition, such as an award or the selection of a paper, work, exhibit, or another type of submitted presentation.

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Committee members will have a chance to disclose potential conflicts during the review process. Chairs will make every effort to avoid assignments that have a potential COI.

For ISC High Performance, you have a COI with

- your Ph.D. advisors, postdoctoral advisors, Ph.D. students, and postdoctoral advisees forever;
- people with whom you collaborated in the past five years, including:
  - co-authors on an accepted/rejected/pending research paper;
  - co-PIs on an accepted or pending grant;
  - those who fund your research, researchers whom you fund, or researchers with whom you are actively collaborating;
  - people who were employees or students at your primary institution(s) in the past five years, or people who are active candidates for employment at your institution(s); and
  - close personal friends or others with whom you believe a COI exists.

Note that serving on a program committee, do not inherently create a COI.

Other situations can create COIs, and you should contact the Research Papers Chairs for questions or clarification on any of these issues.

5. CONFIDENTIALITY STATEMENT

ISC reviewers of paper submissions are professionals from the international scientific community serving in a volunteer capacity. The review process of ISC is confidential in the sense that reviewers agree to keep the contents of the submissions in confidence within the Program Committee until the work is published, whether at ISC or another venue. If you're submitting work related to a pending patent, you should explore what sort of protection you deem necessary before disclosing it in your submission.

If you have any questions or comments, please send an e-mail to Ms. Isabel Gräbner, ISC Conference Program Manager, at isabel.graebner@isc-group.com.

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