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**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.

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**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.

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