

Subcommittee Chair and Co-Chair Instructions for the EMC2008 Review Process



1.0 Introduction

These instructions are intended to guide Technical Committee (TC) Chairs and Co-Chairs through the paper review and subcommittee monitoring processes for EMC2008. In addition, these instructions are intended to walk reviewers through the paper review process, step by step, to help carry out all the required tasks to review the papers accepted by a TC. Please print out these instructions and read them very carefully!

These instructions are expanded from those given to the reviewers, to include the TC Chair's additional tasks of paper accept/decline, monitoring the review progress in their Committee(s) and removing the "Final" decision for Reviewers are detailed.

This year the EMC 2008 Symposium will use a different online paper review system ("TPMS") than was used last year. These instructions are intended to walk you through the review process, step by step, to help you to carry out all the required tasks to review the papers accepted by your Technical Committee (TC).

NOTE: In order to view the papers assigned to your subcommittee for review, you will need Adobe Acrobat Reader. We strongly recommend Acrobat Reader 7.0. You may also need to install the Adobe Asian Font Packs to read some documents. If you encounter problems with reading or printing a summary (i.e. the text and/or equations are unreadable), the first thing you will be asked when you request support is if you have Acrobat Reader 7.0 and the Asian Font Packs installed. Therefore, in preparation for the review process we request that you install or upgrade to Acrobat Reader 7.0. This software is available for free at the Adobe website:

http://www.adobe.com/products/acrobat/readstep2_allversions.html

The Asian Font Packs are available at:

<http://www.adobe.com/products/acrobat/acrasianfontpack.html>

CAUTION: Supported Web browsers include Netscape 4.0 (or newer including Mozilla and Firefox), Internet Explorer 5.0 (or newer), or equivalent. We have had reports that the AOL browser has problems.

This system is based on the well-established system employed by MTT for the IMS. Those familiar with that process will find this very similar, but there are adaptations to maintain familiarity with earlier EMC Symposium systems. For those of you familiar with earlier TPMS systems from other conferences (such as EMC Zurich), as much common ground has been maintained as possible.

TC Chairs and Cochairs

TC Chairs: It is the task of the chair of each TC chair to supervise the review process in his/her subcommittees before the TPC meeting and to coordinate the procedure during the TPC meeting.

In detail, this comprises in the period before the TPC meeting:

- Accepting papers for review in the respective TC subcommittee
- Monitoring the reviewers' activity and ensure that all papers are reviewed properly. It is therefore recommended that the chairs closely monitor progress in all their sub committees during the review period and contact their reviewers periodically.

In the TPMS software, the TC Chair account has special rights to monitor the reviewers and to take all necessary actions on acceptance/rejection and session building.

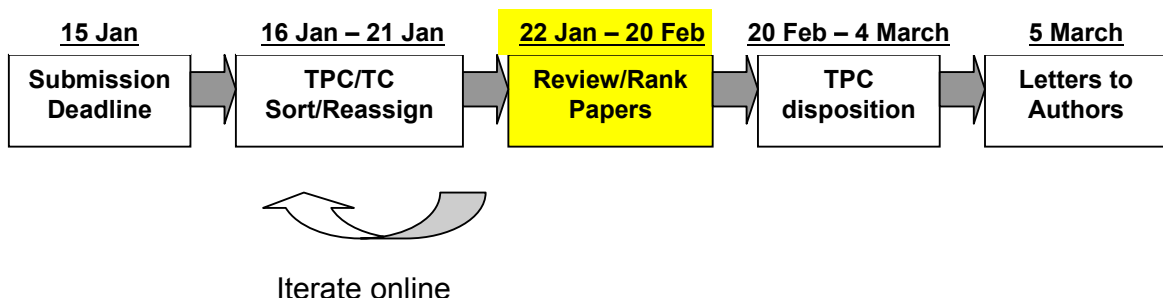
Cochairs: The task of the Cochairs is to assist the TC Chair during the review period. Cochairs are handled by the TPMS just like reviewers with the only difference that they have access to all manuscripts within their TC subcommittee group. As the reviewers, they should score the papers within their group. Cochairs of heavily loaded SC Groups or those that cover a wide range of topics should negotiate with their fellow Cochairs and the TC Chair on which portion of the submitted papers they will score as reviewers. Cochairs should make certain to “Abstain” (and make “Final”) from those papers which will not be scored.

