

Thank you for being a reviewer for the Western Academy of Management annual conference. Peer review is an essential part of our profession, and the conference could not proceed without your help. Below are some guidelines to assist you in providing reviews that will help the authors in their work and help the Track Chairs in making program selections.

### Tone of the Review

- Please keep your comments constructive. Highlight strengths and weaknesses. If the problems you identify cannot be fixed, try to provide the authors with constructive ideas for how they might improve in the future as they develop their research.
- One of WAM's key goals is to help members develop the work they submit. When you identify areas of weakness in a submission, please explain why they are a problem and provide specific guidance on how the authors might address the limitations you have noted. The more specificity you provide in your review, the more likely it is that the authors will benefit from your feedback.
- Authors should be treated with respect, regardless of your evaluation of their work. Please adhere to the golden rule, and treat others as you would like to be treated.
- Please try to be open-minded to different theoretical frameworks and methodologies. Try to judge manuscripts based on how well they stimulate thinking and discussion. Also, keep in mind that many Academy members come from disciplinary backgrounds and research traditions with diverse theoretical and methodological orientations.

### Review Format

- Please submit your review within the timelines provided. There is no slack in the schedule.
- Provide a structured review by separating and numbering comments. Also, where appropriate, cite specific page numbers, passages, tables, and figures in your review.
- Do not provide information in your review that reveals your identity and do not seek to discover the identity of the authors. This protects the integrity of the "double-blind" review process.
- A good review is typically one page in length.

### Submission Specific Guidelines

#### Traditional Papers

Review these submissions as you would conduct a review for a journal. Comment on the interest and relevance of the topic, the theoretical development, the quality and correctness of the data and analysis (if there include data), as well the theoretical and practical implications of the paper.

#### Developmental Papers

- Developmental papers should NOT be reviewed the same way as traditional papers. Because they are only 1,000 to 2,000 words in length and based on ideas still in development, they will not have the same completeness and coverage as a traditional paper.
  - There are three different categories of developmental papers. **Research proposals** should include research questions or hypotheses, a brief summary of the literature that has informed the questions, and proposed methods for data collection and analysis.
- Empirical papers** should include the same elements as a research proposal submission

and also some preliminary analyses. **Conceptual papers** should include a description of the relevant literature and some preliminary ideas for the theoretical contribution.

- Please review developmental papers relative to the requirements of their category.
  - Is it clear what the authors propose to do?
  - Have they addressed the appropriate items (from the lists above)?
- Developmental papers are not presented like traditional papers. Instead, they are assigned to small groups, in which the participants read each other's papers and then the group discusses the ideas.
- Therefore, the most important question to ask of a developmental paper: Is there enough here to have an interesting and useful discussion? Do you see potential?

### **Symposia, Panels and Workshops**

- Does the proposal reflect the overall quality an audience would expect?
- Would the proposed session be of interest to a good number of members?
- Does the proposal offer sufficient innovation and contribution to warrant program space?
- Would you be interested in attending the session bring proposed?
- In all cases, please explain not only how you feel, but why you feel that way.