

Guide for Reviewers

(Review Manuscripts via an On-Line Peer-Review System – Manuscript Central)

General Guidelines

Thank you for agreeing to review a manuscript requested by us. The IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) uses an electronic submission and peer-review system called Manuscript Central (MC). While MC provides the mechanics for the review process, the reviewers provide the content of the technical review process. The professional assessment of a technical journal is tightly coupled to the quality of the technical review process for the journal. The increasing scrutiny of publications for promotions, awards and financial grants puts increasing importance to the role of a reviewer. See *Information for Contributors* (<http://www.ieee-uffc.org/tr/contrib.pdf>) for detail discussion of the goals of a technical review.

The Manuscript Central is an electronic manuscript submission and peer-review system produced by a commercial company (ScholarOne: <http://www.scholarone.com/>). It is user-friendly and eliminates the need for handling paper manuscripts and correspondence. All the correspondence and reminders to both authors and reviewers are generated automatically. All the manuscripts are automatically tracked from the moment of submission until the decisions are made, eliminating the need of a laborious separate tracking and reporting database, reducing potential errors, improving handling quality, and saving the costs of editorial offices. Authors, reviewers, Associate Editors (AEs), the Editor-in-Chief (EIC), and the Associate Editor-in-Chief (AEIC) are able to view the status of manuscripts appropriate for their role on the web anytime at their convenience. The MC also has an interface for electronic production of journals. The reviewers can get all the necessary information from the web to review manuscripts and make comments to both the authors and AEs electronically thus increasing their efficiency.

Following the guidelines from the IEEE, the primary objective of our peer-review process is to obtain a high quality, fair review of each manuscript. Being sensitive to the timeliness of our publication, we would like to have the individual reviews completed within **FOUR** weeks. Any questions you may have about the manuscript or the review process should be directed to your Associate Editor. It is critical that you refer to the unique Manuscript Number (TUFFC-12345-20XX) in **ALL** correspondence or phone contacts with your AE.

Update Reviewer Profile in MC: Please update your contact information in Manuscript Central. This allows us to keep our database current, in the event the AE recommends a second round of reviews. Please also change your password if the password has been automatically assigned to you. This will prevent someone from entering into your account if he/she knows your email address. It is also important

that you provide complete listing of your “Attributes” (i.e. society member, keywords, and specialty/area of expertise). It is especially important that you have an update listing of your areas of expertise. These areas should be a subset of the Technical Interest Profiling System (TIPS) categories. (<http://www.ieee-uffc.org/main/publications/tr/contrib.pdf>)

The IEEE UFFC Society appreciates your willingness to act as a reviewer. We will do everything possible so that you are not overwhelmed with review requests. Our goal, to the extent we can control such requests, is to allow you to complete one review before requesting your further participation.

Using the “Reviewer Center” in the Manuscript Central

The procedure to review manuscript via MC involves a few steps. With the design of the MC, the steps are intuitive and straightforward.

The first step is to log into the TUFFC MC portal.

(<http://mc.manuscriptcentral.com/tuffc-ieee>): You can login to the MC system by providing your User ID and Password and then clicking on the “Log In” icon. (For UFFC members, please notice that the MC account is neither the IEEE Web Account nor the UFFC account.) If you forget your User ID and/or Password, you can enter your e-mail address within the “Password Help” section. You will receive your account information via email. If you don’t have an account, please click on the icon “Register Here”. (Figure. 1)

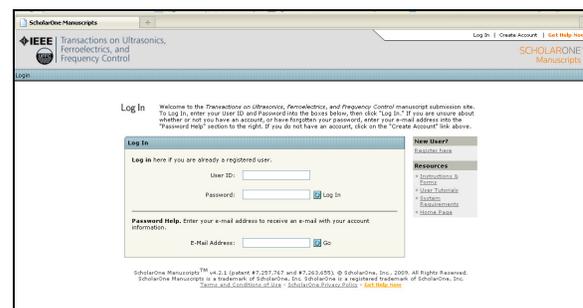


Figure 1

Once you are logged in, you can click on the icon, “Edit Account” in the upper right hand corner of the screen; this will give you the opportunity to change any personal information. This is where you can update your areas of expertise according to the TIPS categories. (<http://www.ieee-uffc.org/main/publications/tr/contrib.pdf>)

To familiarize yourself with the process of reviewing a paper under the control of Manuscript Central, you can click on the icon, "User Tutorials" under the heading of Resources. Here you can go through the standard process for reviewing a paper. While the TUFFC has customized letters and customized review forms, this is a good place to start.

To proceed to the Reviewer processing, click on the icon of "Reviewer Center". See Figure 2.

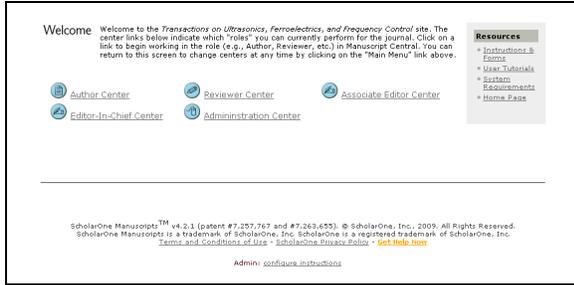


Figure 2

After clicking on the icon of "Reviewer Center", you will get the main page of the Reviewer Center. (Figure 3) If you have any papers for review, they will be presented to you on such a page. (The image below does not show any papers for review.)

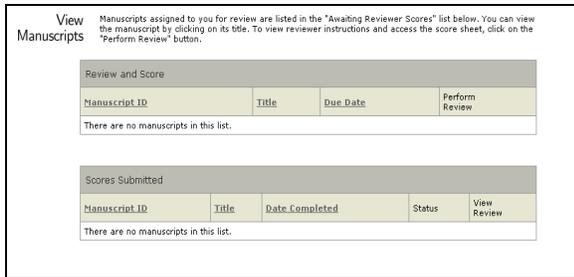


Figure 3

To start the review process (assuming that you have papers to review in your center), you need to click on the "Perform Review" icon to get the manuscript and all necessary files. You will have three view choices at this point: Instructions, Details and Score Sheet. (See Figure 4)

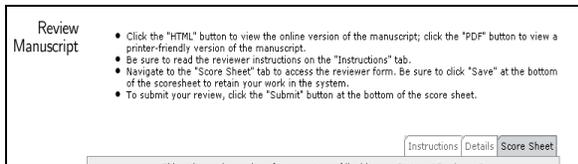


Figure 4

The "Instructions" view is shown in Figure 5.

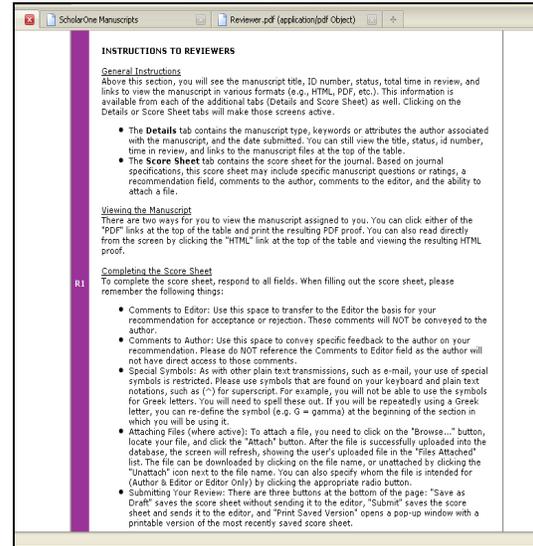


Figure 5

The "Details" tab contains the manuscript type, keywords or attributes the author associated with the manuscript, and the date submitted. You can still view the title, status, id number, time in review, and links to the manuscript files at the top of the table." The Score Sheet tab contains the score sheet for our journal. This has been customized for our journal based on the experience of using the MC system since 2002.

