Peer Review Guidelines

| **Rev:** 2014-1-1 | **Date:** 18-Dec-13 | **Originator:** D. Nix |

Introduction

A crucial part of the IEEE´s mission is to provide high quality technical information. The PSES Conferences Committee has developed the following formal anonymous peer review process to ensure the high quality of the technical material presented at PSES Events.

Peer review is the evaluation of scientific, academic, or professional work by others working in the same field. Practitioners working in the field should consider the opportunity to act as a referee an important part of their practice; the act of publication is an important contribution to the field, and the act of refereeing papers for publication is one way to “pay-back” the time and effort others will give the papers written by the practitioner.

The review process is done openly so that authors may benefit from reviewers’ comments. The review process is double blind, so the identity of both the author and the reviewer is kept anonymous.

As a volunteer referee, you will make a major contribution to our field of engineering in at least two ways, first by ensuring that PSES publishes quality papers that will contribute to our field of practice, and second, by assisting your colleagues in improving their writing. This is a significant responsibility, and one that is vital to the success of our Symposia and our Society. Thank you!

Definitions

Editorial Board — Group of people lead by the Editorial Board Chair, responsible for the peer review of manuscripts submitted to a conference or to a publication for review.

Editorial Board Chair — Person responsible for organizing and leading the efforts of the Editorial Board.

Peer Review — Review process for manuscripts submitted to a conference or a publication to ensure the quality of the manuscript. Peer review is conducted by practitioners in the field of study or practice related to the subject of the manuscript.

Referee — Person selected by the Editorial Board Chair to review and report on the quality of a manuscript.

Technical Program Committee (TPC) — Committee responsible for the overall technical program of a conference or event. The Technical Program includes paper presentations, presentations, discussions, panels, tutorials and workshops.

Technical Program Committee Chair — Person responsible for organizing and leading the Technical Program Committee.

TPC Structure

This organizational chart shows the general organization of the Technical Program Committee. Note that only one track is shown in the diagram. The Technical Program Committee Chair in consultation with the Editorial Board Chair and the Track Chairs in consultation with the VP Technical Activities and the Technical Committee Chairs decide how many tracks and what topic areas will be highlighted for each Symposium. Each track can have as few as two reviewers up to any practical maximum decided by the TPC Chair and the Track Chair. Questions or concerns should be raised with your Track Chair, or taken to the Editorial Review Board for clarification.

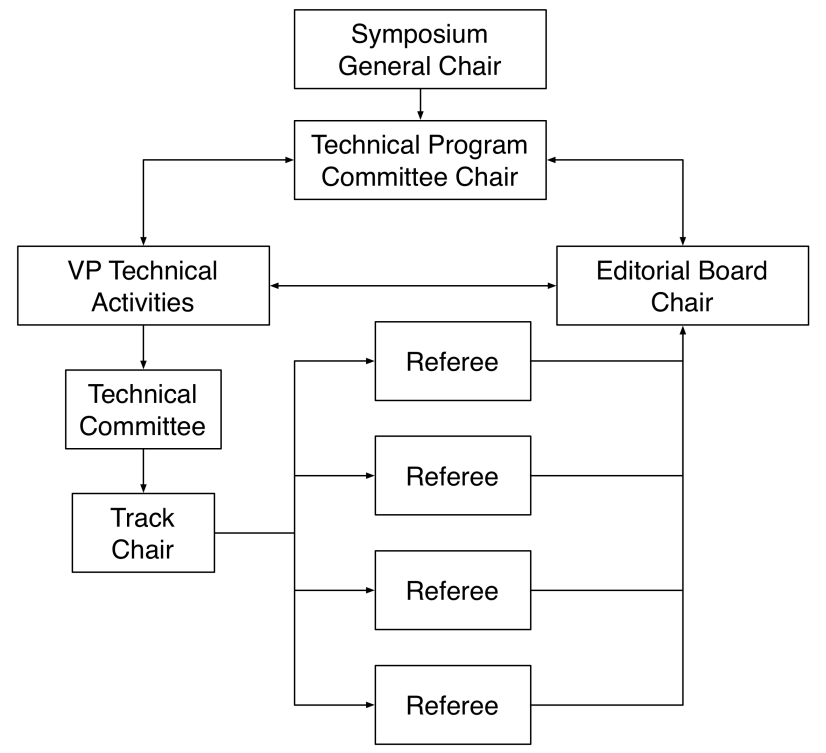


Figure 1 - Technical Program Committee Structure

The Purpose of Peer Review

Peer review is used by academic and scientific organizations to ensure quality contributions to the body of knowledge, and to ensure that plagiarism is controlled. The peer review process can be though of as a quality control process. The overall quality of the paper, including the spelling and grammar, and the technical basis for the work as evidenced by the works referenced in the paper, the methodology used, the results obtained, and the conclusions drawn from the work are all considered as part of this process.

Proper referencing is very important in formal scientific writing, for a number of reasons:

1) Plagiarism is a serious ethical breach. Properly citing and referencing your work can prevent any issues with plagiarism.

2) Authors are expected to know the literature related to their work, and to provide thorough reference lists as part of their writing. Failure to provide adequate depth and breadth in the reference list may show that the author has not done enough research to back their work.