Please note that in certain cases a reviewer may be assigned to more than one Technical Committee. In this case, please repeat the tasks described below for each of your subcommittees.

Note also, that the TC chair has to make the final accept/reject decision for all papers assigned to the TC by the Technical Program Chair (TPC). It is therefore recommended that the chairs closely monitor progress during the review period and contact their reviewers periodically.

The entire review process is conducted online, hosted on the MTT web server and follows the basic outline shown below. Please note, it is important to keep within the dates shown and your full cooperation in this matter is very much appreciated.

The review process follows broadly similar lines to previous years, with the formal adoption of named Subcommittee (SC) chairs and involving them earlier in the review. The process flow is:



Submission Deadline

The submission deadline on the call for papers is 15 January 2008. When Authors submit their papers they also specify which topics on the call for papers they regard their paper as addressing.

Sort/Reassign

After that, using the Author's topic selection, the TPC completes assignment of papers to one of the TCs. The TC chairs have to agree whether or not the paper is in the most appropriate Technical Committee. If declined, the paper is returned to the TPC chair for reassignment. This step in the process is an important attempt to arrange that every paper gets assigned to the most appropriate set of reviewers. Also, in the unlikely case of a paper not being accepted by any Technical Committee, then the Author's first choice must be acknowledged and that committee reviews the paper.

Review/Rank

This part of the process is similar to the one used last year: papers are allocated to the reviewers who log on and score the papers. The evaluation criteria are designed to assist the reviewer and these will be described later. Also note, that all TC Chairs are also Reviewers for the Topics of their Technical Committee.

Final Manuscripts

The same system is used to track and collect the final manuscripts of the accepted papers.

2.0 TC Chair Login Procedure

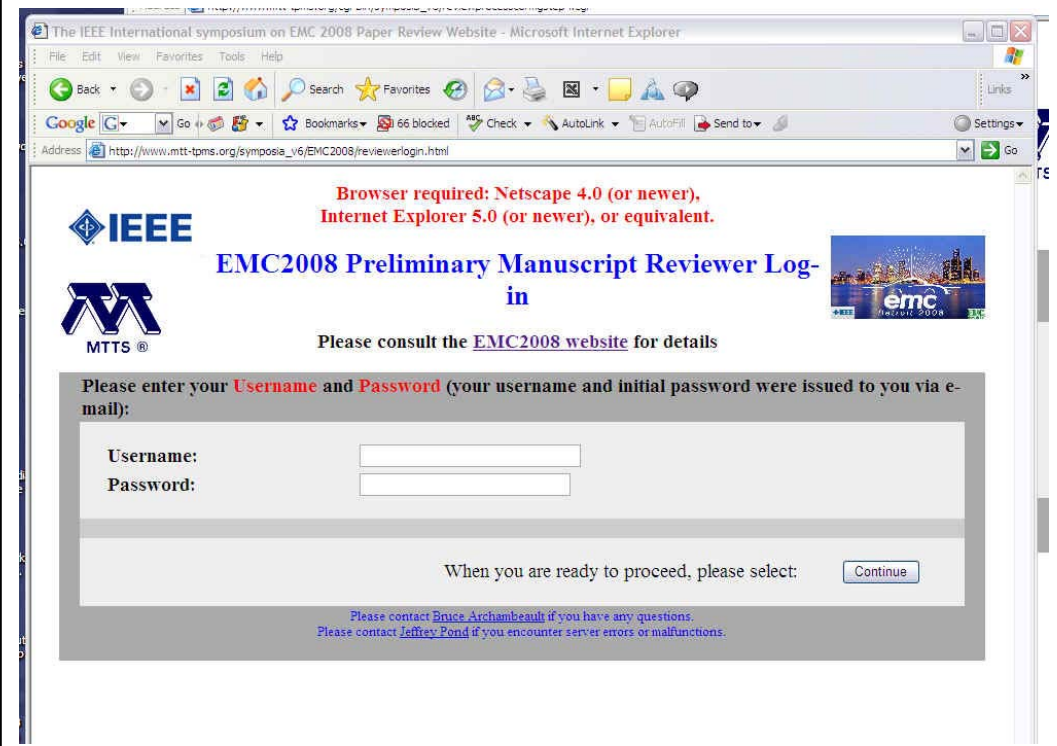
In the following, this document describes the administrative tasks of the TC Chairs.

