

IEEE Transactions on Consumer Electronics

A Guide to Being an Associate Editor

An Associate Editor (AE) is the most important role of the review process. He/she is an interface between the Editor-in-Chief and the reviewers.

The duties of an AE are the same for every assigned paper and include:

1. Selecting and assigning reviewers.
2. Monitoring the review process.
3. Making a recommendation.

1. Selecting and Assigning Reviewers

The criteria of reviewer selection can be based on:

- (a) The direct knowledge of people who work in the same field
- (b) Various searches conducted in the database (e.g., IEEE Xplore)
- (c) System-suggest list appeared in the reviewer selection process

AEs can also manually add new reviewers into the database, and this may help AEs to avoid potential problems when making recommendation.

AEs can select as many reviewers as they want, but invite FIVE reviewers at initial. Some reviewers will either decline or accept the invitation, and some of them will not reply. You may need to invite new reviewers if the invited reviewers have not replied within a week.

2. Monitoring the Review Process

The AEs have to ensure the timely completion of the review process. AEs should check the progress of the manuscripts regularly (at least once a week). Also, AEs can contact reviewers directly to remind the completion of the review.

3. Making a Recommendation

The recommendation has to be made with at least FOUR to FIVE valid reviews. A valid review refers to the comments to the author with adequate justification of the recommendation of the reviewer. Reviews with inadequate justification should be discarded in the process of making a recommendation.

AE's recommendation does not imply as a mean value of the recommendations of the reviewers. However, the recommendation of a rejection should require two valid "reject" recommendations with adequate justification. AE has to use his/her judgement, so that AE has to read every manuscript before making recommendation.

Note that IEEE explicitly forbids coercing the authors to cite certain papers, recommended by a reviewer, if the papers are by that reviewer.

Resubmitted manuscripts should be treated in the same manner as “Major revisions”, although the manuscript number is in this case a new one. In the ideal situation, the original reviewers are preferred. New reviewers can be invited only if the original reviewers are unavailable or decline the review. The total number of reviewers must not be higher than it was for the first version of the manuscript.

Please prohibit as much as possible from inviting new reviewers for revised version, as this could be unfair toward the authors.

Some concluding remarks: the EIC is your first point of contact for anything that you may be uncertain about. Please ask before you do something, if you are not sure. The last thing that the EIC want is to receive complaints from authors which are a consequence of inappropriate conduct of the review process.

If a paper is assigned to you for which you feel that you are lacking competence to deal with, please contact the EIC and ask him/her to re-assign the paper to somebody else.

Ethics in Peer Review:

<https://journals.ieeeauthorcenter.ieee.org/submit-your-article-for-peer-review/ethics-in-peer-review/>