Reviewer Guidelines

If you decide to accept the invitation for making revision of an manuscript you have been asked for, be so kind and write your **"Comments to the Author"** and **"Confidential comments to the Editor"**. These comments and recommendations should be written according to following questions, which were formulated with emphasis on content, structure, scientific level and originality of each manuscript:

- **Is the paper subject consistent with the scope of the journal ACM?**
  The scope of the journal ACM covers mathematical modelling and numerical simulations in applied mechanics (mechanics of solid and deformable bodies, fluid mechanics, biomechanics etc.).

- **Does the paper structure match all requirements imposed on scientific paper?**
  The paper should contain: abstract and keywords, introduction with the overview of the state-of-the-art and with motivation, methodology, results, discussion, conclusion and references.

- **Do you recommend the change of the paper title?**
  The title should clearly and briefly describe the paper.

- **Do you suggest the modification of the paper abstract?**
  Does the abstract reflect the content of the paper? The abstract should be brief, concise and complete in itself without reference to the body of the paper. It should not contain abbreviations or references. It should concisely describe the purpose, the methodology, results and conclusions of the paper.

- **Are all keywords carefully thought out and precise?**
  Keywords must represent the paper content. They should be selected so as to be concrete meaningful words with as narrow definition as possible. Each keyword, which can be a single word or a phrase of more than one word, should describe one single concept. Prepositions, abbreviations and too general words should be avoided. The number of keywords is not limited, but usually up to 6 keywords are acceptable.

- **Do you consider the introduction to be appropriate?**
  The introduction should be brief (usually one to three paragraphs long) and it should summarise relevant research (state-of-the-art) to provide context and explain what findings of other authors are being used or extended. References should be made to previously published pertinent papers. It should set out the purpose of the study (motivation).

- **Does the author use correct and precise terminology and is the methodology appropriate?**
  Does the author use the terminology appropriate to the paper field of interest? Has the author been precise in describing the methods used for obtaining required results? Does the author define and clearly describe the methodology used - how the work was carried out?

- **Do you suggest the modification of figures and tables?**
  Do the figures and tables inform the reader and are they an important part of the paper? Are all figures and tables cited in the manuscript? Do the figures describe the data accurately and clearly (visibly)? Do they include all necessary information, e.g., legend if needed, caption with brief description, axis labels or column descriptions, units should be clearly given etc.

- **Are presented results well commented and discussed? Does the author clearly specify conclusions of his work?**
  All results obtained should be presented precisely and well commented and discussed to be clear their importance and contributions.

- **Do you consider the paper to be original and of required scientific level? Does it contain new and still unpublished results?**
  Does the paper have such quality as it could be published in the journal? Is major part of presented results new and still unpublished? If the paper builds upon previous research, does it reference that

work appropriately? Are there any important works that have been omitted? Are the references accurate and all cited in the manuscript?

The **"Total Manuscript Rating"** is the next required item that rates the overall quality of the manuscript revised using a single value 1 - 100 in percentages.

When you have finished the filling of the form do not forget to choose one of following recommendations, which is worth considering the categories the editor will likely use for classifying the manuscript:

- **Accept**
  The submission fulfils all requirements and can be accepted in its current form, i.e., no revisions are necessary.

- **Revisions Required**
  The submission can be accepted after minor changes will be made. The corrected manuscript needs to be checked by the editors only.

- **Resubmit for Review**
  The submitted manuscript cannot be published in its current form, i.e., major revisions are necessary. The revised manuscript will be reviewed not by the editors but by outside reviewers, as well. These will likely be drawn from the reviewers who reviewed the initial submission. But the editors reserve the right to use fewer or different reviewers.

- **Resubmit Elsewhere**
  The submission cannot be published with the journal because its subject did not match the scope of the journal. The reviewer is encouraged to recommend a different journal for publication.

- **Decline Submission**
  The submission cannot be published with the journal because it is not seen to be of high enough quality, i.e., the reviewer recommends to reject the paper.

- **See Comments**
  Reviewer has another recommendation than the aforementioned.