



## **MEDINFO2015 REVIEWERS – INVITATION AND INSTRUCTIONS**

We would very much appreciate your service as a paper reviewer for the **MEDINFO 2015** Conference in Sao Paulo (August 20-23, 2015). Reviewers are acknowledged by name in the MEDINFO 2015 Proceedings and outstanding reviewers will be recognized by name at the opening session of the conference.

Paper submission deadline is December 22, 2014 and paper review will span the month of January 2015. Accepted papers will be indexed in PubMed/Medline.

The purpose of this letter is to ask you for your reviewer expertise, to update keywords associated with your health and biomedical informatics subject matter expertise and to describe the purpose and expectations of the MEDINFO peer-review process.

*Reviewers are kindly invited to register and update their information as soon as possible.*

### **Reviewer Registration and Keyword Update**

The MEDINFO 2015 submission classification scheme has been altered and a number of themes have been added to the keyword list to provide additional search options for the SPC when they are selecting reviewers. We would like all reviewers to update the subject areas MEDINFO has designated as your expertise for paper review. You can do so by accessing your account through the OnlineRegistry (<https://medinfo2015.online-registry.net/>) which is the web-based, database-driven peer review and online submission system that MEDINFO uses for the conference:

1) Login: Log into <https://medinfo2015.online-registry.net/> with the following information:

Login/email: [your email address]

Password: [If you do not know or have forgotten your password associated with this email, please use the "Recover password" link below the login]

If you don't have an account yet, click on "Create new account" link below the login, and enter the required information to register.

2) Update personal information: Once logged into the site, please update, if applicable, your personal information (right top corner "User Profile" -> "Edit").

3) Update your area of expertise: After login please go to "Reviewer Expertise" and enter your field of expertise and your review capacity. Please finish this step as soon as you can. Based on your expertise, we will assign submissions to you and send you a notification with further instructions.

### **Expectations for MEDINFO Reviewers**

The purpose of a MEDINFO review is to give the authors of the papers substantial written feedback about the manuscript, including, most importantly, a description of ways that the manuscript could be improved. Please keep in mind that authors have invested time and energy in these submissions; they deserve critical but courteous reviews. Reviews also provide the Scientific Program Committee with an opinion regarding the suitability of the manuscript for the conference. The Scientific Program Committee needs to select the best papers that fit within the mission and topic of MEDINFO to be presented at the Symposium.

In the review process, if you do not feel qualified to review a paper that has been assigned to you, please return it to the Scientific Program Committee as soon as possible so that it can be assigned to another reviewer. In addition, you will be asked to provide 2 sets of comments for each paper you review: (1) Comments for the Authors and (2) Comments for the Program Committee. The following guidelines apply:

### **Comments for the Authors**

#### Must include:

- Be a minimum of one-half page (~300 words) but more substantive feedback is encouraged.
- Include at least 3 substantive sentences about the key flaws of the paper and / or ways that the paper could be improved for a future submission, if you are scoring the paper low or recommending that the paper be rejected.
- Be sensitive to the diverse backgrounds and types of scholarship in the MEDINFO and health and biomedical informatics community, including those from a variety of foundational areas (e.g., computer science, information science, social science, health sciences) and application areas (e.g., public health, clinical medicine, consumer health, translational informatics, bioinformatics)
- If the paper/poster is very good, consider nominating it for an award.

#### May include:

- Comments regarding the suitability of the work for the MEDINFO audience
- How the paper contributes to the field of health and biomedical informatics
- Comments regarding whether the context for the work was properly established (i.e., is the literature review adequate, etc.)
- Comments regarding the suitability of the methods
- Comments regarding the appropriateness of the analyses and the importance of the results
- Comments on human subject protection and potential for conflict of interest
- Other comments about how the paper could be improved

#### Should never include negative comments about the authors, including:

- References to degrees or lack of degrees
- References to experience or lack of experience

### **Comments to the Scientific Program Committee**

- Are used if there are summary or confidential comments the reviewer wishes to make to the Committee and not to the authors. The submitting authors will not see the Comments to the Program Committee.
- May be brief or refer to the Comments to the Authors, assuming substantive comments have been made in the Comments to the Authors section. The Program Committee will also see the Comments to the Authors as part of its decision making process.

Please contact the SPC chairs

([spc@medinfo2015.org](mailto:spc@medinfo2015.org)) or your track chair should you have any question.

We thank you for being involved in the MEDINFO 2015 paper review process.

Sincerely,

Fernando Martin and Kaija Saranto  
Co-Chairs, MEDINFO 2015 Scientific Program Committee