35th IEEE International Conference on
Collaborative Advances in Software and Computing (CASCON)
Guidelines for Reviewing CASCON 2025 Manuscripts — V23
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Opening remarks

CASCON 2025 features a main Technical Paper track, a Poster Paper track, and an Artifact Evaluation paper track.

CASCON 2025 received a record number of over 180 Technical Paper manuscripts—an increase of over 100 compared to CASCON 2024. At least three reviewers must review each manuscript, and each reviewer is expected to review 5-7 papers. Therefore, we require 90 or more reviewers for the CASCON 2025 technical paper review process.

We hope the following review guidelines will help ensure the quality of both the reviewing process and the authors' experience. In advance, a big thank you to all the CASCON 2025 reviewers for their expertise, commitment, and timely completion of the reviews. Conferences, such as CASCON 2025, are only sustainable with the outstanding and dedicated support of the reviewers.

Phase #	CASCON 2025 Review Process & TP Program	Dates
Phase 1	Bidding by TPC Members	Wed, July 16 – Mon, July 21
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Phase 3	Paper Review by TPC Members	Thu, July 24 – Mon Aug 14
Phase 4	Discussion & Decisions by TPC Members & Chairs	Tue, Aug 15 – Wed, Aug 27
Phase 5	Final Check by General Chairs and TPC Chairs	Thu, Aug 28
Phase 6	Author Notifications	Fri, Aug 29
Phase 7	Author Registration Deadline	Thu, Sep 4
Phase 8	IEEE Computer Society CPS Paper Upload Deadline	Tue, Sep 9
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Phase 10	Recruitment of Session Chair by TPC Chairs	Tue, Sep 16
Phase 11	Best Paper Selection	

CASCON 2025 Paper Track Program Committees

The Technical Paper Program Committee (TPC) will review the manuscripts submitted through a **double-blind review process** as practiced recently at CASCON. Double-blind peer review is a process in which neither the authors nor the reviewers are aware of each other's names or affiliations. Papers and reviews that substantially deviate from the guidelines (e.g., IEEE formatting guidelines and paper length) outlined on the CASCON 2025 website might be desk-rejected or asked for a prompt resubmission. The following sections describe the CASCON 2025 review process using EasyChair, outlining each phase, from paper bidding to final decisions. This section includes essential guidelines, responsibilities, and evaluation criteria to ensure a fair, rigorous, and quality review process. Reviewers and TPC chairs are strongly encouraged to follow these instructions carefully to maintain the high expectations of the conference and to adhere to the deadlines.

CASCON 2025 Review Process

Phase 1: Paper Bidding by TPC Members

We will employ **EasyChair's manuscript bidding feature** to facilitate the TPC chairs' paper assignment tasks. During the first few days of the review process, TPC members are asked to bid on papers they would like to review, for which they have expertise. The TPC Chairs will open the bidding and invite TPC members to **bid for approximately 20-25 paper manuscripts.** Each TPC member is expected to review 5-7 papers, but bidding for 20-25 papers is essential for the bidding process to be effective. TPC Chairs, please monitor the bidding and send reminders three days before the bidding deadline. TPC members, please complete the bidding by the bidding deadline.

For TPC chairs, bidding is enabled through the Administration tab in EasyChair. Select **Configure**, search for Paper bidding, and **enable Paper bidding** button using the pencil on the right-hand side (cf. Table 1):

Table 1: EasyChair Track Paper bidding and assignment setup

	Paper bidding and assignment	
For paper assignment, do you use paper bidding or relevance detection?	paper bidding	🖉
Is paper bidding enabled?	no	🖉
Is viewing bids of PC members by chairs enabled?	yes	🖉
Is assignment of submitted papers to the program committee enabled?	yes	🖉
The number of reviewers per paper is	3	

After Paper bidding is enabled, the TPC Chairs will be immediately prompted by EasyChair to send an email to the TPC members, encouraging them to bid by the deadline.

