Information for Reviewers – JUNIORSTAV 2025

1. Assigning Articles for Review

- The Scientific Section Chair assigns reviewers to articles based on their field of expertise.

- The Scientific Section Chairs (or designated representatives from institutes in cases where multiple institutes contribute to a section's topics) should always consult reviewers before assigning them an article. If your Scientific Section Chair has not contacted you, we apologize, but this fault is not on our side.

- You can find out who is the Scientific Section Chair for your section here: https://juniorstav.fce.vutbr.cz/committee/

- Once a Section Chair invites a reviewer to assess an article, the reviewer receives an automatic email with a registration link for the system.

2. Reviewer Registration Each reviewer receives an email invitation to review articles. Before starting the review process, registration is required:

- Use the email address **where you received the invitation** to create an account and set a password. We recommend choosing a password that is easy to remember or saving it in a password manager.

- After registration, you will receive a verification email, which must be confirmed.

- Once verified, you can log into the review system, where you will fill in basic information about yourself and your area of expertise.

- Please pay close attention when selecting sections/topics.

- For Section 1: *Building Structures*, we recommend selecting multiple review areas, as their topics and expertise often overlap. A suitable combination may include *Architecture in Building Construction*, *Building Structures*, *Building Services and Energy*, and *Building Physics* and the *Indoor Environment*.

- For Section 2: *Building Materials and Components*, we also recommend selecting both available topics: *Physical and Chemical Properties of Building Materials* and *Contemporary Building Materials*.

3. Logging into the System

- Reviews are conducted within the Juniorstav conference system.

- Upon logging in, the assigned articles may be visible to the reviewer, but this is not guaranteed immediately.

- If a reviewer does not see any assigned articles, it means that their assigned articles have not yet passed the basic acceptance criteria check and the plagiarism check with a positive result. Only articles that successfully pass this review are made available for the review process.

- Once articles are ready for review, the reviewer will receive an email notification stating that the review process can begin. The deadline for submitting a review in the first round is 14 days, and the exact deadline is always specified in the email.

- **For reviewers from VUT:** The Juniorstav system is not linked to the VUT login – access is only possible through email registration in the system. If you have not received an invitation to review, please check whether the email was sent to an old address – it is possible that the Section Chair mistakenly used your previous email.

4. Conducting the Review

- Once an article is ready for review, it can be accessed and downloaded by clicking on its title.

- All versions of the article uploaded by the author remain in the system. When downloading, **please ensure that you always select the latest version of the article with the most recent upload date.**

- In parallel with the review process, an editorial check will be conducted, focusing on formatting and typography. Editors upload annotated versions of articles back into the system – these files are labelled with "editors review" in the file name. Since this version may be less clear due to formatting changes and editorial comments, we recommend using the article uploaded by the author for the review.

- Reviewers primarily assess the academic and technical quality of the article.

- The review is conducted using a form within the system, where reviewers select answers from dropdown menus and provide comments in a designated text field – see the attached screenshot for reference.

Review submission

The article is on the current topic

Yes ⬍

The abstract corresponds to the content of the article

Yes ⬍

Methodological procedures are clearly described

Yes ⬍

Article contains original analysis and results?

Yes ⬍

References to the article are correct and in sufficient number

Yes ⬍

The article is formally sound

Yes ⬍

The article contains the research aim, methodology, results, discussion and conclusion/Research article contains the research aim, literature review (search), results, discussion and conclusion

Yes ⬍

A good quality analysis of the current state of the literature on the topic is performed/for the research

Yes ⬍

Commentary

Do you recommend including this paper in the proceedings of selected papers for the purpose of indexing in Scopus?

If you select YES, the article will be included in the proceedings of the selected papers, which will be submitted for indexing in Scopus. If you select NO, the article will be included in the conference proceedings, which will not be indexed. The publication of the article in the proceedings of the selected papers/conference proceedings will of course be after your decision that the article is recommended for publication (see the last question). If you recommend revising the article (see last question), you will be asked again about the recommendation for inclusion of the paper in Scopus in the next review after the author has modified the paper.

No ⬍

Review result

Needs to be adjusted and revised again ⬍

Submit review

- Comments can be added directly to the article document, for example, using the track changes mode, or written in a separate file. Both files can then be uploaded to the author via the *Upload files* section.

- Reviewer comments should focus primarily on content, methodology, interpretation of results, and the relevance of sources.

- Formal aspects (template, citations, formatting) are checked by the organizing team (see above).

5. Submitting the Review

- Each review must be concise, factual, and constructive.

- **The review form must be submitted by clicking the "*Submit review*" button, otherwise, the entered data will not be saved in the system.**

- Submitting the review and uploading a file with comments are two independent actions that function separately.

6. Contact For any questions or technical issues, please contact the organizing team at juniorstav@vut.cz.