

TCE paper review guidelines for SE

- **Examine whether the article is out of scope of TCE.**
- **Assign the manuscripts to AE/GE within the relative research/professional field.**
- **Provide SE recommendation based on AE/GE recommendation and reviewer comments. The ScholarOne system will automatically transfer to EiC for final decision.**

1. Assignment of AE/GE

- The criteria of AE selection are based on the knowledge and experience of AE who has sufficient research/professional experience.
- To the best of your ability, assign a paper to an AE/GE NOT from the same country/region as the lead author/authors, or to any AE/GE in conflict with the lead author/authors.

2. Monitor the Review Process

- The SEs shall monitor and the timely completion of the review process. SEs shall examine the progress of the manuscripts regularly (say, once 3 days). Also, SEs should contact AEs directly to remind the completion of the review. The target is to achieve S21D = 6 weeks.

3. Make Recommendation

- The final recommendation will be made based on AE's recommendation and reviewer comments.