How to Bid for Papers using EasyChair
TPC members log into their CASCON 2025 EasyChair account and click on the **Bidding tab** to access the Technical Paper track's paper submissions list. The Bidding Tab is only visible once the Bidding has been enabled by the TPC Chairs. The TPC members can then read the abstracts or full papers to decide which papers to review. For each paper, select one of the following options:

> **yes:** I want to review this proposal (paper)
> **maybe:** I can review it
> **no (default):** I prefer not to review it
> **conflict:** I have a conflict of interest

Please note the **conflict** option, which can be used to **declare any potential conflicts of interest.** Maintaining the integrity and fairness of the CASCON 2025 review process is paramount, and it hinges significantly on our ability to manage conflicts transparently and effectively. Conflicts of interest include **personal relationships with authors, professional relationships such as supervision relations, those with colleagues in the same department or institution, prior collaborations within three years or current**

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collaborations, including joint publications or research projects, or financial interests that could influence the outcome of the review process. Note, you cannot undeclare a conflict once you have selected the conflict option for a paper.

Phase 2: Paper assignments by TPC Chairs

After the bidding process, the TPC Chairs assign paper manuscripts to TPC members **using the bidding information received and the interactive assignment system on EasyChair**. The goal is to match paper manuscripts with reviewers who have expressed the most interest and expertise, thereby improving the quality of the review process.

The **TPC Chairs** use the **View-bids** and the **Assignment tabs** to assign papers to reviewers. When the PC members have completed their bidding, the TPC Chairs can use the Automatic Assignment menu item to make a first pass at the review assignments. On the second pass, the TPC Chairs use the menu item **Interactive Assignment.** Having the **View-bids page** open next to the **Interactive Assignment page** is very helpful. You have to **login to EasyChair twice** to have two EasyChair Windows open simultaneously. The EasyChair Interactive Assignment option has been improved significantly recently.

Phase 3: Paper Review by TPC members

CASCON 2025 Paper Manuscript Evaluation
Three TPC members must review each technical paper before it can be included in the IEEE Xplore digital library.

Please note that submitted manuscripts must **NOT** have appeared in or be under consideration for another conference, workshop, or journal (cf. IEEE Policies below).

IEEE CASCON 2025 aims to be a premier venue for presenting high-quality, original research, groundbreaking innovations, and compelling insights in software and computing. Technical papers are peer-reviewed and can be on any topic related to the CASCON 2025 conference topics listed below. They will be considered by one of the following technical paper tracks. Technical papers must be original and not simultaneously submitted to another conference or journal.
- **Regular Technical Papers:** Novel and mature research work (up to 10 pages including references).
- **Short Technical Papers:** Work in progress with some validation results, experience reports, new ideas and visionary papers based on supporting theory or evidence, and application papers (up to 6 pages including references).
- **Applications/Industrial Technical Papers:** Practical case studies, benchmark tools, and empirical studies addressing real-world industrial challenges (up to 6 pages, including references).
- **Artifacts Evaluation:** Authors of accepted regular, short papers, or applications/industrial papers can submit artifacts for evaluation. If their corresponding

artifacts meet certain conditions, papers will be given the IEEE Open Research Object or Research Object Reviewed badges. The papers will display the awarded badges to recognize their contributions to open science.

- **Poster papers:** A Poster submission can be on any topic related to the CASCON 2025 conference topics listed below and requires two parts: (1) a two-page poster paper that includes all the trimmings of a regular technical paper (i.e., title, keywords, abstract, contents, and references; and (2) the actual poster to be displayed on a Poster board in the CASCON 2025 Posters area.

Reviewer guidelines

As a reviewer for IEEE CASCON 2025, your expertise plays a crucial role in upholding our conference's quality standards. We count on your thoughtful evaluations to maintain and enhance the quality, rigour, and reputation of the CASCON proceedings. To ensure the effectiveness of the review process, please adhere to the following guidelines:

- **Review Length and Content**: Each review should be comprehensive yet concise, typically spanning a few paragraphs. Begin by summarizing the paper's main ideas, ensuring you capture the essence of the submission's contribution to **Software, Computing**, and **Generative AI.**
- **Strengths and Weaknesses**: Discuss at least a couple of the work's strengths and weaknesses. It is essential that your critique is balanced—acknowledge the areas where the submission excels and those that require improvement.
- **Constructive Feedback**: Always frame your comments constructively. Consider how your feedback can help the authors improve their manuscript. Suggestions for improvement should be specific and actionable, focusing on enhancing the quality of the work. Please note that constructive feedback is essential for both accepted and rejected papers. In the CASCON 2025 peer-review process, there is no interaction between reviewers and authors; do not contact the authors.
- **Justification of Recommendation**: Based on your manuscript analysis, justify your recommendation. Your rationale must be rooted in the paper's content and the conference's evaluation criteria.