All interaction with the system is performed through your web browser. You will receive an email with your unique login Username and Password. The review site is accessible using your web browser by going to the EMC2008 reviewer web site and entering your login information.

Step 1. Access the summary review web site:

http://www.mtt-tpms.org/symposia_v6/EMC2008/reviewerlogin.html

You should now be at the “Login” screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the EMC2008 Preliminary Manuscript Reviewer. The browser's address bar shows the URL: http://www.mtt-tpms.org/symposia_v6/EMC2008/reviewerlogin.html. The page features the IEEE logo on the left and the EMC logo on the right. The main heading is "EMC2008 Preliminary Manuscript Reviewer Login". Below the heading, there is a message: "Please consult the [EMC2008 website](#) for details". A large grey box contains the login form with the following text: "Please enter your Username and Password (your username and initial password were issued to you via e-mail):". The form has two input fields: "Username:" and "Password:". Below the input fields, there is a "Continue" button. At the bottom of the form, there is a message: "When you are ready to proceed, please select:". At the very bottom of the page, there are two lines of small text: "Please contact [Bruce Archaibeault](#) if you have any questions." and "Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions."

Step 2. Type in your Username and Password, then press the “Continue” button to reach the main page of the reviewer web site. From the main page, use the drop down menu to select the task you wish to execute. Depending on where you are in the review process, the available tasks may be different.

CAUTION: Leading and trailing spaces in your username or password will cause your login to fail. If you use the clipboard to copy and paste your login data, make sure you have not inadvertently included spaces or other invisible characters.

NOTE: Some of the screen shots show screens from other conferences. This is for convenience of creating this document. The actual EMC2008 screens will indicate the correct logo etc.


IEEE International symposium on EMC 2008 Paper Review Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Google Go Bookmarks 66 blocked Check AutoLink AutoFill Send to Settings


Address http://www.mtt-tpmc.org/cgi-bin/symposia_v6/paperreview/step1.cgi



**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**

EMC2008 Preliminary Manuscript Review

Please consult the EMC2008 [Reviewer Instructions](#) for more information



Welcome, Bruce Archambeault, to EMC2008 on-line Preliminary Manuscript review. Please choose one of the following Tasks:

Task:

Selection of Reviewer/Editor Task:


Personal Information Summary:

First Name:	Bruce	Last Name:	Archambeault
Telephone #:	919-48600120	E-mail address:	barch@us.ibm.com
Review Committee Name:	TC9 Computational Electromagnetics	Position:	member

Please contact [Bruce Archambeault](#) if you have any questions.

IEEE

**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**



EuMW2007 Summary Review

Please consult the EuMW2007 [Reviewer Instructions](#) for more information

Welcome, Adam Sc2chair, to EuMW2007 on-line Summary review. Please choose one of the following Tasks:

Task: (enter Paper #, if appropriate)

Suppression:

Select:

- Address Pending Papers awaiting your decision
- View the database information for Paper #.
- View papers in the 2Eb: Filter Concepts and Technology Subcommittee
- Review papers in the 2Eb: Filter Concepts and Technology Subcommittee
- Monitor reviews by the 2Eb: Filter Concepts and Technology Subcommittee
- Change Password and/or Contact Information

Pending Subcommittee Chair Actions: The following papers need to either be **accepted** for review by the 2Eb: Filter Concepts and Technology subcommittee or **declined** so that the Program Chair may reassign to another committee: (Note, please make sure your **Task choice is Address Pending Actions below**)

There are no papers waiting to be accepted for review by the 2Eb: Filter Concepts and Technology subcommittee.

Selection of Reviewer/Editor Task:

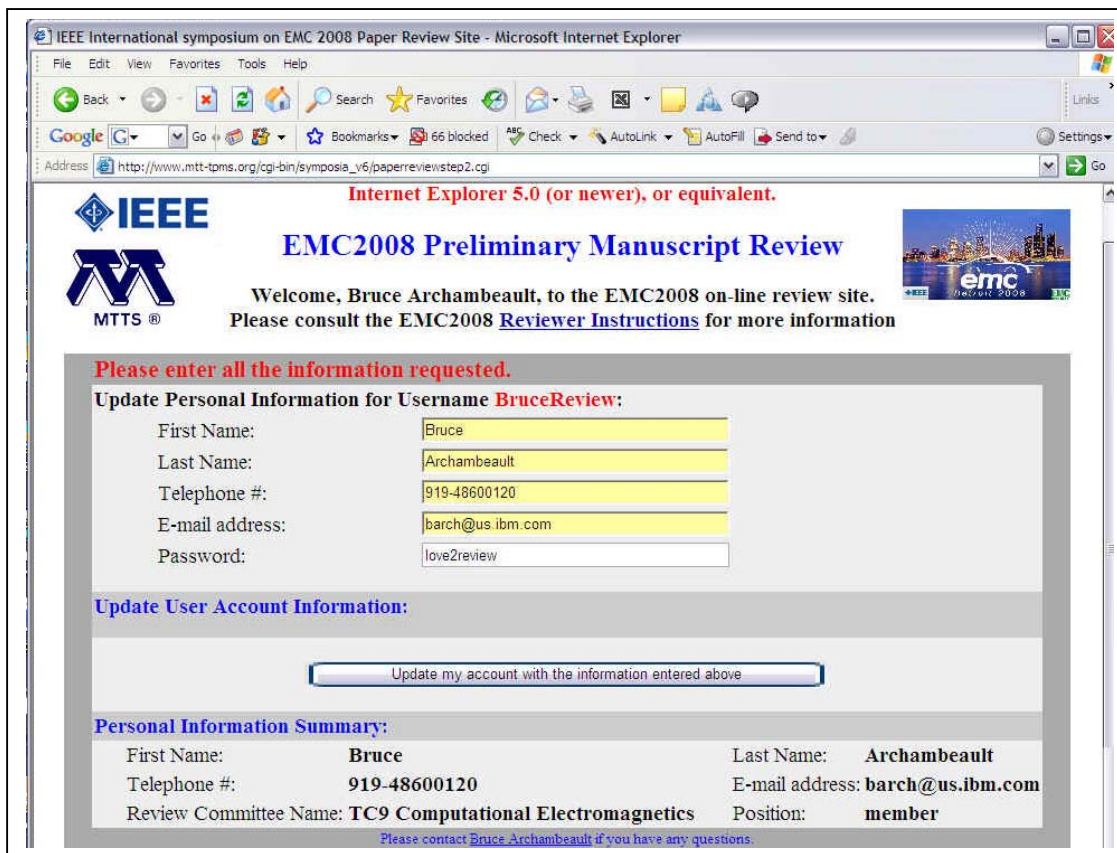
3.0 Changing your password or contact information

You can change your personal information (password, email, telephone, and name) at any time.

Step 1.After logging in to the system, select the “Change Password and/or contact information” task from the drop down list box. Your current information on file will be displayed.

Step 2.Enter your updated password and/or contact information, then press the “Update my account” button to save the new information.

NOTE: A summary of your current contact information is always displayed at the bottom of the page whenever you are logged in to the system.



4.0 Accepting/Declining Paper Assignments

Before 26 January 2008, all TC Chairs must login, review and accept/decline the TC paper assignments. The TPC Chairs will reassign declined papers, so it is possible that new papers will continue to be assigned to your TC. Please login frequently (up to the 31 Jan final deadline) to check for newly assigned papers. This process will continue until all papers are assigned and accepted; it is hoped that this can be done as quickly as possible in order to initiate the review process on 1 Feb 2008.

Step 1. After logging in to the system, check all of the “Pending Subcommittee Chair Actions” sections for any papers that need to be accepted/declined for review by any of the TCs within your group. An example of pending papers is shown below.

Step 2. If there are pending papers (as in the example above), you may want to download each paper by clicking on its title and, based on your inspection of its subject matter and content, decide on its appropriateness for the assigned TC. Then continue, for each pending paper, to select either accept or decline, in the corresponding drop down box.

Step 3. After selecting accept or decline for all pending papers, and confirming that you have selected the “Address Pending Papers awaiting your decision” task in the drop down list box at the top of the page, press the “Perform the selected task” button to complete the task.

Declined papers will be returned to the TPC chair of your conference for reassignment. The second assignment becomes mandatory.

Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.

