

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 associate editors and addresses formatting of various elements of the manuscript, however, if you do pick up serious errors in the layout or the paper length you are welcome to comment on that as well. Please note that these Layout corrections have will only be implemented together with Content review comments.

The entire submission, review and publication process is as follows:

1. Manuscript submission by authors.
2. Allocation to associate editors by Mr Mokhine of the SAIP Office.
3. Associate editors to contact possible reviewers and forward the manuscripts to reviewers with review guidelines.
4. While manuscripts are with content reviewers the associate editors will run Turnitin reports on the submitted papers and also complete a Layout review.
5. All the information regarding the Turnitin report, Layout review and Content review is communicated to the authors. This is also uploaded onto the SAIP 2024 Google Drive by the associate editors.
6. Authors do corrections and submit the revised documents to the associate editors for consideration.
7. If there was only minor corrections the associate editors can accept the document. However, if major revision was required then the revised paper will have to be reviewed by one of the two allocated reviewers again for acceptance.
8. The accepted papers will be uploaded onto the SAIP 2024 Google Drive by the associate editors.
9. Authors will be informed on the final outcome of their submissions via email AND via Indico by the associate editors.

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 documentation supplied by the associate editors, as this will be guided by the various questions. Please also supply comments of at least 150 words as well. This must be returned via email to the associate editor. Any queries can be directed to the associate editor that originally contacted you for the specific review.

We provide a review window of 14 calendar days, it will be appreciated if you can adhere to this so that the proceedings can be published before the end of 2024.

Thank you for your assistance and support.