3) The frequency of citation for a paper is an indicator of the quality of that paper. The more frequently cited a paper is, the more credibility it is given by other authors and researchers working in the same field.

When you search academic databases for source materials for your work, they will often be ranked by frequency of citation. This is an indication of the quality of the work and could be considered to be a second level of peer review, since other authors will not cite poor or inaccurate work.

Why we use a “Double Blind” Process

The process we use is called an “anonymous peer review” because the names of the reviewers and the authors are withheld to help eliminate bias in the review. Since reviewers are required to act as independent, objective referees of the content, using a double-blind method allows the reviewers the freedom to be critical of an author’s work without concern for any potential repercussions. The EDAS system automatically prevents conflicts of interest based on your profile, so you will not normally be asked to review a paper written by a co-worker as long as you have been forthcoming in completing your profile in the system. If you find yourself asked to review a paper that you have contributed to in any way, it is your responsibility to notify the Editorial Board Chair of the conflict of interest, and to return the paper without reviewing it.

Confidentiality

Information contained in a manuscript under review is confidential and shall not be shared with others, nor shall reviewers use non-public information contained in a manuscript to advance their own research or financial interests. Use of unpublished information obtained through peer review activities constitutes a severe breach of professional ethics. This includes rejected papers.

Following publication, reviewers may contact authors to discuss the use of the material where it holds interest for the reviewer.

If a breach of confidentiality is suspected, the Technical Program Committee Chair will conduct an investigation into the allegations. Breaches in confidentiality will be reported to the author of the paper, to the IEEE and to any other parties that may be affected by the breach.

General Review Process

Role of the Referee

Referees act as advisors to the Editorial Board Chair, and are members of the Editorial Board. Referees are expected to express an opinion on the merits and probability of correctness of the results, and the quality of the presentation in the manuscript [36].

Referees hold considerable power and can severely damage the self-esteem and the career of authors through a series of poor review reports. Referees are expected to bring objectivity, fairness, speed, professionalism, confidentiality, honesty and courtesy to the task.

Becoming a Referee

There are two ways to become a referee: By volunteering and by invitation. If you wish to volunteer, you must contact the Editorial Board Chair and provide your credentials and your areas of interest. If you are invited, you will receive an email invitation through the EDAS system from the TPC.

Selection of Referees

The Editorial Board Chair, with the support of the Technical Program Committee Chair, the Track Chairs and the Technical Activities Committee Chair, select reviewers. Referees are selected for their overall qualifications in the field, their objectivity regarding a particular manuscript, and for their specific knowledge in the subject area.

The Editorial Board Chair maintains a list of the available referees, assigning them to event tracks as appropriate for their qualifications.

Referee Assignments

Track Chairs supervise referees. It is the Track Chair's responsibility to ensure that reviews are completed on schedule and that the Referee Reports are returned to the Editorial Board Chair. Some cross assignments will be made to ensure that papers are written clearly enough to be understandable for readers not involved in the specific area of practice.

The Review

The overall process flow is shown in **Error! Reference source not found.**. Reviews should be prompt and thorough. At least two and preferably three referees competent in the subject matter will review each manuscript submitted for publication.

Reviews will be conducted using the appropriate Review Report Rubric (see appendices), along with a summary of the paper and any comments that the referee wants kept confidential from the Editor. Additionally, separate pages can be attached with comments and guidance for the author, if there is not enough space on the rubric. Reports are returned to the Editorial Board Chair. The Editorial Board Chair and / or the TPC Chair will make the final determination to publish or reject each manuscript based on referee reports.

Review Rubrics may be returned to authors by the Editor, along with the comments and guidance for the author from the referees.

Three potential results exist for each manuscript:

1. Accept – The manuscript will be published following presentation.
2. Accept with Revisions — Comments regarding needed revisions are returned to the author(s). The author(s) can then revise and resubmit or withdraw the manuscript.
3. Reject — The manuscript will not be published through PSES.