EuMW2007 Summary Review

Please consult the EuMW2007 [Reviewer Instructions](#) for more information

Welcome, Adam Sc2chair, to EuMW2007 on-line Summary review. Please choose one of the following Tasks:

Task: Address Pending Papers awaiting your decision (enter Paper #, if appropriate)

Suppress displaying papers with a FINAL decision of ABSTAIN:

Selection of Reviewer/Editor Task:

Perform the selected task

Pending Subcommittee Chair Actions: The following papers need to either be **accepted** for review by the 2Eb: Filter Concepts and Technology subcommittee or **declined** so that the Program Chair may reassign to another committee: (Note, please make sure your **Task** choice is **Address Pending Actions** below)

1015 [Sample Submission Title.](#)
G. Firstauthor, S. Secondauthor, HMC, Westford, USA
This is a sample submission for the 2007 European Microwave Week.

Selection of Reviewer/Editor Task:

Perform the selected task

5.0 Reviewing and Scoring Papers

The Reviewer's web review phase starts on 21 Jan 2008 and ends on 20 Feb 2008. During this phase all Reviewers can login, view and/or download papers assigned to their TC, and enter scores and comments. Ranking of papers will be based upon a numeric score that is derived from ratings on four criteria: Originality, Technical / Scientific Value, Clarity and Relevance, and appropriateness to the EMC Symposium. Please refer to the EMC2008 Rating Guide at the end of this document for the definition of the rating categories and their numeric range. The review process need not be completed during a single session. Reviewers can save their work and login again later at their own pace. Once the reviewer has finalized the score and comments for a paper, the reviewer must perform a save with the "Final" checkbox selected, after which no further changes are possible. When all papers have been assigned their "final" scores, the review process is complete. A "Final" selection can be reversed by the TC chair only.

Step 1. After logging into the system, select the "Review papers in the ..." task in the menu listing at the top of the page (if you are allocated to more than one TC, each subcommittee appears as a separate task in the drop down list). Then press "Perform the selected task" button to see all papers ready for review in that TC.

Step 2. You are now at the Paper Review page:

To view and/or download the pdf files for each paper submitted to your subcommittee. You have two options:

1. Click on the paper number to open a new window with the pdf file displayed online. Afterwards, you can also save the file to your hard drive using the Adobe Acrobat Save command, or use the Adobe Acrobat Print command to create a hard copy of the paper.
2. Click on the hyperlink “click here” to download a zip file containing the papers you need to review. This is a convenient way to bulk download many papers for review offline. You will need a zip file utility such as WinZip to recover the individual pdf files from this file. For some cases, the file created by this option is too large to be handled by the server. In that case, please use option 1.

CAUTION: Late transfers and updated pdf's that fix identified problems (eg. pdf's with embedded Asian fonts) may not be included in the zip file. If you experience problems viewing a pdf or are missing a late transfer paper, please try option 1 before asking for help.

Step 3.Displayed for every paper in your subcommittee, will be a review screen as shown below. After downloading and reviewing the paper, please fill in this online form using the review criteria given at the end of these instructions.

1015 Sample Submission Title.
FINAL G. Firstauthor, S. Secondauthor, H.M.C, Westford, USA
Paper Category: Submitted Presentation Type: Podium Presentation

Eligible for Young Engineers Prize?: no

Abstain: Originality: Value: Clarity/Quality: Relevance:
4 5 5 4

Suggested Disposition: Accept if Room
Suggested Presentation Forum: Podium Presentation
Summary Type: Industrial
Conf. Prize Nomination: no
Young Eng. Prize Nomination: no
Reviewer Expertise Self-Rating: Specialized Knowledge

Comments to the Authors: Please provide more detail. Comments to the Chair/Editor: This is a marginal paper.

Save the Reviews entered above

Personal Information Summary:
First Name: Alpha Last Name: Reviewer1

The form captures all the information used previously in EMC2008 reviews. The top of the box summarises the Author submitted information with the paper number being a link to the paper itself.

The paper scoring guide included at the end of this document has a summary of the criteria on this form

To **abstain** from scoring a particular paper, check the “Abstain” box. Any scores entered will be disregarded when you are abstaining. Authors of papers and reviewers with any conflict of interest with the paper must abstain.

Please note that entering “0”s instead of “abstaining” will be counted as a score and thus will strongly affect paper rating. Be sure to avoid this erroneous input.

Enter your numeric scores (0 poor, 10 best) in the four categories listed; this has been expanded from the 0 to 5 options used in other conferences to provide more scope for marking between the categories. Also, please indicate your recommendation to the TPC whether the paper should be “Accepted”, “Accepted with Suggested Minor Changes”, “Accept with Mandatory Changes” or “Rejected”.

There are also several drop down selection boxes that provide recommendations from each reviewer to the TPC:

Reviewers are encouraged to write comments to their TC Chair. These “private” comments will not be made available to the authors and are intended to facilitate the decision at the TPC meeting whether to accept or reject a paper. Experience shows that these comments can be of great help when making decisions at the TPC meeting.

In addition to comments to the TPC, reviewers may also send separate comments to the authors. These comments will be reviewed by each TC chair and passed along to the corresponding author at the TC Chair’s discretion. Please keep the comments informative and objective, as they will carry great weight with the authors.

If you wish to logoff at any time, make sure to press the “Save the reviews entered below” button to record your work. When you log back in to the system, you can pick up your reviews where you left off.

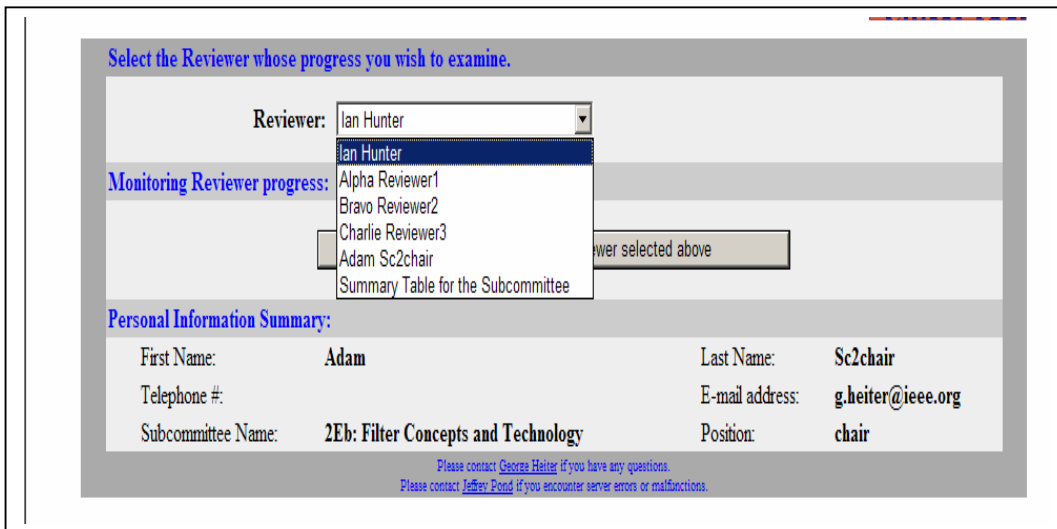
Step 4. When you are satisfied with your scoring and comments for a paper, check its “Final” box to make the score permanent, then press the “Save the reviews entered below” button. The current state of all your reviews will be displayed (see below). Reviews that are “Final” will display FINAL in red. These reviews can no longer be altered. When all of your papers have the FINAL status, your review process is complete.

Please note that scores which are not “Finalized” will not be included in the statistics presented to the TPC for their review.

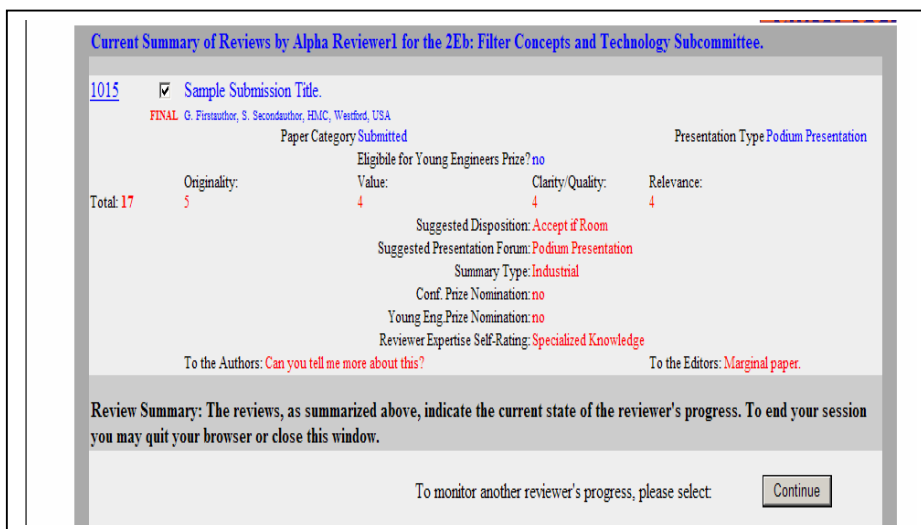
6.0 Monitoring the Review Progress of Reviewers in One of your Subcommittees

