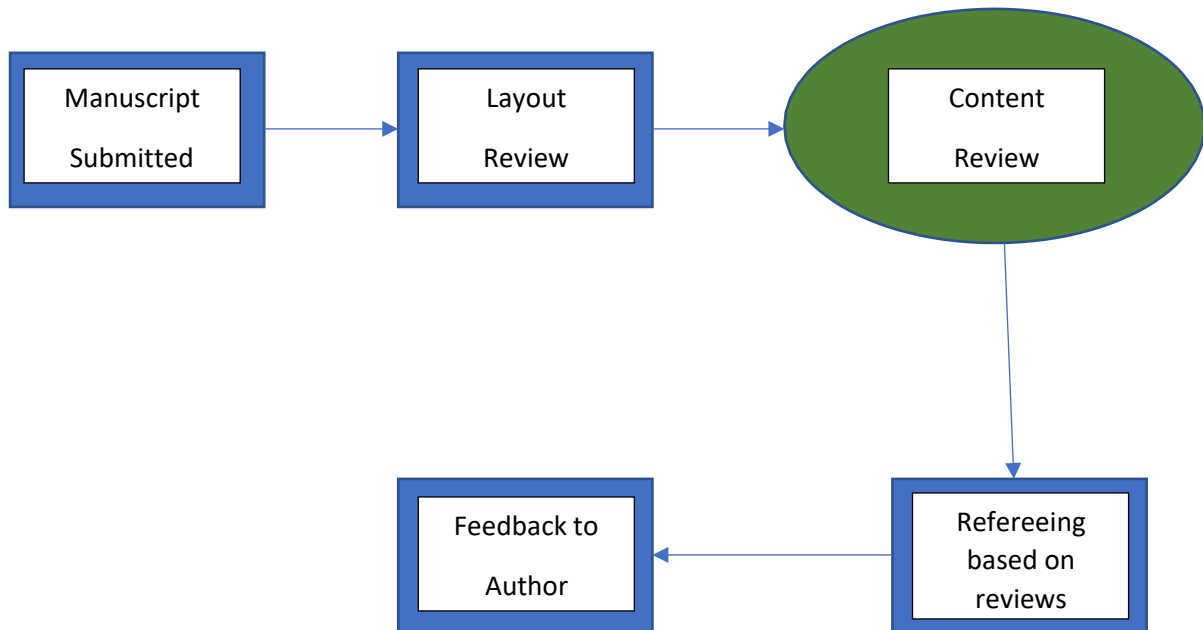


## Manual and guidelines for Content Reviewers

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.
2. From the menu on the left-hand side under "**Paper Peer Reviewing**", click on "**Reviewing Area**".

3. Select the paper that you would like to review from a list of papers that are being assigned to you.
4. Double-click on the paper name (e.g. [Paper\\_for\\_Proceedings\\_Instructions\\_2019.pdf](#)) to download. As shown below.
5. Click on "**Review**" to review and give feedback on the downloaded paper.
6. From the review content window select the "**Propose an action**" dropdown menu select one of the options: **Accept**, **Reject** or **To be corrected**. Fill in the comments section and select "Submit Review" as shown below: