

TRANSACTIONS ON INDUSTRIAL ELECTRONICS

S1M – AE Best Practices

Raúl Román *TIE assistant*

Florence, Italy

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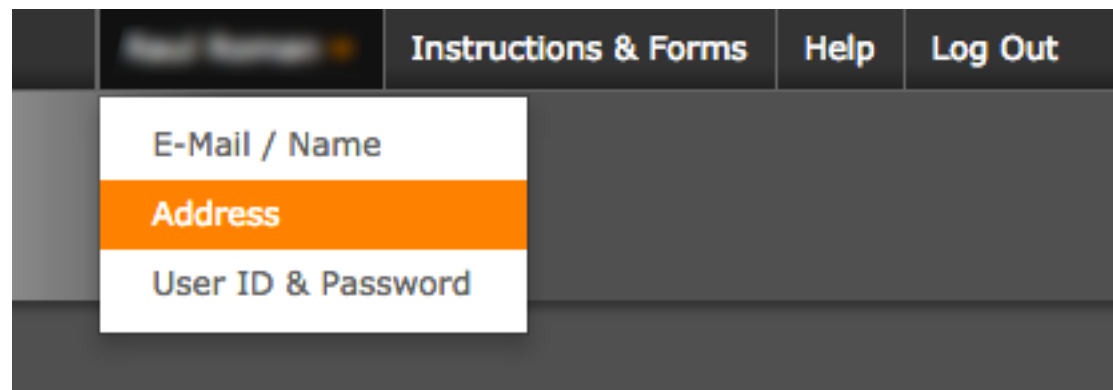
Outline

- Update user profile.
- Select reviewers.
 - Reviewer search methods.
 - Good approaches and practices.
 - Setting search preferences.
 - Review “R-Score”.
- Special Sections in TIE.
 - Use of alias.
 - Weekly reports.



Update user profile

- More than 100 Associate Editors (TIE).
- Different backgrounds.
- Helpful for EiC/Co-EiC.



Update user profile

- Avoid possible conflict of interest.

Primary Address	Secondary Address
Institution: <input type="text"/> req	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Country: --- Select One --- req	Country: --- Select One ---
State/Province: --- Select One ---	State/Province: --- Select One ---
City: <input type="text"/>	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Phone: <input type="text"/> req	Phone: <input type="text"/>



Update user profile

- Improve AE assignment.

The screenshot shows a web interface for updating a user profile. At the top, there is a navigation bar with links for "Instructions & Forms", "Help", and "Log Out". Below this, the form is divided into sections. The "Specialty/Area of Expertise" section contains three input fields, each with a "Clear" button. A dropdown menu is open over this section, showing options for "E-Mail / Name", "Address", and "User ID & Password" (which is highlighted in orange). To the right of the dropdown is a "Special Characters" button. Below the dropdown is the "Keywords" section, which includes a search box, a "Case sensitive" checkbox, and a "Search" button. A list of keywords is displayed on the left, including "Ablation", "Absolute stability", "Absorbing media", "Abstracts", "AC-AC power conversion", "Acceleration", and "Acceleration control". On the right side of the keywords section, there are several input fields, each with a "Clear" button, and an "Add" button.



Update user profile

- ORCID is required for all authors.

ORCID®

Select the appropriate option below to associate your ORCID iD with your profile.

[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.



Reviewer search methods

1. Reviewer Locator Results from the Web of Science®.
2. Auto-Suggest Results.
3. Quick Search.
4. Advanced Search Results.




Reviewer search methods

Reviewer Locator Results from the Web of Science®

- Based on the Abstract.

The screenshot shows the 'Reviewer Locator Results from the Web of Science' interface. At the top, it indicates 'Results 1-10 of 26'. Below this is a table with the following columns: 'Potential Reviewer Details', 'Current / Past 12 Months', 'Days Since Last Review', 'Average R-Score', and 'Add'. The first row of the table shows a reviewer profile with a magnifying glass icon, a name, and a search bar. Below the reviewer details, there is a section for 'Relevant Works' with a list of three items, each with a 'view details' link. The first item in the list has the following data: '0 / 16' in the 'Current / Past 12 Months' column, '14' in the 'Days Since Last Review' column, and '2.79' in the 'Average R-Score' column. An 'Add' button is visible next to the first item. A yellow box highlights a detailed view of one of the relevant works, showing the title, 'IEEE TRANSACTIONS ON', the year '2014', the DOI, and a link to 'Open record in Web of Science®'.

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 [Reviewer Name]				
Relevant Works:				
<ul style="list-style-type: none">[Work Title] view details	0 / 16	14	2.79	+ Add
<ul style="list-style-type: none">[Work Title] view details				
<ul style="list-style-type: none">[Work Title] view details				

- [Work Title]
- IEEE TRANSACTIONS ON [Journal Name] 2014
- DOI: [DOI]
- [Open record in Web of Science®](#)



Reviewer search methods

Reviewer Locator Results from the Web of Science®

- Relevant working data on S1M.

The screenshot displays the 'Reviewer Locator Results from the Web of Science®' interface. At the top, it shows 'Results 1-10 of 26'. Below this is a table with the following columns: 'Potential Reviewer Details', 'Current / Past 12 Months', 'Days Since Last Review', 'Average R-Score', and 'Add'. A red circle highlights the values '0 / 16', '14', and '2.79' in the first row of the table. Below the table, there is a section for 'Relevant Works' with three entries, each with a 'view details' link. A yellow box highlights the first entry, which includes the text 'IEEE TRANSACTIONS ON' and '2014', along with a 'DOI:' field and a link to 'Open record in Web of Science®'.

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
[Blurred]	0 / 16	14	2.79	+ Add

Relevant Works:

- [Blurred] [view details](#)
- [Blurred] [view details](#)
- [Blurred] [view details](#)

IEEE TRANSACTIONS ON [Blurred] 2014
DOI: [Blurred]
[Open record in Web of Science®](#)



Reviewer search methods

Auto-Suggest Results

- Manuscript keywords.


The screenshot displays the 'Auto-Suggest' search interface. It features a search bar with the text 'This feature searches for Reviewers with the selected manuscript keywords.' Below this, there are three input fields for keywords: 'Dynamic voltage restorer', 'Sliding mode control', and 'Time-varying switching frequency'. Each field is followed by an 'AND' button. The 'Sort Order' section includes a dropdown menu for 'Primary Sort' and 'Secondary Sort'. A green arrow points to the 'Primary Sort' dropdown, which is open, showing a list of criteria: 'Name (Last, First)', 'Number of Current Assignments', 'Number of Assignments in Past 12 Months' (highlighted with a blue bar and a checkmark), 'Number of Days Since Last Completed Review', and 'R-Score'. To the right of the dropdown are 'Ascending' and 'Descending' buttons. At the bottom right, there are 'Clear' and 'Search' buttons, and a 'top' link.

Reviewer search methods

Quick Search

- Find persons by name.
- Multi search (comma separated).
- Wild card search (*).



Quick Search



First (Given) or Last (Family) Name: 



Roles:

- All
- Corresponding Author
- Reviewer**
- Associate Editor
- Editor-in-Chief

Sort Order

Primary Sort:  

Secondary Sort:  

 Clear  Search


Reviewer search methods

Advanced Search Results

- All-in-one search.

Advanced Search

Reviewer Account Information

Salutation: <input type="text" value="Any"/>	First (Given) Name: <input type="text"/>	Middle Name: <input type="text"/>	Last (Family) Name: <input type="text"/>
Degree: <input type="text"/>	E-Mail Address: <input type="text"/>	Comments: <input type="text"/>	
Institution: <input type="text"/>	Department: <input type="text"/>		
City: <input type="text"/>	State/Province: <input type="text"/>	Postal Code: <input type="text"/>	Country: <input type="text"/>
ORCID iD  http://orcid.org/ <input type="text"/>			



Reviewer search methods

Advanced Search Results

- Like the previous “auto-suggest” method.

Specialty/Area of Expertise:		Keywords:	
<input type="text"/>	AND ⇅	<input type="text"/> <input checked="" type="checkbox"/> Pick	AND ⇅
<input type="text"/>	AND ⇅	<input type="text"/> <input checked="" type="checkbox"/> Pick	AND ⇅
<input type="text"/>	AND ⇅	<input type="text"/> <input checked="" type="checkbox"/> Pick	AND ⇅
<input type="text"/>	AND ⇅	<input type="text"/> <input checked="" type="checkbox"/> Pick	AND ⇅
<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/> Pick	

Reviewer Activity Information			
# Current Assignments	Min:	<input type="text"/>	Max: <input type="text"/>
# Assignments in Past 12 Months	Min:	<input type="text"/>	Max: <input type="text"/>
# Days Since Last Review Submitted	Min:	<input type="text"/>	Max: <input type="text"/>
# Invitations Declined in Past 12 Months	Min:	<input type="text"/>	Max: <input type="text"/>



Reviewer search methods

Good approaches and practices

WoS + Active Reviewer + IEEExplore

Suggest Reviewer + Active Reviewer + IEEExplore

IEEExplore + Active Author



Reviewer search methods

Good approaches and practices [Scenario 1]

WoS

- Conflict-of-interest.
- **Recent works.**
- Link to Web of Science®.

Active reviewer

- S1M user.
- Experience as reviewer.
- **Active last 12 months (not overloaded).**

IEEE Xplore

- Author's publications.
- Journals & Magazines.
- **Another recent papers.**



Reviewer search methods

Good approaches and practices [Scenario 1]

WoS

- Conflict-of-interest.
- Recent works.
- Link to Web of Science®.

Active reviewer

- Not S1M user or not recent activity.
- Try “Quick Search” or “Advanced Search” with his name before creating a new reviewer account.

IEEE Xplore

- Author’s publications.
- Journals & Magazines.
- Another recent papers.



Reviewer search methods

Good approaches and practices [Scenario 2]

Auto
Suggest

- Conflict-of-interest.
- ...or **"Advanced search"** (not standard keywords).
- Verified users in S1M.

Active
reviewer

- Change to an **appropriate sort order**.

IEEE
Xplore

- Author's publications.
- Journals & Magazines.
- **Another recent papers.**



Reviewer search methods

Good approaches and practices [Scenario 3]

IEEE
Xplore

- **Advanced search** -> keywords.
- **Recent years.**
- Journals & Magazines.
- Conflict-of-interest.

Quick/adv.
search

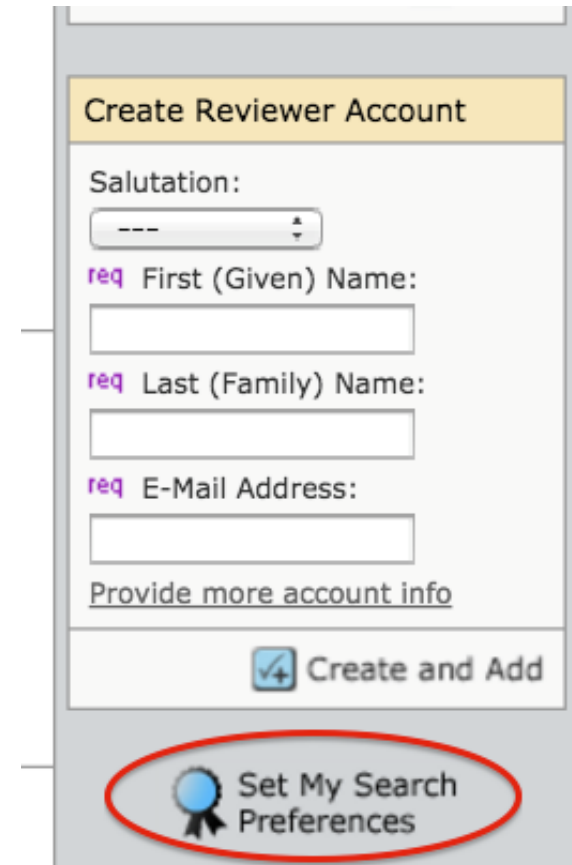
- Surname, name.
- Email address.



Reviewer search methods

Settings Search Preferences

- Customize search options:
 - Expand or collapse search boxes.
 - Default values for search fields.
 - Sort order.



The screenshot shows a web form titled "Create Reviewer Account". The form includes a "Salutation:" dropdown menu, and three required text input fields labeled "req First (Given) Name:", "req Last (Family) Name:", and "req E-Mail Address:". Below these fields is a link that says "Provide more account info". At the bottom of the form is a button with a checkmark icon and the text "Create and Add". Below the form, there is a button with a person icon and the text "Set My Search Preferences", which is circled in red.

Reviewer search methods

Settings Search Preferences

- Expand or collapse search boxes.

When I am searching for Reviewers, I would like the search options displayed as follows:

	Expanded	Collapsed
Author's Recommended / Opposed	<input type="radio"/>	<input checked="" type="radio"/>
Reviewer Locator Results from the Web of Science	<input checked="" type="radio"/>	<input type="radio"/>
Quick Search	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Auto-Suggest	<input checked="" type="radio"/>	<input type="radio"/>
Advanced Search	<input checked="" type="radio"/>	<input type="radio"/>



Reviewer search methods

Settings Search Preferences

- Default values for search fields.

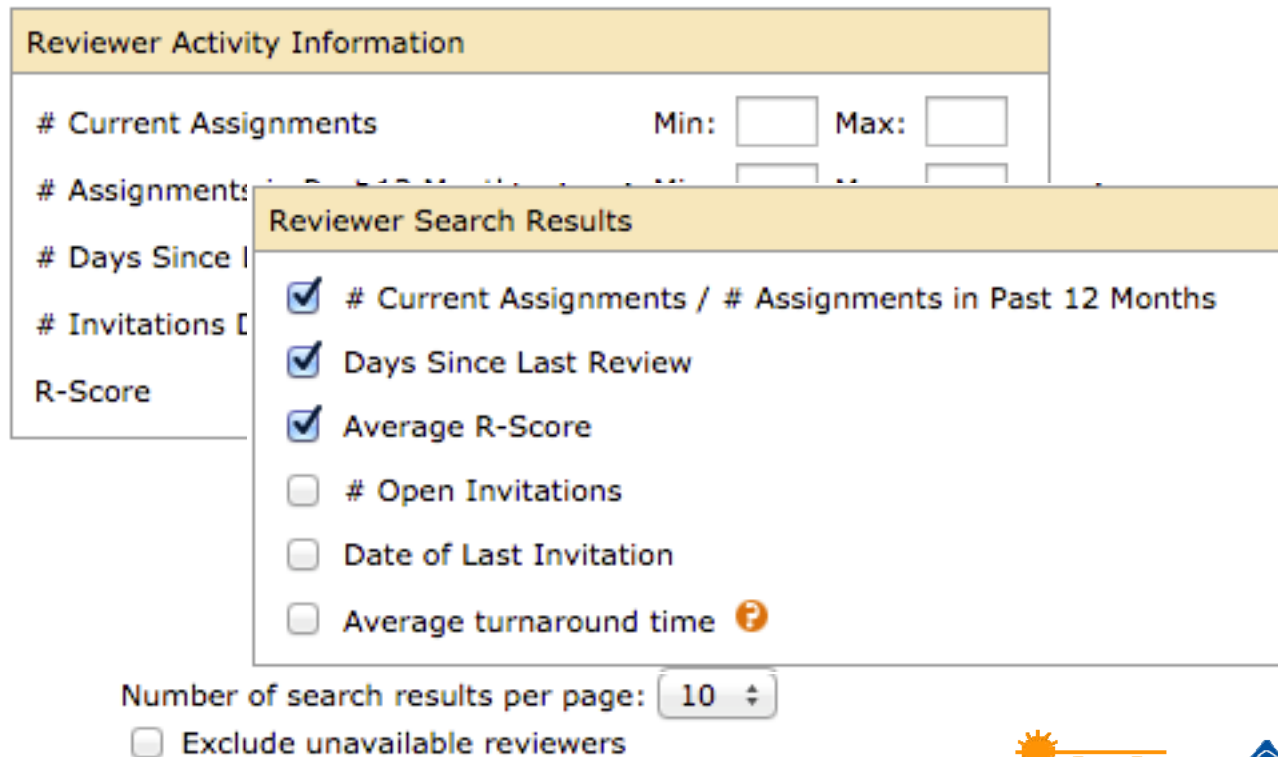
Reviewer Activity Information		
# Current Assignments	Min: <input type="text"/>	Max: <input type="text"/>
# Assignments in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
# Days Since Last Review Submitted	Min: <input type="text"/>	Max: <input type="text"/>
# Invitations Declined in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
R-Score	Min: <input type="text"/>	Max: <input type="text"/>



Reviewer search methods

Settings Search Preferences

- Default values for search fields.



The screenshot shows a web interface for 'Reviewer Search Preferences'. It features two main panels: 'Reviewer Activity Information' and 'Reviewer Search Results'. The 'Reviewer Activity Information' panel includes fields for '# Current Assignments', '# Assignments in Past 12 Months', '# Days Since Last Review', '# Invitations in Past 12 Months', and 'R-Score', each with 'Min:' and 'Max:' input boxes. The 'Reviewer Search Results' panel contains a list of search criteria with checkboxes: '# Current Assignments / # Assignments in Past 12 Months' (checked), 'Days Since Last Review' (checked), 'Average R-Score' (checked), '# Open Invitations' (unchecked), 'Date of Last Invitation' (unchecked), and 'Average turnaround time' (unchecked with a help icon). Below these panels, there is a 'Number of search results per page:' dropdown set to '10' and an 'Exclude unavailable reviewers' checkbox.

Reviewer Activity Information

Current Assignments Min: Max:

Assignments in Past 12 Months Min: Max:

Days Since Last Review

Invitations in Past 12 Months

R-Score

Reviewer Search Results

- # Current Assignments / # Assignments in Past 12 Months
- Days Since Last Review
- Average R-Score
- # Open Invitations
- Date of Last Invitation
- Average turnaround time ?

Number of search results per page: 10

Exclude unavailable reviewers

Reviewer search methods

Settings Search Preferences

- Sort order.

Sort Order

Quick Search

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Auto-Suggest

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Advanced Search

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Close Window Save



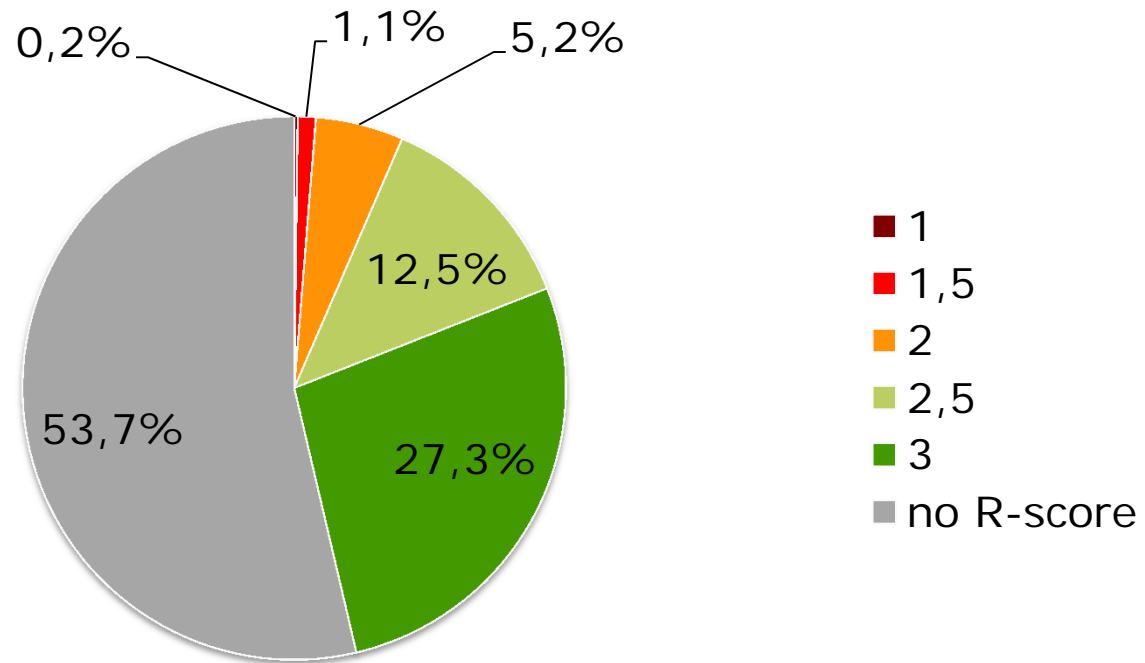
Review “R-Score”

- The score an Editor has given the reviewer for the review of the given manuscript. [1-3].
- Does it really help?

Review "R-Score"



Your score counts

Reviews scored by AEs (last 12 months)



Review "R-Score"

Reviewer List

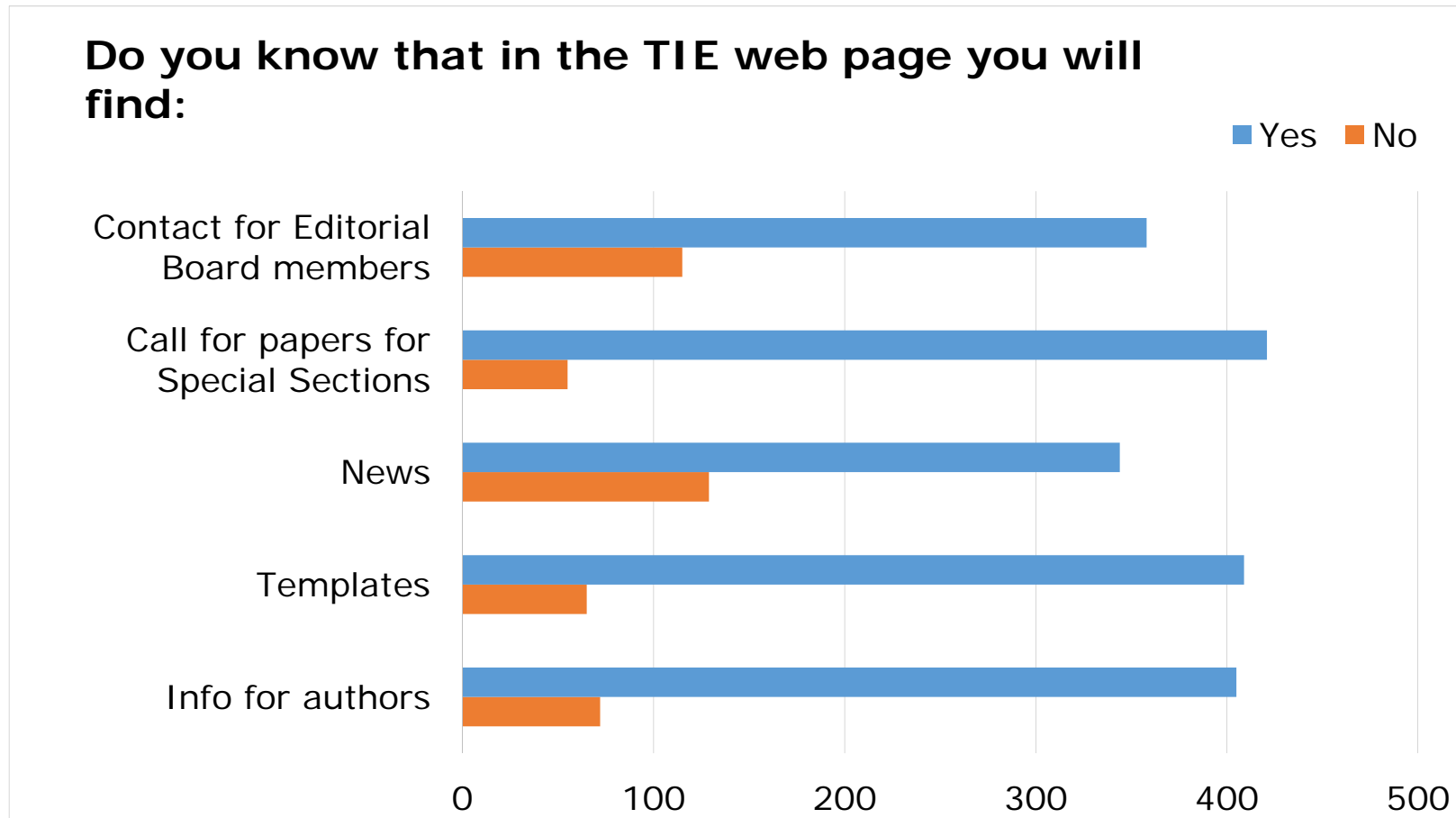
Status
Accept Without Changes  View Review rated
Accept Without Changes  View Review rated

Timeliness	
<input type="radio"/>	3 - Review was on time
<input type="radio"/>	2 - Review was delayed (less than 7 days late)
<input type="radio"/>	1 - Review was delayed (more than 7 days late)

Quality Assessment	
<input type="radio"/>	3 - Review was highly relevant
<input type="radio"/>	2 - Review was sufficient
<input type="radio"/>	1 - Review was below average



TIE web page



Special Sections

Use of Alias

CfP

ge_1@example.org

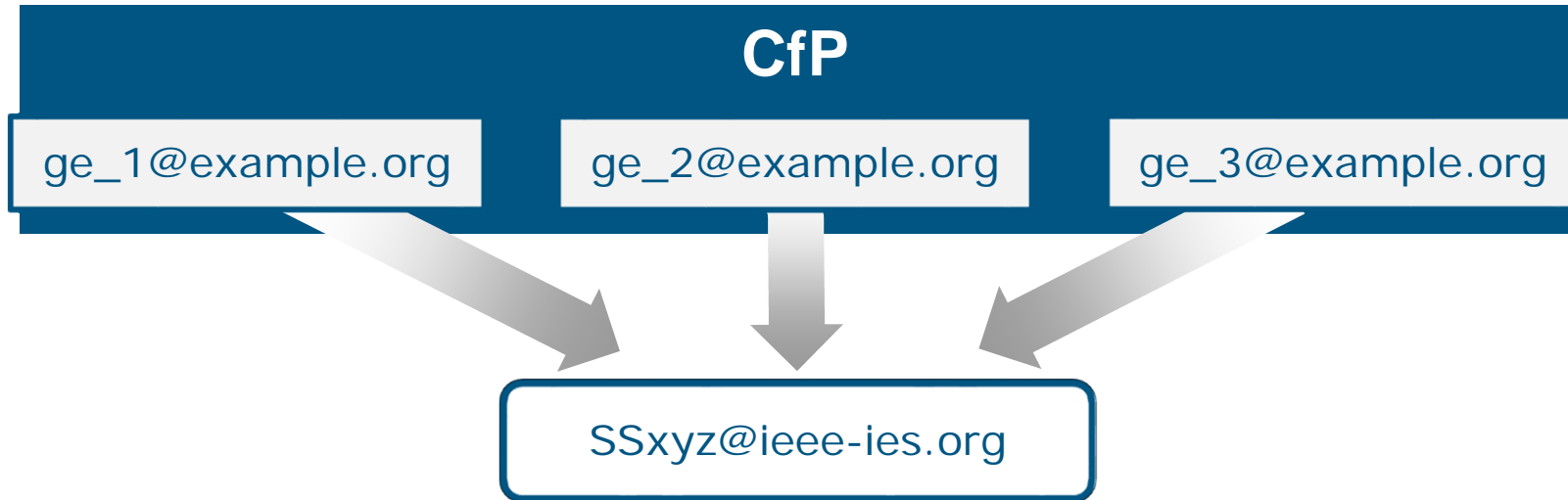
ge_2@example.org

ge_3@example.org



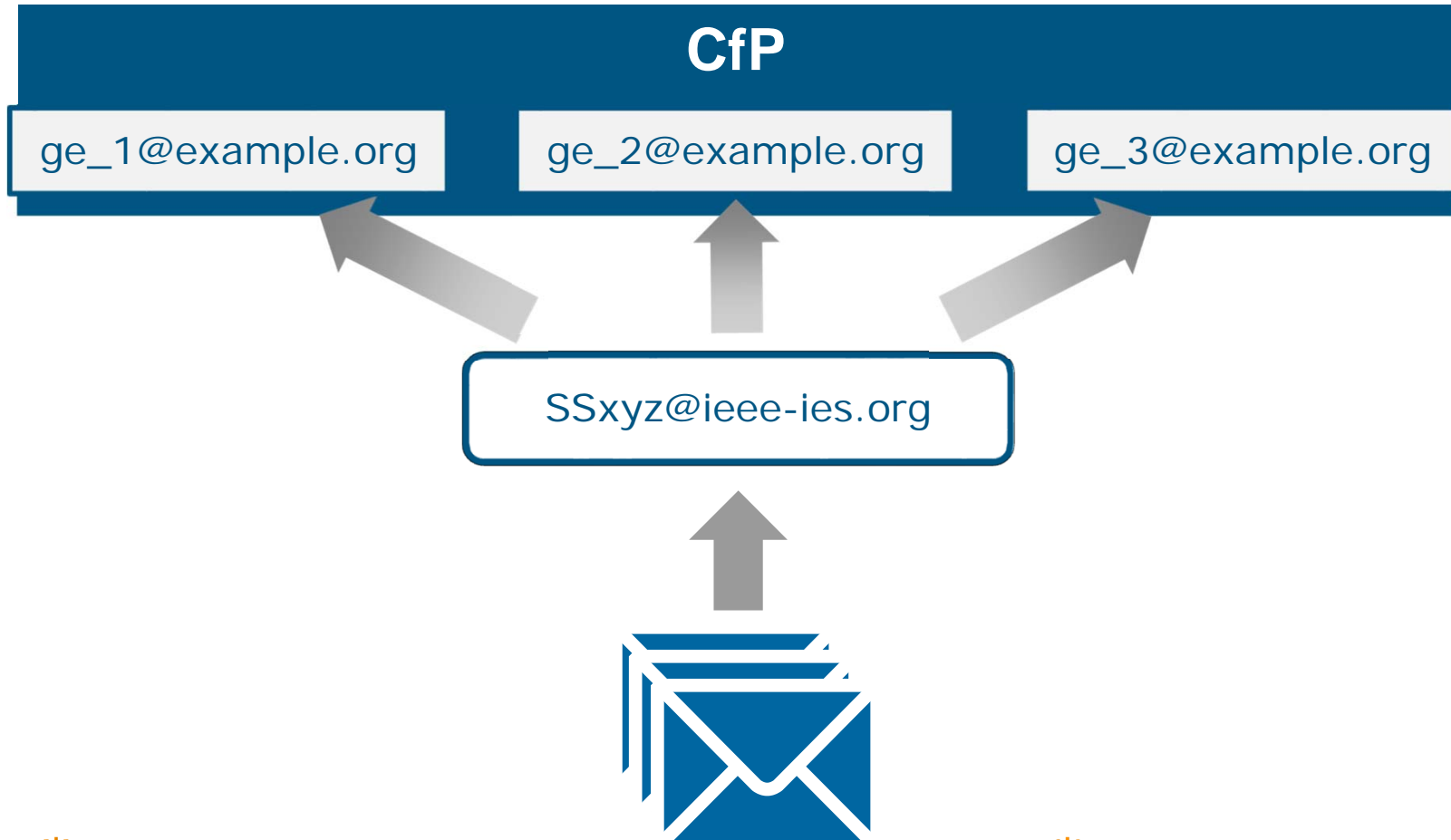
Special Sections

Use of Alias



Special Sections

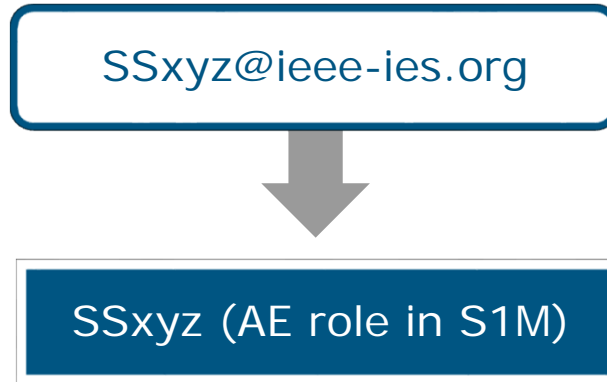
Use of Alias



Special Sections

Use of Alias

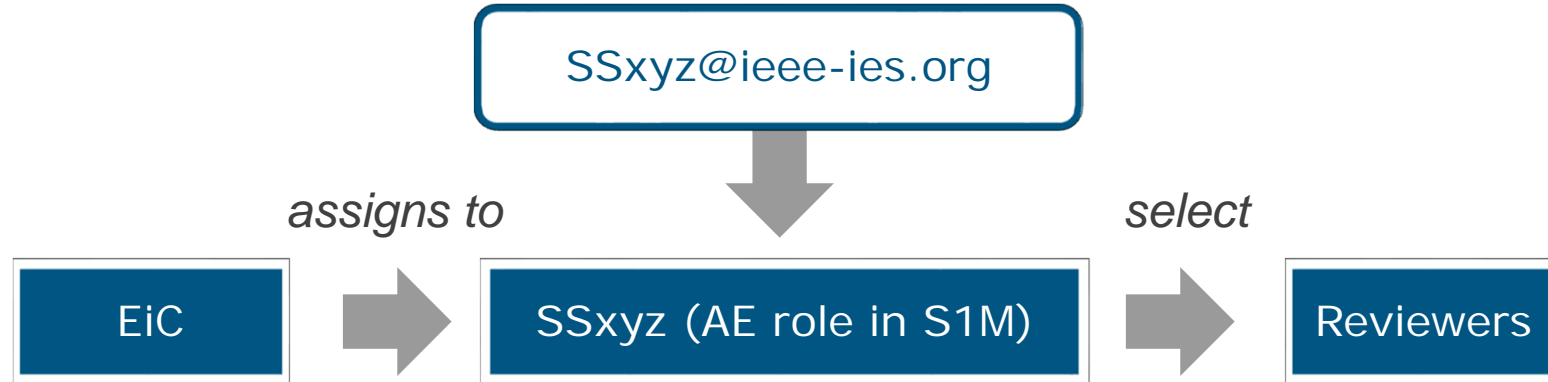
- New AE account in S1M.