As an TC Chair, you can monitor the review progress of any member in any of your subcommittees. Using this feature, you can ensure that all reviewers are on track to meet the 20 February deadline.

Step 1. After logging in to the system, select the “Monitor Reviews by the ...” task in the drop down list box at the top of the page. Then press “Perform the selected task” button. You will see the following screen.

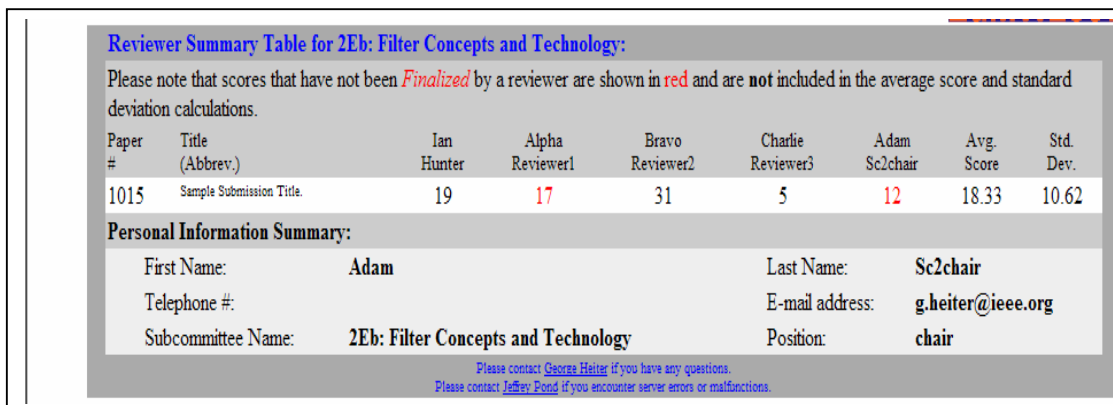


Step 2. Select the name of the reviewer in your subcommittee that you wish to monitor. Then press “Monitor the progress of the Reviewer selected above” button. The selected reviewer’s most recently saved scores and comments for each paper assigned to the subcommittee will be visible.



If the reviewer has not recorded any scores, the screen will report that the reviewer has not begun the review process.

You can also select to display the status of all reviews for your subcommittee by selecting the “Summary Table” display:



For each paper, the table shows the numeric value of all the reviewer's inputs and their statistics. In addition, there are totals for specific responses (e.g. "No. of Nominations Best Paper") showing how many reviewers have suggested this particular selection.

Note: in the screen above, that the 3rd and 5th reviewers have not made their scores "Final" and consequently those results are not included in the paper statistics. Additionally, a black dash "-" indicates that a reviewer has not logged in to view the papers, while a red "0" indicates the reviewer has logged in but not uploaded any scores.

Step 3. Press the "Continue" button to return to step 2 and monitor another member's progress or the Summary Table for your subcommittee. This is a quick way to get a snapshot of the entire subcommittee's progress as well as a summary of paper scores.

Please note, that the TC chair has to make the final accept/reject recommendation for all papers assigned to the TCs to the TPC. It is therefore recommended that all chairs closely monitor progress during the review period to ensure adequate information is available. If necessary, you may want to contact reviewers individually.

7.0 Unlocking "Final" review scores for a member of One of your Sub Committees

When a reviewer is satisfied with the scoring and comments for a paper, the "Final" box is checked to lock in the score. These reviews can then no longer be altered. Occasionally, a reviewer may wish to "unlock" a paper's score in order to revisit and change a "Final" rating. Only the TC committee Chair can choose to unlock a paper's review score using the following procedure.

