

## SOLE submission guidelines

The SOLE Board

### *1. General information*

All participants who have been accepted to present at ConSOLE (either for the oral or the poster session) are entitled to submit a paper to the proceedings.

Note, however, that your paper may be rejected if:

- you do not comply with the deadlines;
- you do not follow the editors' instructions;
- you make changes not requested by your reviewer(s)/the editors; and/or
- the content, language, or format of your paper is judged unacceptable at any stage of the reviewing process.

The proceedings of ConSOLE are only published electronically. However, they may be cited as a 'real' publication.

### *2. Reviewing*

First, it is essential to note that the peer-review process is not a selectional one; no papers will be excluded on the basis of the review alone. The central aim of the review process is to provide authors with feedback and comments which can be integrated into their papers. We hope that the result will be a theoretically more rigorous and harmonious volume.

#### **How does it work?**

- When submitting their papers, authors will also send the SOLE Board a list of three paper they would like to review.

- The SOLE Board will choose a reviewer for each paper and send the papers out accordingly.
- The authors will review each other's paper and send their reviews back to the SOLE Board.
- The SOLE Board will then send the reviews to the authors.
- Authors will revise the papers based on the reviews, and write a response to the review.
- The revised paper and the response will be sent to the SOLE Board.
- The SOLE Board will check if the paper adheres to the SOLE stylesheet and send final comments to the authors. Authors will implement these changes and submit the final version of their papers to the Board.

**What if I do not have time or do not want to review a paper?**

Each contributor to the proceedings has to review a paper. If you do not, your article will not appear in the volume.

**Is the reviewing process anonymous?**

Each reviewer will know whose paper they are reviewing, so this part of the process is not anonymous. However, since the reviews will be sent to each author by the SOLE Board, and not directly by the reviewer, reviewers can choose to sign their reviews or remain anonymous.

**Who receives which paper for review?**

When you submit your first draft, you will be asked to name three papers you would like to review. The SOLE Board will try to match reviewers with their indicated preferences, however this might not always be possible. In this case, we ask for your understanding; you may have to review a paper that you did not place on your preference list.

**Where can I find the papers to be reviewed?**

Please refer to the conference program in order to choose your three reviewing preferences. Of course, it is possible that not all presenters send in a submission, but the SOLE Board will try its best to send you a paper of your choice.

**What tone should the review have?**

We are looking for constructive criticism. This, of course, does not mean that you should refrain from pointing out weaknesses of the paper: reviewing is an academic exchange, and should not be taken personally by either party.

**How long should a review be and what format should it be in?**

A ConSOLE review should be at least one page long, but there is no upper limit. No additional formatting requirements apply. To ensure readability across multiple platforms, we encourage reviews in PDF.

**What might a review include?**

A review might include issues such as:

- additional resources and research that may be beneficial for a more in-depth understanding of the topic;
- additional examples to help illustrate a point or broaden the empirical coverage of the research; assessment of whether the arguments are coherent and germane to the topic.

Each paper will receive an editorial review with comments regarding formatting, glossing of examples, etc., but peer-reviewers are encouraged to point out formatting and orthographic errors as well.

**How much time should I spend on the review?**

This is up to you. However, we expect that reading the paper and making comments will not take up more than a day of your time.

**What should a response to review consist of?**

This should consist of a copy of the text of the original review, accompanied by a brief response to each major comment. The response should be placed directly after the relevant comment in different ink colour to make it easily identifiable. It should be brief but include: (i) whether or not have you addressed the comment in the new version, and if so (ii) how and (iii) where in the new version this can be found. If you opt not to address a certain reviewer comment then you should provide adequate motivation for this. Note that it is expected that you make no other changes to your paper at this stage other than those prompted by the comments of the reviewer(s). The response to review will not automatically be shared with the reviewer, but the reviewer may request to see the reply.

**What are the important dates?**

- 03 June 2024: submit the first version of your paper and three papers that were presented at ConSOLE XXXII that you would like to review. Your paper will immediately be sent out for review.
- 22 July 2024: submit the review in accordance with the above guidelines. The reviews will be sent back to the authors immediately.
- 16 September 2024: submit the second version of your paper and the response to review as outlined above, having incorporated comments from the review. The papers will be checked by the editors.
- 01 November 2024: the papers will be returned to the authors with editorial comments.
- 20 November 2024: submit the third and final version of your paper.
- 20 December 2024 (tentative): Publication of the proceedings.

### *3. Accepted formats*

We accept submissions in Word and PDF format. Regarding style and formatting, please adhere to the stylesheet at <https://www.universiteitleiden.nl/en/events/series/sole>. Please make sure you have the latest version.

All papers are edited by the SOLE Board. Submissions are to be sent electronically to [sole.leiden@gmail.com](mailto:sole.leiden@gmail.com). Please name your files in the following way:

- First draft: console32-first-lastname(.docx/pdf)
- Review: console32-review-author'slastname(.docx/pdf)
- Response to review: console32-response-lastname(.docx/pdf)
- Second draft: console32-second-lastname(.docx/pdf)
- Final draft: console32-final-lastname(.docx/pdf)

*Contact information*

SOLE Board

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<https://www.universiteitleiden.nl/en/events/series/sole>