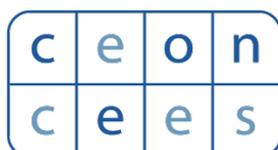


Centre for Evaluation in Education and Science



Working Documents and Manuals

Rulebook on the Reviewer of the Year Award and the Outstanding Reviewer Acknowledgment

I. Purpose

The purpose of the Reviewer of the Year Award and the Outstanding Reviewer Acknowledgment is to improve the overall quality of peer review in the local journals using SCIndeks (Serbian Citation Index) Assistant as the platform for indexing and online journal management. The Centre for Evaluation in Education and Science (CEON/CEES) as the web publisher, promoter and evaluator of these journals, believes that the quality of reviews has a decisive impact on the quality of papers, while the contribution of reviewers remains concealed and underappreciated. At the same time, CEON/CEES seeks to encourage the responsible regulatory bodies in Serbia to address the reviewers' contribution, systematically monitored and evaluated, in the legal documents regulating the assessment and promotion of researchers.

II. General Provisions

Article 1

This Rulebook defines the terms, criteria and procedures for awarding the Reviewer of the Year Award and the Outstanding Reviewer Acknowledgment.

Article 2

The Reviewer of the Year Award and the Outstanding Reviewer Acknowledgment are awarded annually.

Article 3

The reviewers who have reviewed manuscripts submitted to the journals using SCIndeks Assistant as the platform for online journal management may qualify as the nominees, regardless of their research title, affiliation or country of origin.

III. Terms and criteria

Article 4

Only the reviews evaluated by editorial boards and the authors of manuscripts through the application Reviewing Reviewers between September 1th of the current and previous year will be considered for inclusion into the list of nominees.

Only the reviewers who have submitted reviews for at least three papers in two journals published by different publishers may qualify as the nominees. All the information necessary to make decisions regarding the Award/Acknowledgment is derived solely from the Reviewing Reviewers application.

Article 5

The following metrics shall apply as the criteria for the selection and ranking of the nominees:

1. the total number of peer-review reports submitted during the year;
2. the timely delivery of peer-review reports;
3. the average rating received in the assessment by editorial board(s) of the journals ("Assessment of Reviewers").
4. the average rating received in the assessment by the authors of the reviewed manuscripts ("Questionnaire for Authors").
5. the Committee's assessment of the comprehensiveness, argumentation and usefulness of all peer-review reports submitted by the short-listed candidates.

Low ratings by the authors of the rejected manuscripts (the recommendation "Decline Submission") will not be taken into account when determining the average rating of the reviewer in cases when the editorial board awarded the highest rating to a peer-review report.

The Committee under Article 5 shall be established by CEON/CEES. Prominent researchers in individual research areas may qualify as Committee members. The process of selecting the nominees must not compromise either the anonymity of peer-review reports or the anonymity of the reviewers, apart from disclosing the identity of the laureates. The ratings of individual peer-review reports received from editors and the authors of the manuscripts shall not be made available to the reviewers.

The Committee shall take into account only the reviews in which ethical standards of the Committee for Publication Ethics (COPE Ethics Guidelines for Peer Reviewers) are fully

respected. The Commission takes special care that editorial boards, authors and the nominated reviewers do not have any conflict of interest.

The ranking of the nominees and the selection of laureates is performed by combining the results on all criteria using an optimized multi-criteria decision-making procedure. The ranking procedure will be validated and improved based on the annual analyses of the real data on reviewers' assessment.

IV. Awarding procedure

Article 6

The Reviewer of the Year Award consists of a diploma and a monetary award. The monetary award is a voucher covering the expenses for participating in a scientific conference selected by the laureate; the maximum amount shall not exceed 1,500 euro. The Award may be awarded to only one candidate in a calendar year.

The Outstanding Reviewer Acknowledgment consists of a diploma. It is awarded to one reviewer from each of the six broad areas of science into which the journals are classified in SCIndeks: natural sciences, engineering and technology, medical and health sciences, agricultural sciences, social sciences, and humanities.

The nominees who reviewed manuscripts submitted to journals classified into several areas are ranked in the area to which they made the predominant contribution.

Article 7

A reviewer may be awarded the Reviewer of the Year Award only once. The Outstanding Reviewer Acknowledgment can be awarded repeatedly to the same reviewer.

Article 8

The call for the nominations is permanently open. No annual calls are announced. It is the duty of editorial boards to inform reviewers in regular peer review invitations that by submitting a peer-review report they will be automatically nominated for the award/acknowledgment.

Article 9

The names of the laureates and decisions will be announced on the CEON/CEES website and, simultaneously, through interested public media. The award and the acknowledgment will be presented by the president of CEON/CEES at a ceremony covered by the invited representatives of public media.

V. Final provisions

Article 10

The Rulebook is subject to change based on the monitoring of the effectiveness of the Award/Acknowledgment or the input from the editorial boards of the journals. All amendments will be made by CEON/CEES as the adopting body. All editorial boards of the journals will be duly notified of any such amendments.

Article 11

This Rulebook shall enter into force on 15 March 2019.

Belgrade, 15 March 2019

CEON/CEES
President
Dr. Pero Šipka