

IEEE Pervasive Computing

Best Practices for Reviewers

The role of a review for IEEE Pervasive Computing is critical to maintain the quality and integrity of our publication. Traditionally, IEEE Pervasive Computing has had about a 15% acceptance rate and an h-index around 35. You can find general reviewing guidance, which applies to all IEEE Computer Society magazines, at <http://www.computer.org/web/peer-review/magazines>. This document is intended to give some specific guidance for IEEE Pervasive Computing and some reminders for common issues that we observe.

Author Guidelines: The submission guidelines for authors are available at <http://www.computer.org/web/peer-review/magazines>. The big ones that authors forget are the word limits (with figures counting as 250 words) and the citation limits (regular paper is up to 15 citations; survey paper is up to 30). These limits should have been checked by IEEE staff before the paper got to you. If you suspect that a submission is outside these limits, you can view the word and figure count for your submission in the “Custom Questions” section – just click on “Show.” Be careful in suggesting that the authors add additional material or citations if they are pushing up against these limits. If you really need that material or citation, try to make suggestions for what existing material or citations could be omitted.

Entering Your Review: Please pay particular attention to the “Private” vs. “Public” comments. The private comments are visible only to the associate editor in chief (AEIC) and the editor-in-chief (EIC). The public comments go to the authors. If you mix up the two, the AEIC will need to formally rescind your review in the system so that you can swap the comments and re-submit. If this gets caught too late, the AEIC’s recommendation will need to be rescinded first, then your review, then both need to be re-submitted. It can add a lengthy delay to the process. Please double-check your private and public comments before submitting your review!

Recommendations: You will be asked to make a recommendation as to whether to accept the submission, accept the submission with MINOR revisions, accept the submission with MAJOR revisions, or reject the paper. Generally, each manuscript sent to IEEE Pervasive receives at least three reviews. Once all reviews are in, the AEIC will meta-review each reviewer’s recommendation and in turn recommend an action to the EIC, who will then take the final decision and inform the authors.

You should have a high bar for recommending acceptance of a submission. We're looking for high quality, accessible content appropriate to a broad audience – not just specialized experts in the field. Any equations should be well explained and accessible to readers who are not deep in this particular topic area.

The big differences between a MINOR and a MAJOR revision are the amount of time permitted for revisions and how the revised submission is handled. Authors of a manuscript receiving a MINOR revision is given 3 weeks to submit their revised manuscript, whereas authors of a manuscript receiving a MAJOR revision is given 8 weeks. Further, a MINOR revision will be returned to the AEIC for a new recommendation, with no further review required. The AEIC is expected to check that the reviewers' comments were addressed, much like a paper shepherd for a conference. The AEIC can send the paper out for another round of reviews or even a re-review from one particular reviewer. A MAJOR revision will automatically be sent back out to the exact same reviewers that reviewed the original submission (i.e., you). When the reviews come back, the AEIC must then make a new recommendation.

Please be prepared to re-review an revised version of the manuscript, in particular if you yourself suggest a MAJOR revision. It adds considerable delay if the AEIC needs to find a new set of reviewers for a revised manuscript. It also often creates inconsistencies, as any reviewer added in the second round might not agree with the first-round recommendations. Note that even if you do not suggest MAJOR revisions, the AEIC might still recommend that the authors prepare a MAJOR revision, based on the other reviews received.

Accepted Submissions: Once an article is accepted an IEEE editorial staff member gives it a round of light copyediting. Periodic grammar, spelling or similar errors will hence be corrected before publication. However, if the paper you are reviewing requires heavy copyediting, please make note of that in your review (either in the public or private comments) so that we take that into account.

Rejected Submissions: For papers you propose to reject, consider whether the paper has strong potential, but just needs massive changes. When that is the case, please encourage the authors in your review to resubmit for later consideration, and/or notify the AEIC in your private comments about this..

Thank you for the work you do to make *IEEE Pervasive Computing* a quality publication. Your effort is greatly appreciated!