- Login and password shared to all GEs.



Special Sections

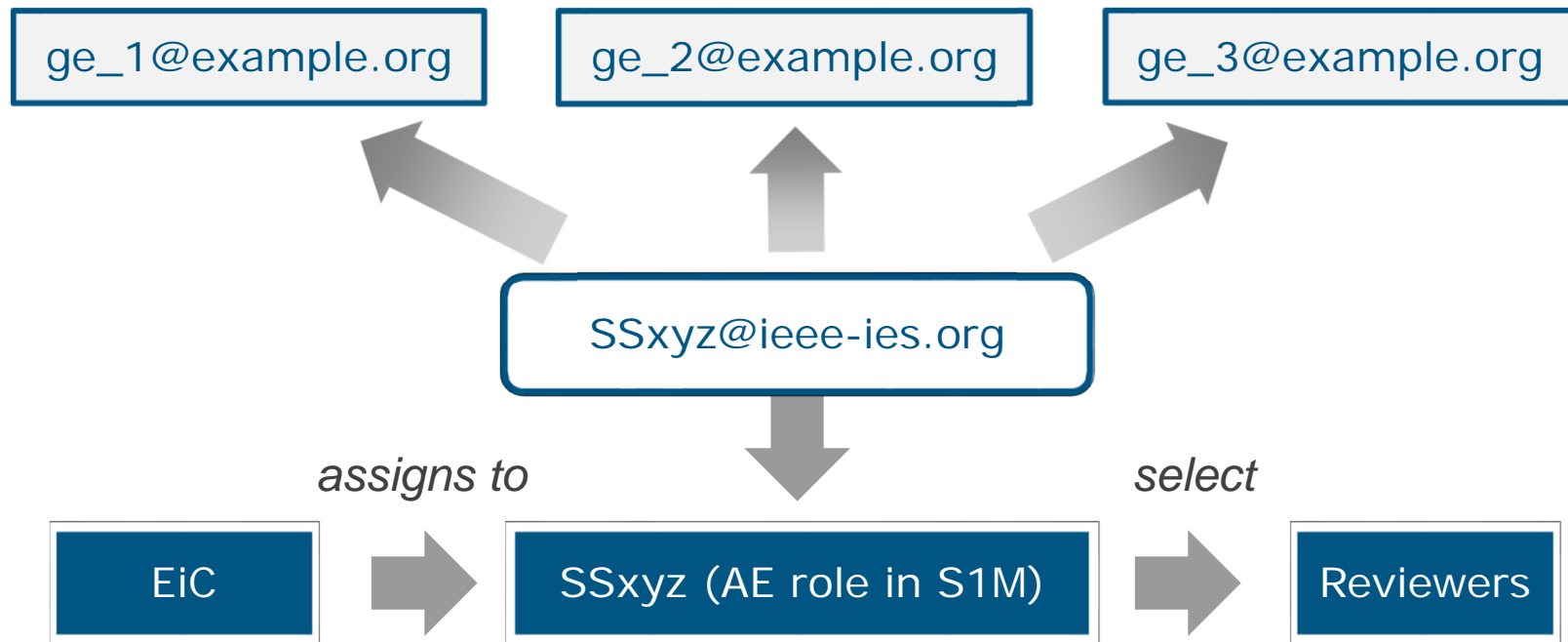
Use of Alias

- EiC assigns SS manuscripts.
- All GE manage SS through this shared user.



Special Sections

Use of Alias



Special Sections

Weekly Reports

- SS status: overview of manuscripts.
- Overdue manuscripts.





Thank you for your attention

raulromanp@gmail.com



IEEE