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SP PAPER PEER REVIEW PROCESS

The SP Editor must select at least two reviewers for each paper submitted who are experts in the subject matter. Except in special cases approved by TAC, a reviewer must not review more than 25 percent of the papers for any SP or 10 papers, whichever is fewer. Send the reviewers the review forms, the awards criteria, and a copy of the manuscript to be reviewed. When you receive a completed review form, evaluate whether the reviewer performed an adequate review (for instance, a lack of comments from the reviewer is a hint of a cursory review). If the review appears to be cursory, you may need to discard that review and select another reviewer.

Once you have two adequate reviews for a paper, determine whether it should be published in the SP. Under “Do you recommend publication?,” if both reviewers have entered 4 or 5, the paper should be included in the SP. If both reviewers have entered 1 or 2, the paper should not be included. If either reviewer has entered 3, the paper should only be included if the editor determines that the author has addressed all comments adequately. If one reviewer gives a rating of 1 or 2 and the other reviewer gives a rating of 3, 4, or 5 you must select a third reviewer as a tie-breaker or review the paper yourself and render a decision. (Note: the “justification for publication” information, the answers to other questions on the review form cover sheet, and the review comments themselves contribute to the overall picture of the paper and should be used in determining the suitability of the paper for inclusion in the SP.)

For papers you have accepted for publication, send the reviewers’ comments to the author. **These comments must be anonymous.** Remove the first page of the review form with the reviewer’s name before forwarding any information to the author, by following the instructions below:

- 1.) “Save As...” (Ctrl + Shift + S) with a new file name.
- 2.) Delete (Ctrl + Shift + D) the first page with the reviewer’s name.
- 3.) Open “Document Properties” (Ctrl + d).
- 4.) Under the “Description” tab, make sure the “Author” field reads “ACI,” then click on “OK.”
- 5.) Save (Ctrl + s).

Authors are required to address each review comment and submit a final version of their revised manuscript to you, along with item-by-item responses to all review comments. As the SP Editor, you must confirm that the authors have responded adequately to the review comments.

For editor-authored papers, ACI’s review procedures require anonymous reviews to avoid making reviewers feel constrained from making critical review comments. If you are an author of a paper for the SP, the ACI Technical Activities Committee has mandated that you submit it to the SP and Session Coordinator for review. ACI staff will facilitate the anonymous peer review and return the review comments to you.

Review forms for all papers, including those not accepted, must be submitted to the SP and Session Coordinator as part of the final SP submission package.

SP Paper Peer Review is addressed in Chapter 12 of the [Technical Committee Manual \(TCM\)](#).