



*PES Manuscript Central Sites:*  
**TRAINING**

Author & Reviewer Centers

# New and Infrequent Users

---

- Connect through PES Web Site for important information
  - “Check for Existing Account” first
  - Read specific instructions
  - Link to the correct Manuscript Central site
- *www.ieee.org/power*  
use flashing button at top of page

# Journal-Specific Sites

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## Three PES Sites

- Transactions on Energy Conversion

<http://tpwrd-ieee.manuscriptcentral.com>

- Transactions on Power Delivery

<http://tpwrs-ieee.manuscriptcentral.com>

- Transactions on Power Systems

<http://tec-ieee.manuscriptcentral.com>

# Log In Screen

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- *If known*, log in using User ID, password
- *If not known*, check for existing account first. You may have an account if you ever submitted a paper
- Instructions: Include Copyright form
- Links to Upgrades: Acrobat Reader, Netscape, IE
- Request Reviewer Status: Sends e-mail with request
- Get Help Now:      from Scholar One: *(use button upper right)*  
                                 from PES *(d.florek@ieee.org)*

IEEE Transactions on Power Delivery - Manuscript Central [TM] - Microsoft Internet Explorer provided by IEEE

File Edit View Favorites Tools Help

Address http://tpwrdr-ieee.manuscriptcentral.com/index.html

IEEE Power Engineering Society powered by ScholarOne Manuscript Central

Get Help Now

ATTENTION!

Before you create a new account for any reason, [PLEASE CLICK HERE!](#)

If you are uploading a revised manuscript, [PLEASE CLICK HERE FIRST!](#)

Instructions and Forms Check for Existing Account Create New Account Request Reviewer Status IEEEExplore

**PES Login**

User ID:

Password:

Journal: IEEE Transactions on Power Delivery

Log In

This system contains JavaScript and HTML and requires Netscape 4.x or Internet Explorer 4.x/5.x. In order to view PDF files, you will need to download the Adobe Acrobat plugin.

You are currently using: Internet Explorer 5.5

Start Per... KE... Eu... IEE... IEE... IEE... IEE... IEE... Sn... Internet 11:31 AM

Journal Name

Get Help

Enter Your ID and Password

Click "Log In"

# Main Menu

---

- Author Center
  - Author is default status
- Reviewer Center
  - This option only shows if user is a Reviewer.
  - User must request reviewer status (*on Log In Page*)
- Personal Account Administration
  - Change Password
  - Edit Your Information
    - ❖ Bolded Fields: Required
    - ❖ 2<sup>nd</sup> E-Mail address (CC): Make active if you wish



Welcome, John Reviewer; please make your selection from the main menu below.

---

## Main Menu

- [Author Center](#)
- [Reviewer Center](#)

[Details of your account](#)

- [Change your password](#)
- [Edit your information](#)

Change your  
password if you wish

Edit your profile if you  
wish

Note: Please refrain from using your browser's back button to navigate this site.  
Use only the menus and buttons provided by the system for navigation.

Exit System

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## Modify Your User Information

Please fill in all fields accurately. All **bolded** fields are required. If for some reason a required field does not apply to you, please enter "none" or "n/a" in the space provided. Please use the [areas of expertise table](#) to determine which codes to add to your user information. When you are finished, please press the **Submit Information** button.

<b>Salutation:</b>	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input checked="" type="radio"/> Prof.
<b>First Name:</b>	John
Middle Name or Initial:	M.
<b>Last Name:</b>	Reviewer
Suffix (i.e. PhD, M.D., etc.):	
<b>Institution:</b>	IEEE
<b>Department:</b>	PES
<b>Address 1:</b>	445 Hoes Lane
Address 2:	
<b>City:</b>	Piscataway
State:	NJ
<b>Zip/Postal Code:</b>	08855
<b>Country:</b>	USA
<b>Phone:</b>	+1 732-465-6480
<b>Fax:</b>	732-562-3881
<b>E-mail:</b>	PES-MCreviewer@ieee.org
2nd E-mail (CC):	<input type="text"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/>



City:	<input type="text" value="Piscataway"/>
State:	<input type="text" value="NJ"/>
Zip/Postal Code:	<input type="text" value="08855"/>
Country:	<input type="text" value="USA"/>
Phone:	<input type="text" value="+1 732-465-6480"/>
Fax:	<input type="text" value="732-562-3881"/>
E-mail:	<input type="text" value="PES-MCreviewer@ieee.org"/>
2nd E-mail (CC):	<input type="text"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/>
Specialty / Area of Expertise:	<input type="text" value="Not a reviewer"/>
Key Words:	<input type="text" value="TESTING"/>
IEEE Member?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Signature:	<input type="text" value="John Reviewer&lt;br/&gt;445 Hoes Lane&lt;br/&gt;Piscataway, NJ"/>

**Edit info. When done, click "Submit Information" at bottom of page.**

[Submit Information](#)

[Return to the Main Menu](#)



## Reviewer, John M.

E-mail Address: PES-MCReviewer@ieee.org  
User ID: JohnReviewer

Please enter your old password, and specify a password that you will use in the future to log in to the system. Be sure to take note of the password you enter, and the user ID above; they are **required** for re-entering the system in the future.

NOTE: The password is case-sensitive.

**Enter Password**

Old Password:

Password:

Verify Password:

**Enter old Password,  
new password twice  
and click on "Set  
Password"**

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# Manuscript Submission

- Manuscript Preparation
  - PES uses only PDF files
  - create one PDF file with text and figures, formatted per PES Author's Kit
    - Use PDF Writer or Distiller if available
    - If not available, for help creating PDF:
      - Click on “Get Help Now”
      - Select “Link to create PDF”

# To Upload New Manuscript

---

- Click on “Author Center” from Main Menu
- Click on “Submit First Draft of New Manuscript”
- On subsequent screens, fill in requested data:
  - Manuscript Type
  - Institution (*affiliation of Authors*)
  - All Authors’ names
  - Data about paper
  - Abstract (*cut and paste from word processing document*)
  - Key words
  - Comments to Editor-in-Chief
  - Etc.



Transactions on Power Delivery site at <http://tpwr-d-ieee.manuscriptcentral.com> or the  
Transactions on Power Systems site at <http://tpwr-s-ieee.manuscriptcentral.com>

**Actions:**

- To finish a partially Submitted Manuscript click on its TITLE
- To view/print a submitted manuscript click on its TITLE
- To delete the entire manuscript click on the TRASH CAN



**“Submit First Draft of a  
New Manuscript”**

## Manuscripts

[Submit First Draft of a New Manuscript](#)

### Partially Submitted Manuscripts

Click on title to resume the submission.

Manuscript ID

Title

Date Created

[delete]

No Manuscripts Found

### Submitted Manuscripts

Click on title to view the submission.

Manuscript ID

Title

Date Submitted

Processing Status

No Manuscripts Found

[Return to the Main Menu](#)



Contact Author: Florek, Donna

Complete  
requested  
information.

## Manuscript Type

Please select the type of manuscript you are submitting by clicking on the pick list below. Click on **Save and Continue** to continue.

Transactions

15 Electric Machinery EMC

Permanent Magnet Machinery Systems

Do you have color illustrations?  Yes  No

Save and Continue

Return to Menu Without Saving

Click on "Save  
and Continue"  
when ready

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Contact Author: Biesecker, Diane

Manuscript Type: Original Article

Color Illustrations: No

## Institutions

Please provide information on each institution affiliated with this manuscript. There is a limit of 10 institutions. Entries may exceed the size of each field on the screen--data will not truncate. Click on "Save and Continue" to continue.

<i>Institutions (limit 10)</i>					
	Institution	Department	City	State/Province	Country
1	ScholarOne	Customer Service	Charlottesville	VA	USA.
2	University of Virginia	Statistics	Charlottesville	VA	USA.
3					
4					
5					
6					
7					
8					
9					
10					

Save and Continue

Contact Author: Biesecker, Diane

Manuscript Type: Original Article

Color Illustrations: No

Institutions: 1. ScholarOne, Customer Service 2. University of Virginia, Statistics

[Back to Institutions](#)

## Contributing Authors

Please enter ALL authors in the order shown on the title page; including the Contact Author. There is a limit of 12 authors. When you have entered all authors properly, press "Save and Continue" to continue the submission process.

Contributing Authors (limit 12)							
	Last Name	First Name	Middle Initial	Primary Affiliation	Secondary Affiliation	Tertiary Affiliation	E-Mail
1	Biesecker	Diane	P	1			he@ScholarOne.com
2	Mikula	Aimee	J	1			M@ScholarOne.com
3	Dodson	Robbin	J	2			pn@ScholarOne.com
4	Baker	Gwen		2			er@ScholarOne.com
5				1			
6				1			
7				1			
8				1			

# Using the Special Character Palette

---

- Uncheck “Copy to End”
- For bold, italics, underline, subscript, and superscript: surround desired text with begin and end tags as shown
- For characters: copy-and-paste entire tag into text as shown



Color Illustrations: Yes

Institutions: 1. ieeee , pes

Authors: Mary , User <sup>1</sup> John , Reviewer <sup>1</sup>

Back to Authors

## Title

Please enter your manuscript's title in the box below, even though you will later upload the entire manuscript in the Manuscript Upload process. IEEE Transactions on Energy Conversion uses this data in a searchable database to expedite the review process. Please copy and paste your manuscript title into the box below. If you prefer, you may type directly in the box.

**IEEE Transactions on Energy Conversion requests your title not exceed 300 characters.**

Many characters and formats (such as Greek letters, mathematical symbols, and italics) will not translate from word processing to Internet format; consequently, we need to substitute Web-compatible codes so that special characters can be viewed correctly on Web browsers. We have provided a palette for the insertion of special characters; please note the instructions below. Proofread your work carefully. When you have entered the title, press **Save and Continue**. On the next screen, you can verify that the title is entered accurately; it will appear in the upper left of your screen.

*Title (will not truncate)*

A	B	X	Δ	E	H
Γ	I	K	Λ	M	N
Ω	Ο	Φ	Π	Ψ	P
Σ	T	Θ	Υ	Ξ	Z
α	β	χ	δ	ε	η
γ	ι	κ	λ	μ	ν
ω	ο	φ	π	ψ	ρ
σ	τ	θ	υ	ξ	ζ
°	±	∅	≡	≡	
↑	~	×	@	▽	
→	←	↔	@	≥	
✓	+	<	>	≤	

**Begin Bold**    **End Bold**  
*Begin Italic*    *End Italic*  
 Begin Line    End Line  
 Begin Super    End Super  
 Begin Sub    End Sub

Special Characters Palette version 2.1  
c Q V

Use the palette to the right to insert Greek letters, symbols, and special formats such as italics. See instructions below.

Contact Author: **Biesecker, Diane**

Manuscript Type: Original Article

Color Illustrations: No

Institutions: 1. ScholarOne, Customer Service 2. University of Virginia, Statistics

Authors: Biesecker, Diane<sup>1</sup> Mikula, Aimee<sup>1</sup> Dodson, Robbin<sup>2</sup> Baker, Gwen<sup>2</sup>

Title: **This is My Manuscript Title in Bold** with Special Character Alpha - **α**

[Back to Title](#)

## Abstract

S1,1 requires that you submit your manuscript's abstract in the field below, even though you will later upload the entire manuscript in the Manuscript Upload process. The data collected is used in a searchable database to expedite the review process. Please copy and paste your manuscript abstract into the appropriate box.

To copy an abstract from your manuscript, highlight the abstract in your word processing program and press "Copy" in the program. Then press "Paste" in the box below. Many characters and formats (such as Greek letters, mathematical symbols, and italics) will not translate from word processing to internet format; consequently, we need to substitute web-compatible codes so that they can be viewed correctly on web browsers. We have provided a palette for the insertion of special characters; please note the associated instructions. Proofread your work carefully. When you have entered the abstract, press "Save and Continue."

There is a limit of 170 words for your complete abstract submission.

*Abstract (limit 170 words)*

Most authors will have their abstract available in a Word

Special Character Palette

Α	Β	Χ	Δ	Ε	Η
Γ	Ι	Κ	Λ	Μ	Ν
Ω	Ο	Φ	Π	Ψ	Ρ
Σ	Τ	Θ	Υ	Ξ	Ζ
α	β	χ	δ	ε	η
γ	ι	κ	λ	μ	ν
ω	ο	φ	π	ψ	ρ
σ	τ	θ	υ	ξ	ζ
°	±	∅	≡	≅	
↑	↓	~	×	⊗	▽
→	←	↔	⊗	≥	
✓	+	<	>	≤	
<b>Begin Bold</b>		<b>End Bold</b>			
<i>Begin Italic</i>		<i>End Italic</i>			
Begin Line		End Line			
Begin Super		End Super			
Begin Sub		End Sub			

Special Characters Palette version 2.1

τ Ω Ψ

Contact Author: Biesecker, Diane

Manuscript Type: Original Article

Color Illustrations: No

Institutions: 1. ScholarOne, Customer Service 2. University of Virginia, Statistics

Authors: Biesecker, Diane<sup>1</sup> Mikula, Aimee<sup>1</sup> Dodson, Robbin<sup>2</sup> Baker, Gwen<sup>2</sup>Title: **This is My Manuscript Title in Bold** with Special Character Alpha - **α**[Back to Abstract](#)

## Key Words

3 to 5 key words or short phrases not found in the title should be entered in the box below. Please separate each word or phrase by a comma.

*Key Words (minimum of 3; maximum of 5)*

training, demo, PowerPoint

[Save and Continue](#)[Return to Menu Without Saving](#)

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Institutions: 1. ScholarOne, Customer Service 2. University of Virginia, Statistics

Authors: Biesecker, Diane<sup>1</sup> Mikula, Aimee<sup>1</sup> Dodson, Robbin<sup>2</sup> Baker, Gwen<sup>2</sup>Title: **This is My Manuscript Title in Bold** with Special Character Alpha - **α**

Key Words: training, demo, PowerPoint

[Back to Non-Preferred Reviewers](#)

## Author's Additional Comments to Editor-in-Chief

If you have any additional comments about your manuscript you wish to communicate in confidence to the Editor-in-Chief, please enter them in the box below. Click on the "Submit Comments" button below when you are done. If you have no comments, click on the "Submit Comments" button to continue with your submission.

### *Comments to Editor-in-Chief*

Dear Editor,

Please consider the publication of my manuscript detailing the research and discoveries my development team has documented concerning the call queues on a hotline.

Figure 2 does not show as much detail as I would prefer in the PDF format, so I am forwarding 3 copies to your office today via FedEx.

# Uploading PDF File – First Time

---

- Enter Draft Center after completing data entry
- Find and select PDF file of manuscript on your computer
- Click on “Upload File”
- Select “View Proof” when process is done
- Proof entire draft carefully
- Choose “Back” button in browser to return to screen with choice of actions
- Make selection

Contact Author: Biesecker, Diane

Manuscript Type: Original Article

Color Illustrations: No

Institutions: 1. ScholarOne, Customer Service 2. University of Virginia, Statistics

Authors: Biesecker, Diane<sup>1</sup> Mikula, Aimee<sup>1</sup> Dodson, Robbin<sup>2</sup> Baker, Gwen<sup>2</sup>Title: **This is My Manuscript Title in Bold** with Special Character Alpha - **α**

Key Words: training, demo, PowerPoint

[Back to Comments](#)

## Draft Center

If you are entering this part of the site for the first time, then click the [Create a New Draft](#) link. If you have already created a draft (i.e., begun to upload files associated with manuscript **This is My Manuscript Title in Bold with Special Character Alpha - α**) then click on the draft ID number below (a combination of your last name and a unique serial number) to resume uploading your file. Once you click on the link, you will be brought to the upload instruction page. If you have not uploaded a RTF file, you will be prompted to do so; otherwise, you will be brought immediately to the Image Upload Screen. You will not have to upload any images that you already uploaded or re-specify any links that you already specified.

## Drafts

[+ Create a New Draft](#)

Currently Stored Drafts

## Draft Center

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## Drafts

[+ Create a New Draft](#)

### Currently Stored Drafts

Click on the Draft ID to resume submission.

Draft ID

Last Modified

[delete]

No Drafts Found

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[Return to the Main Menu](#)

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**Please upload your manuscript file now.**

Please note that the file you upload MUST have a .rtf, .ps, or .pdf extension. Macintosh users must specify this extension manually when saving the file.

**Please Upload Your Manuscript in Rich Text Format (RTF), PostScript (PS), or PDF Now**

1. Use the **Browse** button to locate (on your computer) the file you wish to upload.
2. Click on the **Upload File** button to send the file to our server; the amount of time this takes will vary depending on the file size and your connection speed.

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File Name

Bell2.pdf

View Proof

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Below is the proof of your converted manuscript.  
After proofreading it, choose one of the following:

Submit Your Manuscript to ScholarOne Demo #1

No Errors, Final Format  
(Note: you cannot edit your manuscript  
after you submit)

Return to Draft Center

To make changes to your RTF & upload a  
new draft

[Troubleshooting Tips](#)

Contact Support Center

To submit email to Technical Support due  
to unknown errors

Exit

To leave for now & come back later

When  
completely  
satisfied, click  
here

**[Click Here For Your Proof](#)**

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### Successful Submission Confirmation

Your manuscript has been successfully uploaded to ScholarOne Demo #1. You will receive future communications via e-mail.

Your manuscript number is: **S1,1-00056-2000**

Please make note of your manuscript number. The number will also appear in an e-mail from ScholarOne to you and your co-authors within 24 hours of the end of this process, confirming receipt of your submission. This process will serve to validate the e-mail addresses you have provided.

Exit System

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Sample confirmation of successful submission. Make note of Manuscript Number for future correspondence

# Revise and Resubmit Decisions

---

- Appropriate fields will appear in your Author Center
  - “Manuscript to be Revised”
- Author must view Reviewer Comments and write a response before a revised manuscript can be uploaded

If you are asked to submit a revision, you will see this in your Author Center

# Manuscripts

[Submit First Draft of a New Manuscript](#)

## Manuscripts to be Revised

First choose **View Comments and Respond to Referees** then click on the title to upload the revised manuscript.

Manuscript ID	Title	Date Created	View Comments
---------------	-------	--------------	---------------

S1,1-00056-2000.R1	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	<a href="#">View Comments and Respond to Reviewers</a>
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## Partially Submitted Manuscripts

Click on title to resume the submission.

Manuscript ID	Title	Date Created	[delete]
---------------	-------	--------------	----------

In Submission	<a href="#">Title of Manuscript for RTF Upload</a>	May 23, 2000	
---------------	--	--------------	--

## Submitted Manuscripts

Click on title to view the submission.

Manuscript ID	Title	Date Submitted	Processing Status & Editor
S1,1-00056-2000	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	Revision Requested <a href="#">Bill Carden</a> <a href="mailto:Bill.Carden@ScholarOne.com">Bill.Carden@ScholarOne.com</a>

S1,1-00011-2000	<a href="#">My Title</a>	Mar 30, 2000	With Editor <a href="#">Terrie Duhadway</a> <a href="mailto:terrie.duhadway@mosby.com">terrie.duhadway@mosby.com</a>
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Original Manuscript

**Author must view comments and respond to reviewers before uploading revision**

# Manuscripts

+ Submit First Draft of a New Manuscript

## Manuscripts to be Revised

First choose **View Comments and Respond to Referees** then click on the title to upload the revised manuscript.

Manuscript ID	Title	Date Created	View Comments
S1,1-00056-2000.R1	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	View Comments and Respond to Reviewers

## Partially Submitted Manuscripts

Click on title to resume the submission.

