



## **REC-116 Reviewer of the Year Award – 29 January 2023**

### **Purpose**

This policy outlines recognition by the Journal Awards Committee for peer reviews conducted while processing papers for the INCOSE Systems Engineering Journal.

### **Applicability**

This policy applies to any reviewers who participated in peer reviews of papers during the prior calendar year within the paper processing system used for managing papers for the Systems Engineering Journal, currently ScholarOne. The Editor-in-Chief, Deputy Editor, and Associate Editors are not eligible for this award, as they conduct paper peer reviews as a matter of course in exercising their duties on the Editorial Board for managing the processing of journal papers.

### **Definitions**

Not applicable.

### **Policy Content**

The process consists of reviewing data provided by Wiley on peer reviews from the previous calendar year, with the selection of an awardee based on a balance of quantity and quality of reviews provided.

### **Selection**

The selection shall be made by the Journal Awards Committee. The Editor-in-Chief will lead the Journal Awards Committee, which also comprises the Deputy Editor and two Associate Editors. The term of office will be based on their terms in editorial positions for the Systems Engineering Journal.

The Journal Awards Committee will review the data provided by Wiley at the beginning of the calendar year for peer reviews conducted during the prior calendar year. The data consists of the number of papers reviewed and a rating of the quality of the review for each reviewer who conducted a peer review in the calendar year. The set of top reviewers, those with the highest number of papers reviewed who also have high quality ratings, will be considered for the award. The Journal Awards Committee will determine the number of candidates for the top set after reviewing the number of eligible reviewers in a calendar year. Committee members will then review the actual peer reviews within ScholarOne of the top reviewers to judge whether the actual reviews provide exceptionally good content while effectively communicating their feedback to the authors. Each committee member will then select two candidates to present to the overall Journal Awards Committee for consideration.



The Editor-in-Chief will aggregate the information received and distribute a list of candidates to the Journal Awards Committee for discussion and selection of the Journal Reviewer of the Year Award recipient.

### **Presentation**

At least one (1) Journal Reviewer of the Year Award will be presented each year. In the event of a tie, multiple awards can be given. The Award consists of a parchment certificate. The selectee(s) for Journal Reviewer of the Year Award will be forwarded to the Honors and Awards Committee. The Journal Reviewer of the Year Award will be presented as soon as reasonably possible after selection.

### **Related Policies**

There are no other related policies.

**SUPERSEDES: REC-116 dtd 8 September 2020**

**APPROVED BY: INCOSE Board of Directors, Q1 BoD Meeting Torrance CA, 29 January 2023  
(Approved administrative changes incorporated 13 Sep 2023)**

**POLICY OWNER (RACI Responsible R): Associate Director for Publications**

**MAINTAINED BY (RACI Accountable A): President-Elect**