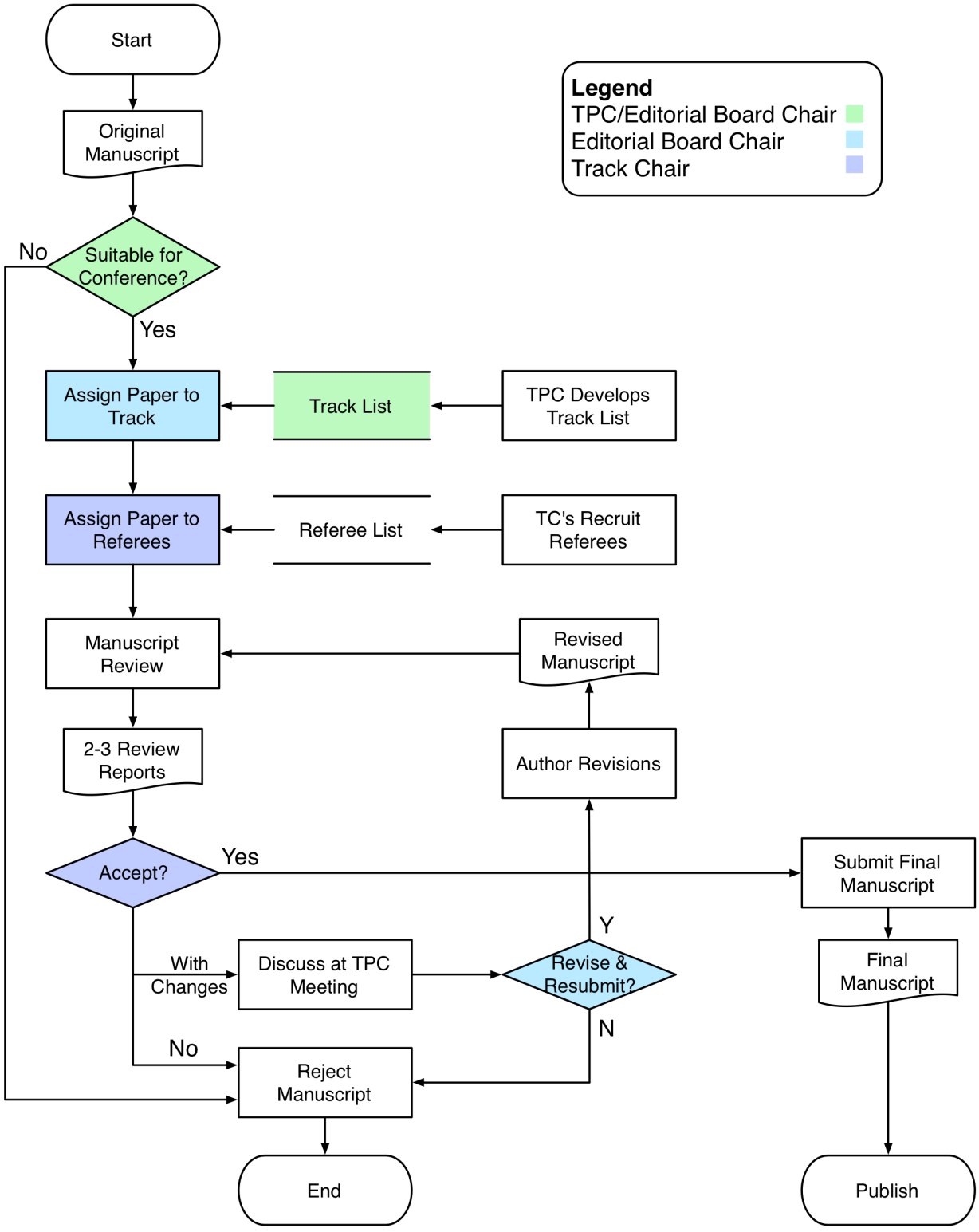


Figure 2 - Review Process Flow

Authors of papers “Accepted with Changes” will receive feedback from the referees on recommended changes to improve the quality of the paper. If the author chooses not to make changes, then these papers are rejected.

The Technical Committee's decision is always based on all the reviews received, but mixed reviews present the need for the exercise of editorial judgment. The final decision for acceptance or rejection lies with the Editorial Review Chair. The review process shall ensure that all authors have equal opportunity for publication of their papers.

Review Guide

Papers are managed via the web-based EDAS (Editors Assistance) system. Instructions for setting up an account and using EDAS are found in the EDAS Author’s Instructions, http://edas.info/doc/authors.html.

The rest of these guidelines assume that you have an active EDAS account and are familiar with using the EDAS system.

1. Submit your Reviewer Competency Inventory to the Editorial Board Chair.
2. Update the conflict of interest portion of your profile.
3. You will be assigned abstracts and / or papers for review via the EDAS system by the Editorial Board Chair. Notification of assignment will be done by email. Make sure to accept your invitations!

How to Review a Manuscript

Professionalism is very important. Remember that you are obligated by the IEEE Code of Ethics [1] to act in a way that is respectful and supportive of your colleagues, and this includes those who are not IEEE members. Peer review is a key part of academic and scientific work, and extends to practicing engineers, technologists and technicians who choose to publish. Becoming a referee shows your commitment to your colleagues and your profession, and has the side benefit of improving your own writing skills.

Referees are selected primarily for their technical expertise. The Technical Program Committee expects referees to focus on the technical content of the manuscripts they review. Editorial work on grammar, spelling, typographical errors and the like are the responsibility of the Editorial Board Chair. Referees can and should make notes on the quality of the writing as a guide to the editor, but the focus must remain on the quality of the technical content. Tearing apart another’s work can be relatively easy, but much harder is provision of respectful and helpful suggestions. Consider the kinds of

comments you would hope to receive from colleagues reading your work, and provide constructive criticism of the technical content of the manuscript.

Suggested Review Flow

- Read the paper through without making notes to get a feel for the work.
- Re-read the work, making notes of key points, conclusions, and problems.
- Summarize the work in a paragraph or two. Make sure that you have included the key points and conclusions.
- Use the scoring rubric to score the work and provide a recommendation to the Editorial Board Chair.
- Within a short period of time, one or two weeks at most, and not later than the latest submission date shown in EDAS, complete the assignments and submit your comments using the EDAS system forms.