After you have finished the review, you can score the manuscript by clicking on the "Score Sheet". It is critical that as a reviewer you complete the entire score sheet, answering to the best of your ability all the questions. If you are processing a Front Cover Image (FCI), there are specific questions in the score sheet that are for only the FCI. (See Figure 6) (This part of the form is under modifications will be replaced by 3/31/2010)

1. Clarity of Presentation
How clearly has the author presented his or her work?
Numerical rating from 1 to 10, 10 is best

2. Technical Content of Paper
What is the technical quality of the paper?
Numerical rating from 1 to 10, 10 is best

A. Does the paper describe original work? If not, please list prior references: Yes No

B. Does the paper contain material which might well be omitted? Yes No

C. Does the paper make adequate reference to earlier contributions? Yes No

3. Presentation
Please rate the presentation.
Numerical rating from 1 to 10, 10 is best

A. Is the summary an adequate digest of the work reported in the paper? Yes No

B. Does the introduction give the background of the work? Yes No

C. Is the English satisfactory? Yes No

4. Overall Evaluation

A. Is the paper of award quality? Yes No

B. Is further review necessary? Yes No

C. What is your overall evaluation of the paper?
(Numerical rating from 1 to 10, 10 is best)

Figure 6

If you have private comments to the Associate Editor, you must enter them into the section identified as “For Associate Editor”. If you have comments for the author(s) to view, you must enter them the section marked “Comments to Authors”. You can attach a file of your feedback to the authors. (See Figure 7)

Comments

Confidential Comments to the Associate Editor

NOTE: THESE COMMENTS WILL NOT BE SHARED WITH AUTHOR. IF THEY ARE FOR FEEDBACK TO AUTHOR ENTER THEM IN SECTION "TO AUTHORS".

Comments to the Author

Please prepare comments and suggestions for the author. Please do not identify yourself or your affiliation. A copy of your recommendations will be sent to the author.

Attach a File **Files attached**

• No files have been uploaded.

Save as Draft Submit

Figure 7

Once your technical review of the manuscript is complete, you did to make a recommendation for publication. Based on our journal’s experience since 2002, we have the following choices for publication recommendations:

- Publish unaltered
- Publish after Minor Revisions
- Reject with recommendation to resubmit as a new manuscript after major revisions
- A Shortened version of this manuscript could be published as a Correspondence.
- This manuscript should be submitted to another Journal

Revised for MC by Marjorie Passini Yuhas, Editor-in-Chief (Last revised 02/2009)

- Reject: The manuscript should not be published

The decision, “Publish after Minor Revisions”, should be used only when the changes do not require additional theoretical/experimental input. All changes should be able to be executed within 3 weeks.

R1 Recommendation

Publish Unaltered.

Publish After Minor Revisions.

This Paper Could Be Published After Major Revisions

A Shortened Version Of This Paper Could Be Published As A Correspondence.

This Paper Should Be Submitted To Another Journal.

This Paper Should Not Be Published.

Figure 8 (This view is out of date will be replaced by 03/31/2010)

After finishing the review and making your recommendation, you have these options: 1) “Save as Draft” (This saves your assessment but does not communicate it to anyone.), 2) Submit (This sends your final assessment to the Associate Editor), and 3) Print Saved Version (Allows you to generate a print version for yourself). Once you have clicked on the icon “Submit”, you have successfully completed your review.

Attach a File **Files attached**

• No files have been uploaded.

Save as Draft Submit

Admin: [configure](#) [instructions](#)

Figure8

At anytime if you need further help, you can click on “Get Help Now” icon at the upper right corner of MC at any time. In addition, you can contact your Associate Editor or the Editor in Chief.

Once again, thanks for serving as a reviewer for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC). Your participation adds value to our peer review process.