Reviewing full papers

- Focus on assessing the paper's originality, technical soundness, clarity of presentation, and significant contribution to the field.
- Assess whether the chosen research methodology appropriately addresses the research questions and objectives.
- Assess whether the evaluation is appropriate to determine its success and answer the research questions.
- Assess the cited sources relevant to the paper's topic and research questions. Do the references support the arguments and claims made in the paper?
- Provide detailed feedback on strengths and weaknesses and suggest areas for improvement.

Reviewing short papers
- Focus on the core research contribution, assessing its novelty, significance within the field, and clarity of presentation, while keeping in mind the brevity of the format.
- Concentrate on evaluating the key findings and their implications without expecting the same level of depth as a full research paper.
- Is the paper pertinent to its short paper category?
- Avoid excessive criticism based on length limitations: Recognize that the paper's brevity may restrict the level of detail provided.
- Avoid demanding extensive data or methodology not feasible for a short format: Focus on the core concepts and their presentation.
- Avoid unfairly comparing to full-length research papers: Evaluate the paper based on its intended format.
- Carefully separate comments to the authors in the "Overall evaluation" box and "Confidential remarks for the program committee" to the fellow reviewers or TPC Chairs.
- Short reviews of 2-3 sentences are not acceptable.
- Unprofessional, inappropriate, dismissive, condescending, abrasive, or rude comments are not acceptable.
- Reviews that lack constructive value, contain unsubstantiated claims, or are unbalanced are not acceptable.
- Any comments regarding "paper contents being out of scope" should be put into the box for confidential comments to the PC and not into the comments to authors box.
- Any comments regarding "paper contents being generated using AI" should be put into the "Confidential remarks for the program committee" box and not into the "Overall evaluation" box.
- Confidential comments will be carefully assessed by the TPC Chairs.
- Gender-neutral language is required.

Review Criteria — Submissions will be assessed according to the following evaluation criteria:
- Interest and relevance
- Correctness and depth of technical content
- Originality and novelty
- Significance and potential impact
- Organization and quality of presentation
- Relevance, quality, currency, and diversity of references

Suggested Review Format
- *Summary of the paper (3-4 sentences)* — Capture the core idea and contribution.
- *Strengths* — Highlight novel aspects, solid technical content, or impactful results.
- *Weaknesses* — Identify limitations, unclear explanations, missing references, or potential improvements.
- *Justification of recommendation* — Provide reasoning for the decision in alignment with the conference criteria (short vs long paper, rating on a scale of -3 to +3, track topic alignment)

The depth of your analysis is crucial for the decision-making process and the overall quality of the CASCON 2025 Program.

TPC Chairs must monitor incoming reviews for short reviews (e.g., those under five lines) and unprofessional comments. Such instances must be immediately and continuously addressed by the TPC Chairs throughout the review process.

Phase 4: Discussion by & Decisions by TPC Members & TPC Chairs

The TPC Chairs will initiate the discussion process, allowing the three reviewers of each paper to refine their reviews and converge. Note that the authors will not have the opportunity to respond to reviews. Big spreads in assessment should be discussed and ideally reduced (e.g., -2/+2, -3/+1, -1/+3). Discussion should be conducted in a polite, courteous, and professional way. The review discussion can be started as soon as three reviews are complete, that is, before the scheduled review days. In particular, a big spread in the scores of a paper review can be addressed as soon as three reviews are complete for the paper.