The rubric provided in the appendix is provided as a minimum guideline. The more specific you can be in your comments, the more useful your review will be to the Editor and the authors.

Some "Do's" and "Don'ts" of Peer Reviews [2]

Do:

1. treat authors with courtesy and respect.
2. comment on the performance, don't comment on the person.
3. focus on **how** the argument is supported (or not), don't comment on whether you agree or disagree with it.
4. aim for balance and completeness in pointing out strengths and problem areas.
5. comment on **specific** examples of strengths and problem areas.
6. aim to help the writer see how to improve future work as well as the current draft.
7. look for format problems. Refer to the IEEE format guide as a reference.
8. look for excessive reproduction of other works. i.e. Copying 14 pages of regulatory text into the document is not acceptable and constitutes plagiarism. Copying a paragraph or two of the regulations, and then expanding upon or

explaining them is acceptable, as long as the quotation is properly cited. For more information on plagiarism, see the IEEE Plagiarism Office: http://www.ieee.org/publications_standards/publications/rights/plagiarism_FAQ.html

Don't:

9. use snippy marginal comments such as "So what?" or "What's your point?"
10. get into debates over unresolvable questions of individual value and belief (for example, questions relating to religion, gun control, or abortion).
11. argue with the writer. Raise objections or ask for explanations only to clarify and suggest ways of strengthening the argument.
12. confine your comments to mechanical details such as spelling and grammar, do your best to comment on issues of spelling and grammar that affect the quality and clarity of the thesis or argument.
13. make vague, global comments.
14. rewrite for the writer.

Review Criteria

PSES accepts seven different types of technical material for publication or presentation. These include:

1) Newsletter articles and letters
2) Research papers
3) Survey papers
4) Historical papers
5) Technical Presentations
6) Poster Presentations
7) Tutorials / workshops

Some authors suggest an alternate taxonomy for scientific papers [36], equally valid to the approach taken by PSES. Review reports are found in the Appendix to this

Guideline. Throughout the descriptions, the word “author” should be read to include one or more authors.

Newsletter articles / letters

Newsletter articles and letters are reviewed by the newsletter Editor in Chief based on publication criteria developed over the life of the newsletter. Peer reviewers are not generally involved with newsletter publication.

Research manuscripts

The key points for the review of a research manuscript include [3]:

- **Newness**. How new is the material included in the paper? Has the author included enough information to permit replication of the research by others? Is there enough material to warrant a full paper, or should it be condensed into a note or a letter?
- **Bibliography**. Has the author provided a comprehensive bibliography of relevant sources? Does the bibliography include historical and current sources? Is every source referenced also cited in the manuscript?
- **Reliability of methods**. Do the methods described support the conclusions drawn by the authors?
- **Internal Contradictions**. Are the author’s arguments consistent? Does the data support the arguments? Are the computations correct?
- **Illustrations and tables**: Do the illustrations show what the text claims they show? Do tables clear or confusing? Is there a good balance of text, illustrations, and tables? Are there duplications in the text and tables? Would material in the text be better represented in a table?
- **Clarity**. Is the paper written clearly? Could someone not directly involved in the specialty follow the material?
- **Validity of the logic**. Are there defects in the reasoning used by the author?
- **Alternate interpretations**. Are there alternative explanations that could be drawn from the data?
- **Loopholes**. Are there loopholes in the observations? If there are, is closing them i) essential, ii) desirable, iii) interesting?

- **Forbidden topics**. There are two aspects of the material that are considered to be “forbidden topics” for review. These topics have no relevance to the acceptance or rejection of the manuscript: i) experimental design, and ii) scope or goal. These topics are solely the realm of the author in deciding on their research and the approach they chose to take. No commentary on these topics will be accepted.

Survey manuscripts

Survey manuscripts cover the results of a number of previous works, providing an overview of a topic. These papers are often called “meta studies”. Conclusions are drawn from analysis of the results of the pre-existing works. Survey manuscripts are also used when the topic involves the review of regulations or standards and the impact of these documents. Survey manuscripts should be reviewed using Review Report 2.

The key points for the review of a survey manuscript include [3]:

- **Currency**. How current is the material surveyed? Are their new sources that the author has not referenced in the manuscript?
- **Bibliography**. Has the author provided a comprehensive bibliography of relevant sources? Have both current and historical sources been used? Is every source referenced also cited in the manuscript?
- **Reliability of methods**. Do the methods described support the conclusions drawn by the authors?
- **Internal Contradictions**. Are the author’s arguments consistent? Does the data support the arguments? Are the computations correct?
- **Illustrations and tables**: Do the illustrations show what the text claims they show? Do tables clear or confusing? Is there a good balance of text, illustrations, and tables? Are there duplications in the text and tables? Would material in the text be better represented in a table?
- **Clarity**. Is the paper written clearly? Could someone not directly involved in the specialty follow the material?
- **Validity of the logic**. Are there defects in the reasoning used by the author?
- **Alternate interpretations**. Are there alternative explanations that could be drawn from the data?

- **Loopholes**. Are there loopholes in the observations? If there are, is closing them i) essential, ii) desirable, iii) interesting?

Historical manuscripts

Historical manuscripts discuss the history of some aspect of the field, e.g., development of particular requirements or test methods, materials or constructions. Conclusions are drawn from analysis of the pre-existing works. Historical manuscripts should be reviewed using Review Report 3.

The key points for the review of an historical manuscript include [3]:

- **Thoroughness**. Within the scope of the manuscript, has the author been thorough in seeking out historical sources as basis for the work?
- **Bibliography**. Has the author provided a comprehensive bibliography of relevant sources? Have both current and historical sources been used? Is every source referenced also cited in the manuscript?
- **Internal Contradictions**. Are the author's arguments consistent? Does the data support the arguments? Are the computations correct?
- **Illustrations and tables**: Do the illustrations show what the text claims they show? Do tables clear or confusing? Is there a good balance of text, illustrations, and tables? Are there duplications in the text and tables? Would material in the text be better represented in a table?
- **Clarity**. Is the paper written clearly? Could someone not directly involved in the specialty follow the material?
- **Validity of the logic**. Are there defects in the reasoning used by the author?
- **Alternate interpretations**. Are there alternative explanations that could be drawn from the data?
- **Loopholes**. Are there loopholes in the observations? If there are, is closing them i) essential, ii) desirable, iii) interesting?

Technical Presentations

Review of presentation materials presents some interesting challenges. Since the mid-1990's and the advent of presentation software, "Death by PowerPoint" has become an increasing problem for audiences. Authors will often include too much information on

their presentation materials because it is easy to copy and past large amounts of text into presentation slide decks. In the worst cases, presenters simply read their slides to the audience! IEEE USA has produced some good guides that are available inexpensively [28], [29], [30], and [31].

PSES accepts presentations under two different sets of circumstances: presentation materials associated with a formal paper, and presentations without a formal paper. The same criteria apply in both cases.

There are five common mistakes made when developing presentation materials [4]:

1) Too much information
2) Not enough visuals
3) Poor Quality visuals
4) Poor graphic design (all over the place)
5) Lack of Preparation

Of these five areas of focus, the first four can be reviewed as part of the peer review process. The fifth is outside the scope of the TPC, but the audience will definitely grade the presenter's efforts following the presentation! Remember that presentation materials are intended to support the presenter's talk, not replace it.

Key points when reviewing a presentation include:

1. **Number of slides** – Less is almost always more. A slide deck should have one slide for each main point the speaker intends to make, plus a title slide at the start and a contact information slide at the end. Slide decks can have up to one slide per minute of presentation time, but this is likely to lead to viewer overload. When presenters have used animations to build a slide, consider each step in the animation as a slide. A 35-minute presentation should never have more than 37 slides total, half this is better.
2. **Information Density** – As a general rule, each slide should have one main point, one image or figure. Slides that are chock-a-block with text, or include figures with tiny text, or images with poor resolution, resulting in chunky, pixelated images are unacceptable. Slides may have one main point with a few sub-points if absolutely necessary. Slides should be predominantly graphical for best impact.

Figure 3 - Example of a poor slide [6]

Figure 3 is an example of a slide that is overloaded with text. Guy Kawasaki suggests that slide text should never be less than 30 point, preventing this kind of disaster. Executive summaries are never intended to be visual aids and have no place in a presentation!

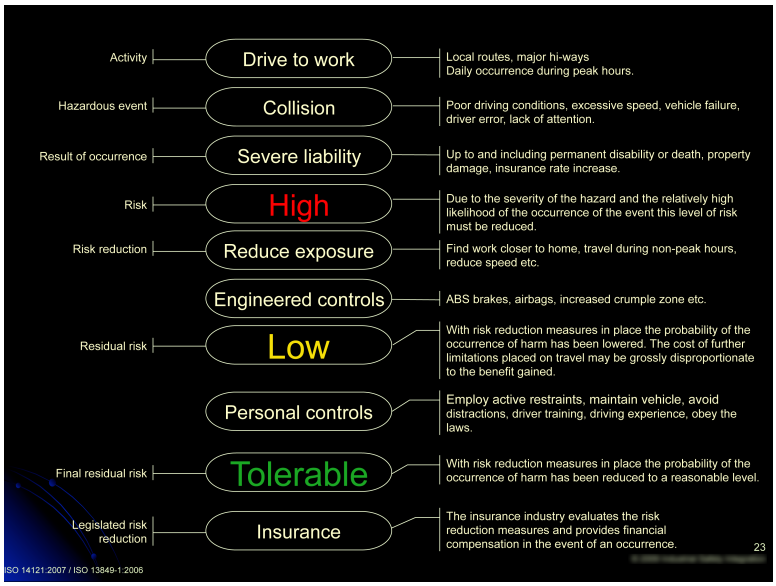


Figure 4 - Example of a poor slide design [5]

Figure 4 is a slide that attempts to connect graphics with text, however there is too much information on the slide, and the text is far too small.