Step 1. After logging in to the system, select the "Monitor Reviews by the ..." task in the drop down list box at the top of the page. Then press "Perform the selected task" button. You will see the following screen.

Select the Reviewer whose progress you wish to examine.

Reviewer: Alpha Reviewer1

Monitoring Reviewer progress: Alpha Reviewer1

Bravo Reviewer2

Charlie Reviewer3

Adam Sc2chair

Summary Table for the Subcommittee

Personal Information Summary:

First Name:	Adam	Last Name:	Sc2chair
Telephone #:		E-mail address:	g.heiter@ieee.org
Subcommittee Name:	2Eb: Filter Concepts and Technology	Position:	chair

Please contact George Heiter if you have any questions.
Please contact Jafar Pong if you encounter server errors or malfunctions.

Step 2. Select the name of the reviewer in your subcommittee that has a paper score to unlock. Then press "Monitor the progress of the Reviewer selected above" button. The selected reviewer's most recently saved scores and comments for each paper assigned to the subcommittee will be visible.

Current Summary of Reviews by Alpha Reviewer1 for the 2Eb: Filter Concepts and Technology Subcommittee.

1015 Sample Submission Title.
FINAL G. Firstauthor, S. Secondauthor, HMC, Westford, USA

Paper Category Submitted Presentation Type Podium Presentation

Eligible for Young Engineers Prize? no

Total: 17 Originality: 5 Value: 4 Clarity/Quality: 4 Relevance: 4

Suggested Disposition: Accept if Room
 Suggested Presentation Forum: Podium Presentation
 Summary Type: Industrial
 Conf. Prize Nomination: no
 Young Eng. Prize Nomination: no
 Reviewer Expertise Self-Rating: Specialized Knowledge

To the Authors: Can you tell me more about this? To the Editors: Marginal paper.

Review Summary: The reviews, as summarized above, indicate the current state of the reviewer's progress. To end your session you may quit your browser or close this window.

To monitor another reviewer's progress, please select:

Personal Information Summary:

First Name: Adam Last Name: Sc2chair

Step 3. For each paper, a checkbox is provided above the word “Final” near the paper number. Simply uncheck the box to unlock that paper’s score. If the checkbox is not selected, then that paper’s score is not Final.

Step 4. Press the “Continue” button once all the changes are made, to update the database and unlock the scores.

Step 5. Notify the reviewer that the requested paper(s) are unlocked.

EMC2008 Paper Scoring Criteria

The EMC2008 Symposium will use the following to evaluate submissions on the following four criteria of equal weight. The scores can be any integer on a scale from 0 and 10, corresponding to:

10: excellent 8: good 6: fair 4: moderately poor 2: poor 0: unacceptable

A separate check box is provided for an abstention and in that case any scores are ignored.

Originality

Does the work present a new idea or development of technical or scientific interest to the microwave community which has not been published previously (scientific paper)? Does the work describe a new concept in the industrial application of components, sub-assemblies or subsystems, which is useful to support future microwave and millimetre-wave developments (application-oriented paper)?

Technical / Scientific Value

Is the work of technical or scientific interest? For example, does it provide a better understanding of physical phenomena? Does the work have significant application? Does the work present an important step in the process of going from an idea or concept into an industrial product?

Clarity

Is the summary within the 4 page limit and well presented? Does it clearly state what results have been obtained and what is original?

Relevance:

Is the subject of interest to attendees to the EMC Society Symposium? Rank the level of interest in this subject material and topic area.

In scoring the paper, the sum of these 4 categories will be used from each reviewer to compute a mean and standard deviation for all the reviewers.

In addition, reviewers will be asked for other feedback that is not part of the score, but can be used by the TPC to decide on the final disposition of a paper. Each reviewer is to recommend, via a drop down selection, their "Global" disposition of the paper in terms of:

- Accept
- Accept with Suggested Minor Changes
- Accept with Major Changes
- Reject

and to recommend whether the paper should be a oral presentation or in the Open Forum (poster) session.

The reviewers are asked to nominate papers for the best conference paper prize; there is a drop down no/yes selection for nominations:

- the Best Conference Paper Prize

Please do not leave this as a "?"; making a definite selection is much clearer to the TPC.