



## GUIDELINES FOR PEER REVIEW

Thank you for agreeing to prepare a paper for the 2017 Actuaries Summit. Each paper submitted for the Summit must be peer reviewed. The peer review process is very important to ensure the quality and accuracy of the papers presented.

When selecting a peer reviewer for your paper, please consider the following two questions.

- ▶ Is the peer reviewer an expert on the subject matter or does she/he have sufficient experience in a related area?
- ▶ Is the peer reviewer in a position to be impartial and objective?

### Guidelines for Peer Reviewer

1. Treat the paper as confidential and protect it from any form of exploitation. Do not use information from, quote from, or refer to a paper before it has been presented at the Forum.
2. Adopt a positive, impartial attitude towards the paper. If there is any reason why you cannot be an impartial reviewer, return the paper immediately.
3. Immediately advise the organising committee, through the author, if you cannot complete your review by the agreed deadline.
4. In your assessment of the paper, consider the following:
  - a. Is the paper likely to be interesting and/or useful to (some) industry practitioners?
  - b. Is the paper saying something new?
  - c. As far as you can tell:
    - i. Is the information in the paper correct?
    - ii. Are the mathematical developments in the paper correct?
    - iii. Are the ideas of others properly acknowledged?
    - iv. Have any major sources been neglected?
  - d. Is the paper well organised and clearly expressed?
    - i. Is there appropriate use of subheadings, tables, graphs and illustrations?
    - ii. Could the paper be condensed at all?
    - iii. Are there explanations or mathematical developments which should be expanded to make them clearer?
    - iv. Does the title clearly indicate the contents?
5. You are not expected to correct grammar, spelling, or mistakes of style however, please feel free to comment on this.

The peer reviewer and author are expected to meet to discuss feedback and to agree a response to any feedback. The feedback process may be an iterative one and feedback should be incorporated into the final submitted paper.

**Peer Reviewers are required to sign a Peer Review Authorisation Form provided with these guidelines.**

For further information, please contact:

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**PEER REVIEW AUTHORISATION FORM**

Author(s): \_\_\_\_\_

Company(s): \_\_\_\_\_

Paper Title: \_\_\_\_\_  
\_\_\_\_\_

I, (insert name) \_\_\_\_\_

of (insert company) \_\_\_\_\_

have peer reviewed this paper/presentation based on the Actuaries Institute peer review checklist and guidelines.

SIGNED: \_\_\_\_\_

(PEER REVIEWER)

DATE: \_\_\_\_\_

Presenters are asked to submit Peer Review form (signed) together with their paper to the Actuaries Institute by Friday 21 April 2017.

Papers and the Peer Review Form should be emailed to [emma.simonson@actuaries.asn.au](mailto:emma.simonson@actuaries.asn.au).