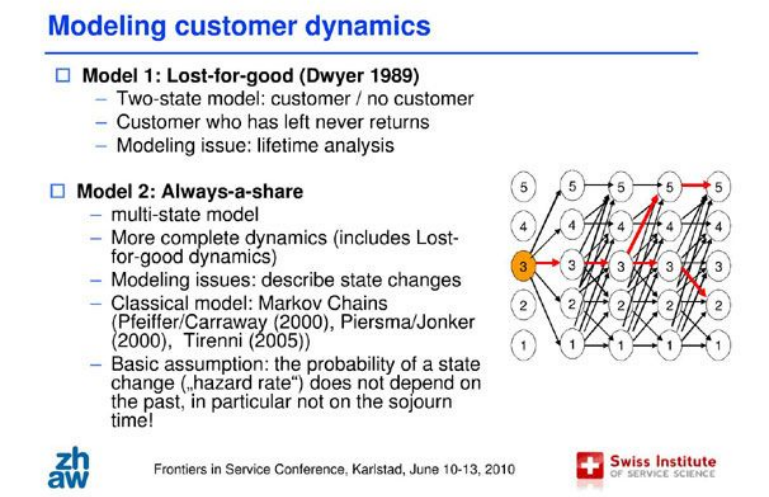


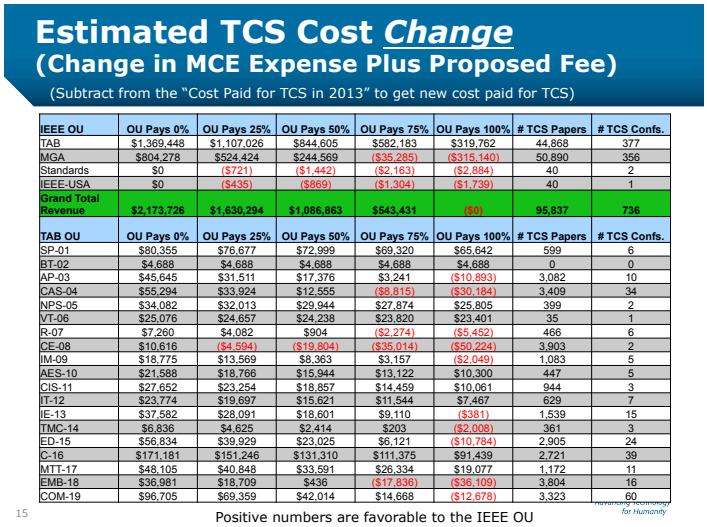
Figure 5 - Example of a poor slide design [6]

Figure 5 shows two problems: too much text and an incomprehensible chart. Too much data in any form is a problem, unless the point is the illustration of confusion due to too much data!

Figure 6 - Example of good slide design [7]

Figure 6 shows the use of a simple message and a powerful image. This is a great example of good slide design.

3. Image quality – Images should be high-resolution photos, line art, or charts. Tiny text used for legends or other purposes is not acceptable.



Estimated TCS Cost *Change*

(Change in MCE Expense Plus Proposed Fee)

(Subtract from the "Cost Paid for TCS in 2013" to get new cost paid for TCS)

IEEE OU	OU Pays 0%	OU Pays 25%	OU Pays 50%	OU Pays 75%	OU Pays 100%	# TCS Papers	# TCS Confs.
TAB	$1,369,448	$1,107,026	$844,605	$582,183	$319,762	44,868	377
MGA	$804,278	$524,424	$244,569	($35,285)	($315,140)	50,890	356
Standards	$0	($721)	($1,442)	($2,163)	($2,884)	40	2
IEEE-USA	$0	($435)	($869)	($1,304)	($1,739)	40	1
Grand Total Revenue	**$2,173,726**	**$1,630,294**	**$1,086,863**	**$543,431**	**[illegible]**	**95,837**	**736**
TAB OU	**OU Pays 0%**	**OU Pays 25%**	**OU Pays 50%**	**OU Pays 75%**	**OU Pays 100%**	**# TCS Papers**	**# TCS Confs.**
SP-01	$80,355	$76,677	$72,999	$69,320	$65,642	599	6
BT-02	$4,688	$4,688	$4,688	$4,688	$4,688	0	0
AP-03	$45,645	$31,511	$17,376	$3,241	($10,893)	3,082	10
CAS-04	$55,294	$33,924	$12,555	($8,815)	($30,184)	3,409	34
NPS-05	$34,082	$32,013	$29,944	$27,874	$25,805	399	2
VT-06	$25,076	$24,657	$24,238	$23,820	$23,401	35	1
R-07	$7,260	$4,082	$904	($2,274)	($5,452)	466	6
CE-08	$10,616	($4,504)	($19,804)	($35,014)	($50,224)	3,903	2
IM-09	$18,775	$13,569	$8,363	$3,157	($2,049)	1,083	5
AES-10	$21,588	$18,766	$15,944	$13,122	$10,300	447	5
CIS-11	$27,652	$23,254	$18,857	$14,459	$10,061	944	3
IT-12	$23,774	$19,697	$15,621	$11,544	$7,467	629	7
IE-13	$37,582	$28,091	$18,601	$9,110	($381)	1,539	15
TMC-14	$6,836	$4,625	$2,414	$203	($2,008)	361	3
ED-15	$56,834	$39,929	$23,025	$6,121	($10,784)	2,905	24
C-16	$171,181	$151,246	$131,310	$111,375	$91,439	2,721	39
MTT-17	$48,105	$40,848	$33,591	$26,334	$19,077	1,172	11
EMB-18	$36,981	$18,709	$436	($17,836)	($36,109)	3,804	16
COM-19	$96,705	$69,359	$42,014	$14,668	($12,678)	3,323	60

15

Positive numbers are favorable to the IEEE OU

Figure 7 - Example of a poor table design [8]

Figure 7 is an example of poor chart design. There is too much data, the fonts are too small, and any message is lost in the clutter.

