

# IEEE Distribution Subcommittee Vice Chair Report

July 18, 2001

Between late February and mid June, the subcommittee was assigned a total of 69 papers to review, 44 of which were transactions grade papers and 25 were conference grade papers. A total of 86 different people participated in the review process. Since we try to get a minimum of three reviews for the transactions grade papers, and up to two for each conference the subcommittee processed a total of 216 individual reviews. The average reviewer was assigned 2 papers to review over the last six months, but some reviewed only 1 while a few took on 6, 7, or even 8 papers. We currently have 13 transactions grade papers for which we have not yet completed the review process, but based on some of the reviews received last week, we will have some of them completed next week as well.

The sea change in the paper review process that is unfolding right now is that the T&D Committee's transactions grade papers will now be reviewed via the World Wide Web using a database application known as Manuscript Central. Contact information for the entire subcommittee membership, plus many other people who assist in the review process, has been submitted to the Manuscript Central database. My understanding is that each one of you should have received an email with your user ID and password for accessing the system. The basic review process from the perspective of the subcommittee begins with the IEEE Transactions paper editor (i.e., me) being sent an email that a new paper has been assigned to the subcommittee. The subcommittee editor logs into the system using a web browser (e.g., Internet Explorer or Netscape Navigator). There the editor can guest a list of the subcommittee's papers, along with a status on whether the reviewers for each paper have returned their review. A list of the potential reviewers can also be viewed, which can be searched by interest category. I assign the reviewers for each paper online. The Manuscript Central database system handles the email notification for each reviewer, giving the name of a paper, a paper number, and the web site address for Manuscript Central. The reviewer can now log in to the database system and download the paper in Adobe Acrobat (PDF) format. The review needs to be submitted by the reviewer directly to the web system – not to me. After all of the individual reviews are submitted, then the Transactions Editor for the subcommittee is able to submit the subcommittee's decision to the IEEE T&D Committee.

The subcommittee already has been assigned four papers to be reviewed via the web. Today, I will be attending a training session on using the system that is being provided for each subcommittee's Transactions Paper Editors. So, after the meeting, do not be surprised to start receiving emails asking you to complete a web-based review. However, do not be surprised also if the review process continues as it has for the last six months (i.e., by email with Adobe Acrobat and Microsoft Word attachments) while the kinks are worked out of this new system.

*Submitted by Dan Sabin, IEEE Distribution Subcommittee Vice Chair*