Manuscript ID	Title	Date Created	[delete]
In Submission	<a href="#">Title of Manuscript for RTF Upload</a>	May 23, 2000	

## Submitted Manuscripts

Click on title to view the submission.

Manuscript ID	Title	Date Submitted	Processing Status & Editor
S1,1-00056-2000	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	Revision Requested <a href="#">Bill Carden</a> <a href="mailto:Bill.Carden@ScholarOne.com">Bill.Carden@ScholarOne.com</a>
S1,1-00011-2000	<a href="#">My Title</a>	Mar 30, 2000	With Editor <a href="#">Terrie Duhadway</a> <a href="mailto:terrie.duhadway@mosby.com">terrie.duhadway@mosby.com</a>

Editor's Comments to Author:

Reviewers' Comments to Author:

Reviewer 1 Comments:

Please add an axis label to Figure 1. Very good work.

**You may enter your responses to the above comments in the boxes below**

Response to Editor:

Response to Reviewers:

Dear Editor,

Thank you for your comments and suggestions for improvement to my manuscript. The new draft has addressed the concerns of the reviewer and I hope will be acceptable for publication at this point.

Regards,  
Diane Biesecker

Write your response to reviewers, then click "Submit Response"

Response to Reviewers:

Dear Reviewer #1,

Thank you for your suggestions to improve my manuscript. I have submitted a revision that contains the following corrections:

1. -----
2. -----
3. -----

Sincerely,  
Diane Biesecker

Submit Response

**Revised draft may now be uploaded. Select title from list, upload screen appears. Follow submission instructions (similar to original submission).**

# Manuscripts

+ Submit First Draft of a New Manuscript

**Manuscripts to be Revised**  
 First choose **View Comments and Respond to Referees** then click on the title to upload the revised manuscript.

Manuscript ID	Title	Date Created	View Comments
---------------	-------	--------------	---------------

S1,1-00056-2000.R1	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	<a href="#">View Comments and Respond to Reviewers</a>
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**Partially Submitted Manuscripts**  
 Click on title to resume the submission.

Manuscript ID	Title	Date Created	[delete]
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In Submission	<a href="#">Title of Manuscript for RTF Upload</a>	May 23, 2000	
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**Submitted Manuscripts**  
 Click on title to view the submission.

Manuscript ID	Title	Date Submitted	Processing Status & Editor
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S1,1-00056-2000	<b>This is My Manuscript Title in Bold</b> with Special Character Alpha - <a href="#">α</a>	May 23, 2000	Revision Requested <a href="#">Bill Carden</a> <a href="mailto:Bill.Carden@ScholarOne.com">Bill.Carden@ScholarOne.com</a>
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S1,1-00011-2000	<a href="#">My Title</a>	Mar 30, 2000	With Editor <a href="#">Terrie Duhadway</a> <a href="mailto:terrie.duhadway@mosby.com">terrie.duhadway@mosby.com</a>
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# Reviewer

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- To become a reviewer, you must request Reviewer status
- To request Reviewer status:
  - From the Main Log In Screen select “Request Reviewer Status”
  - Send an email to: [PES-MCreviewer@ieee.org](mailto:PES-MCreviewer@ieee.org)
- The Reviewer Center will be added to your Menu once your status has been changed


ATTENTION!

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Request  
Reviewer Status





### PES Login

User ID:

Password:

Journal: IEEE Transactions on Energy Conversion

This system contains JavaScript and HTML and requires Netscape 4.x or Internet Explorer 4.x/5.x. In order to view PDF files, you will need to download the Adobe Acrobat plugin.

You are currently using: Internet Explorer 5.5



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You'll be notified by email that  
You have a Paper to Review!




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**Be sure you're on the right Transactions site!**

-  Instructions and Forms
-  Check for Existing Account
-  Create New Account
-  Request Reviewer Status
-  IEEEExplore

**Enter Your ID and Password**



### PES Login

User ID:

Password:

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