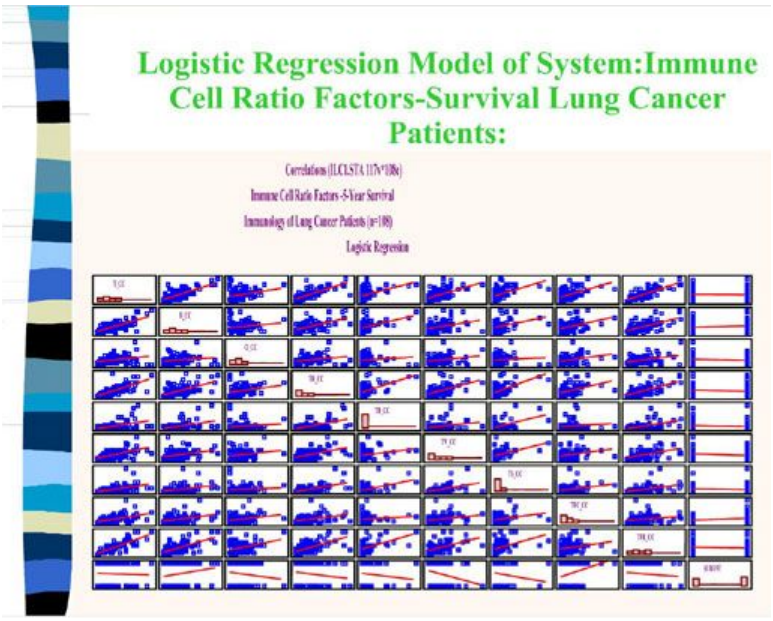


Figure 8 - Example of a poor chart design [6]

Figure 8 shows both poor chart design, and poor slide design. Attempting to include 100 smaller charts on a single slide results in complete loss of information, and the title fails to follow grammatical construction.

4. **Charts** [34] - Look for charts that have more than three (3) curves in a single visual. If multiple scales are used, identify each curve with the appropriate scale, perhaps with color. Verify that the scales are correctly chosen for the displayed data.

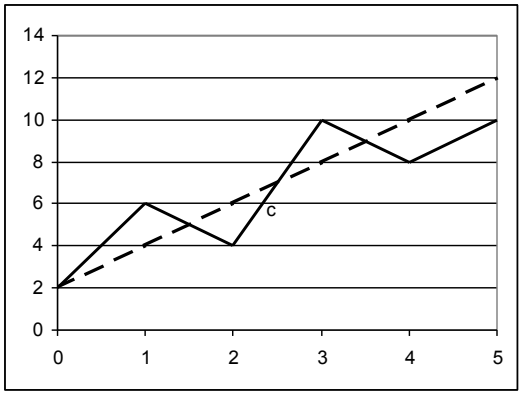


Figure 9 - Correct X and Y Scale

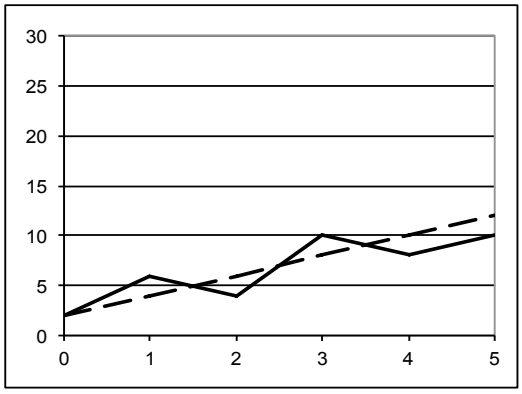


Figure 10 - Correct X, Wrong Y Scales

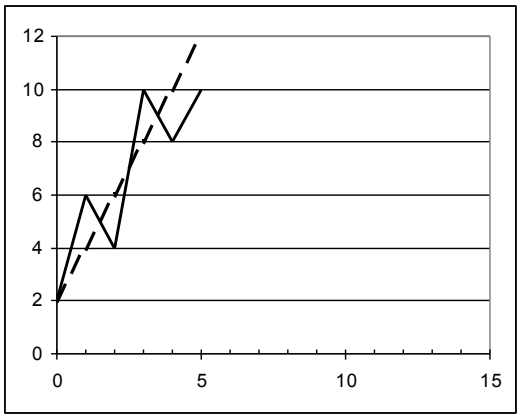


Figure 11 - Correct Y, Wrong X Scales

If black and white charts are used, look for differentiation between the curves on the graph by the use of:

- Different line styles
- Different marker styles

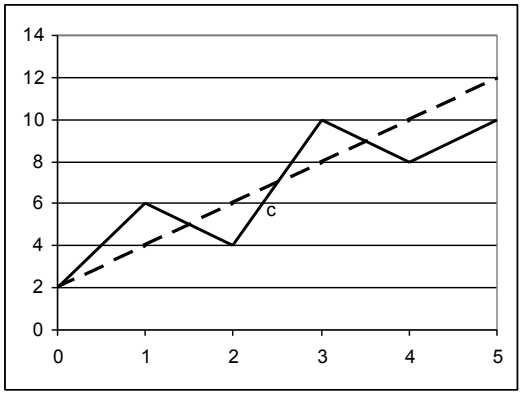


Figure 12 - Correct: Different Line Style

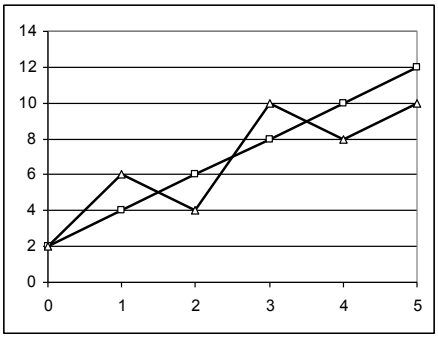


Figure 13 - Correct: Different marker styles

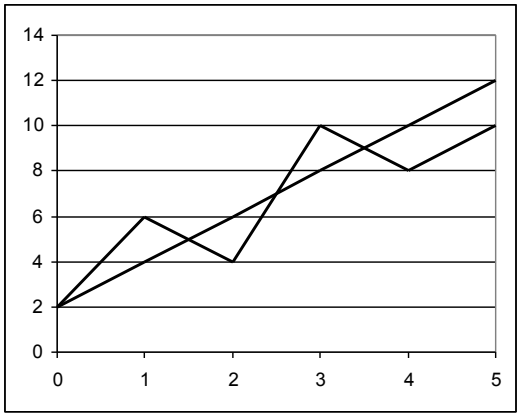


Figure 14 - Wrong: No differentiation

Use of colour:

- Circle important parts of a curve in color
- Color significant figures on a table
- Color the background of important parts in a diagram
- Use different colors for sets in bar or column charts
- Separate the title from the text by different colored backgrounds and schemes
- Emphasize a word by coloring the letters (negative visual) or the background (positive visual). Alternately, color all words except the one to be emphasized.

5. **Graphic Design** – ISPCE provides a template slide deck for authors to use when preparing their presentations. All presentations should be on this template. Some presentation tools, e.g., Prezi, do not make this simple, so there may be reasons for exceptions to this rule. In general:

    a. Use ISPCE template wherever possible

b. Use simple layouts

c. Avoid repetitive graphics (including logos on every slide)

d. Use consistent colour scheme throughout

e. Use consistent, sans serif font throughout

f. Use adequate text size for legibility at audience distances (recommend a minimum 30 pt font)

g. Avoid large blocks of text

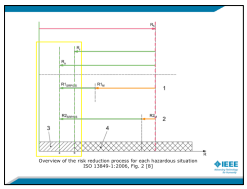
h. Avoid bullet points as much as possible

i. Use Tables and Charts to present data, but ensure text is legible

j. Use high quality images

6. **Presenter's Notes** – Presenters should be encouraged to put supplementary information, including references, into the Presenter's Notes section of the slide deck. The notes can then be handed out as hard copies, or provided as a PDF to attendees. **Error! Reference source not found.**Figure 15 shows an example of how this can be done.

The Relative Impact of Control Reliability on Machinery Risk-Nix



ISO 13849-1 Fig. 2 illustrating the relative contributions of mechanical and SRP/CS to risk reduction.

The RED arrow and dashed vertical line represents the uncontrolled (or intrinsic) risk presented by a machine, R_h. The risk control methods applied to the design of the machine should be selected and applied to reduce this risk. Some safeguarding devices may add new hazards that did not exist in the original design, so it is possible to increase the degree of risk by adding new hazards. Any new hazards introduced must be assessed and controlled in the same way as the intrinsic risk from the design.

The GREEN arrows represent the reduction in risk from the intrinsic risk. R_r and dashed line 'b', represent the target maximum risk that can be tolerated based on legislative and social requirements. R_a and dashed line 'a' represent the 'actual' level of risk following the application of risk control measure to the design, and is, in this case, lower than the target value R_r.

The ORANGE arrows in $R1_m$ and $R2_m$ show the contribution to risk reduction from mechanical, or non-control-system-based measures. Note that in both cases, the residual risk at the end of the orange arrows is higher than the target maximum value. The GREEN arrows $R1_{SRP/CS}$ and $R2_{SRP/CS}$ represent the control system contribution to risk reduction.

The YELLOW box in the diagram represents the concept of 'as low as reasonably practicable' or 'ALARP'.

'1' represents 'Solution 1' and the '2' represents 'Solution 2'. These could be two different design approaches to one hazard, or they could be two separate hazards and the controls for each. '3' represents 'adequately reduced risk',

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Figure 15 - Example of Presenter's Notes used for handout

Poster Presentations

No criteria have been set.

Tutorials and Workshops

No criteria have been set.

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	Total Score (Sum the individual scores assigned above, score is out of a total of 25 points)	

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