

Conflict of Interest Policy: Foundations of Digital Games

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Conflicts of Interest and Confidentiality of Submissions:

The Foundations of Digital Games conference requires members of the program committees to adhere to the highest of ethical standards. Program committee chairs must ensure that these standards are not only met to the letter of the policy but also to the spirit of its intent. This means that even the appearance of a conflict of interest or breach of confidentiality in the selection process should be avoided.

A program committee member (including the chair of the committee) is considered to have a conflict of interest on a submission that has an author in any of the following categories:

1. the person themselves;
2. a past or current student or academic advisor;
3. a supervisor or employee in the same line of authority within the past three years;
4. employees of the same organization (e.g., company, university, government agency, etc.) within the past three years;
5. a co-author of a paper appearing in publication within the past three years;
6. someone with whom there has been a financial relationship (e.g., grants, contracts, consultancies, equity investments, stock options, etc.) within the past three years;
7. someone with whom acceptance or rejection would further the personal goals of the reviewer (e.g., a competitor);
8. a member of the same family or anyone considered a close personal friend; or
9. someone about whom, for whatever reason, their work cannot be evaluated objectively.

Committee members must declare their conflicts to the program chair before any discussions of the submissions begin.

Committee members in conflict with an author will not be allowed to see the reviews of the submission, nor will the names of the reviewers be divulged. During any and all discussions of the submission (e.g., at the program committee meeting, during pre-meeting email discussions, etc.), the member in conflict will be barred from participating in any way either actively or passively (e.g., by absenting themselves from the room in which the discussion is being held, not being a recipient of email, etc.).

In case the program chair is in conflict, the chair will assign an alternate chair for any submissions for which they have a conflict. For those submissions, the alternate chair will select special reviewers and will chair the discussion of the submission in the program chair's absence. The identity of the special reviewers will be kept confidential by the alternate chair and not communicated to the program chair. The program chair will have access only to review and discussion content comparable to that available to any other submission author. Unless the specifics of the review process prevent it, the special reviewers will create placeholder identities or accounts within the conference's reviewing system that have no link to their real identities (e.g., via anonymous email accounts created for the purpose) and enter reviews using these accounts. Should this process not be supported by the chosen reviewing system, the alternate chair shall require reviews, ratings, discussions and other needed feedback for the papers in question be submitted directly to him or her via email and shall be responsible for communicating the results—with all identifying information removed—to the program chair in form comparable to that provided to authors through the reviewing system.

The program chair will grant access to the regular paper reviewing process (e.g., reviews, numeric scores, discussions, etc) to the alternate chair (with the exception of any papers with which the alternate is in conflict) and will communicate the criteria for paper acceptance to him or her. The alternate chair will then make the final decision regarding the acceptance status of the paper(s) in conflict, taking in to account the acceptance criteria, the special reviewers' comments and the reviews and rankings of the other papers. The alternate chair

serves under the same confidentiality restrictions regarding the reviewing process as does the program chair.

Papers for which an organizing committee member is an author or co-author will receive an additional review beyond the number of reviews required for all other papers submitted to the conference.

The discussions conducted by a program committee during the selection process are considered to be confidential.

This conflict of interest and confidentiality policy extends to any supplemental reviewers outside of the immediate program committee, if such reviewers are permitted by the procedures of the committee. The committee member seeking the supplemental review is responsible for ensuring the enforcement of the policy.

The program chair will make reasonable efforts to ensure that the manuscripts submitted are made available to and reviewed only by the program committee and supplemental reviewers acting on behalf of the program committee. FDG does not guarantee the confidentiality of the submitted manuscripts, and accepts no liability in the event that the manuscripts are distributed beyond the reviewers.