Phase 5: Final Check by General Chairs and TPC Chairs

The TPC Chairs mark each paper with ACCEPT/REJECT decisions for clear-cut cases or lower-case accept/reject decisions for borderline cases. There are no major reviews or rebuttals. The General Chairs and TPC Chairs conduct a final assessment of the review results provided by the reviewers. Our general goal is to accept approximately 40-50% of the submissions. The Chairs reserve the right to change paper scores to achieve this goal. Lower-case accept/reject decisions are replaced with upper-case ACCEPT/REJECT decisions.

Phase 6: Technical Paper Notifications by General Chairs and TPC Chairs

Technical Paper Notifications (ACCEPTS and REJECTS) are sent via EasyChair through the **official Paper Notification mechanism** (i.e., not via the regular Author email).

Phase 7: Author Registration

Authors of accepted papers must register for the CACON 2025 conference with the **full CASCON 2025 Author Registration fee** by the Author registration deadline. This is customary for IEEE conferences.

Phase 8: IEEE Computer Society CPS Paper Upload

Authors of accepted papers must upload the final version of their CASCON 2025 manuscript to IEEE Computer Society Conference Publications Services (CPS) for inclusion in the CASCON 2025 proceedings. **Upload instructions will be provided with the Technical Paper Accept Notifications.**

Phase 9: Identification of Sessions by TPC Chairs

The TPC Chairs group the set of accepted papers into groups of three related papers to be presented in a 1.5-hour conference slot. The session is summarized for the CASCON program with a descriptive and short session title.

Phase 10: Paper Sessions and Session Chairs by TPC Chairs

The TPC Chairs recruit session chairs from among the TPC members and/or organization committee members for each 1.5-hour technical paper session.

Phase 11: Best Paper Selection by TPC Chairs

The TPC Chairs select the Best Paper (1), a first-runner-up (2), and a second-runner-up (3). The best papers will be announced on the CASCON website and program pages as soon as the top three papers are selected. During the CASCON 2025 conference, the TPC Chairs will present the best papers certificates to the authors on stage before the daily keynotes.

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IEEE Policies for Reviewing Papers

Reviewer Guidelines for IEEE Computer Society Publications
- https://www.computer.org/publications/reviewer-resources

Understand Your Peer Review
- https://conferences.ieeeauthorcenter.ieee.org/understand-peer-review/

Ethics in Peer Review
- https://conferences.ieeeauthorcenter.ieee.org/understand-peer-review/ethics-in-peer-review/

IEEE Technical Paper Policies
- IEEE positions on submission and peer review policies are detailed here:
  https://journals.ieeeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/submission-and-peer-review-policies
- https://cis.ieee.org/publications/t-emerging-topics-in-ci/tetci-ieee-preprint-policy
- https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/author_version_faq.pdf

arXiv Submission Policy
Having a paper on arXiv arXiv.org, TechRxiv.org, or any not-for-profit preprint server approved by the IEEE Publication Services and Products Board (PSPB) does not prohibit authors from submitting a paper to CASCON 2025. arXiv papers are not peer-reviewed and not considered formal publications. Hence, arXiv papers do not count as prior work. Authors are not expected to compare their submission to an arXiv version of the paper – provided the paper has not appeared in a journal or workshop/conference proceedings.

IEEE Guidelines for Artificial Intelligence (AI)-Generated Text
The use of AI-generated content in an article (including but not limited to text, figures, images, and code) shall be disclosed in the acknowledgments section of any article submitted to an IEEE publication. The Generative AI system used shall be identified, and specific sections of the article that use AI-generated content shall be identified and accompanied by a brief explanation regarding the level at which the Generative AI system was used to generate the content. Using Generative AI systems for editing and grammar enhancement is standard practice today and, as such, is generally outside the intent of the above policy. In this case, disclosure, as noted above, is not required.

Guidance on Text produced by Generative AI Tools
The CASCON 2025 conference allows tools, such as OpenAI ChatGPT, Microsoft Copilot, Google Gemini, Perplexity, Grammarly, or other AI assistants, to help improve the paper submission text. We recommend reviewing your submission for language issues using these AI services. Of course, using these Generative AI services is not required. As required by IEEE, the use of any AI-generated text shall be disclosed in the acknowledgments section. The sections of the paper that use AI-generated text shall have a citation to the Generative AI system used to generate the text.