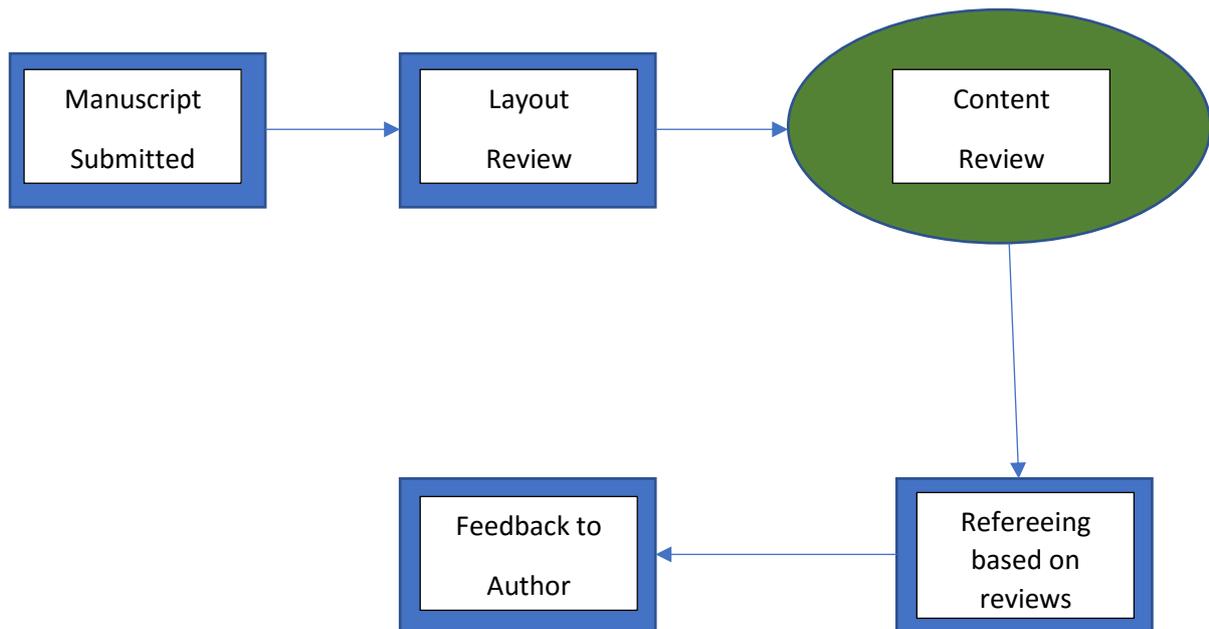**Manual and guidelines for Content Reviewers**

Only a Content Review is required: scientific content, merit of manuscript, use of proper language etc. The layout review is handled by the editorial committee and addresses formatting of various elements of the manuscript. Please note that these Layout corrections have not necessarily been implemented in the manuscript for your review.

The following diagram summarises the peer review process for these Proceedings. Your requested contribution to the process is the one highlighted in **GREEN**.

By reviewing the manuscript, you agree to the following Terms and Conditions:

- You declare that there is no conflict of interest (if there is, please notify us immediately so that we can appoint an alternative reviewer without delay.
- Please perform the review meticulously and diligently. This will help ensure the quality of the SAIP Proceedings as a reliable standard and help ensure DHET accreditation of each Proceedings.
- The review must please be done using the online system. You will be guided by the various questions on the system. Please supply comments of at least 150 words as well.
- We provide a review window of 21 calendar days.

The following steps must be followed to review a paper as a Content Reviewer:

1. Log into the INDICO site from the SAIP website.
2. From the menu on the left-hand side under "**Paper for Proceedings**", click on "**Content Reviewer Area**".

3. Select the paper that you would like to review from a list of papers that are being assigned to you.
4. Click on "**Material to Review**" and double-click on the paper name (e.g. NanoDistruptions.pdf) to download. As shown below.

5. Click on "**Assess Content**" to review and give feedback on the downloaded paper. The paper will be assessed by selecting a number based on the review question asked in comparison to the downloaded paper.

6. At the end of the questions click on "**edit**" next to Comments to give comments on the reviewed material. Then click on "**Save**" to save the comments.

Comments (100 words minimum)
Please p
(edit)

Comments (100 words minimum)
Please provide a brief summary of the work, and expand upon the numeric scores in each of the categories above. 100 words minimum.

Save Cancel

7. Click on "**edit**" next to "Assessment" to give the outcome of the reviewed material (e.g. **Accept**, **To be Corrected**, **Reject**). Then click on "**Save**" to save the final feedback of the paper.

Assessment None
(edit)
The comments and your assessment, will be sent by e-mail to the proceedings

Assessment None
Accept ▼ Save Cancel
The comments and your assessment, will be sent by e-mail to the proceedings editors before being forwarded to the author(s)
yet submitted

8. Lastly, click on "**Submit**" to submit feedback of the review to the respective Author.

Assessment

Submit Assessment not yet submitted

NB: When Revised article is received, follow the same steps as above. Note that you can see what your previous comments were, by clicking on "History" and scrolling down.

Assess Content | Material to Review | History