

IEEE Distribution Subcommittee Vice Chair Report

July 24, 2002

Since last January, the subcommittee was assigned a total of approximately 20 transactions-grade papers to review, which is about the same number that we received during the previous six months. We also handled 15 conference-grade papers for the IEEE/PES Summer 2002 meeting.

During the last six months, we migrated from using a review process that consisted solely with email communication to one that uses a central web site managed by IEEE Transactions on Power Delivery. For the most part, I think the transition went smoothly. The web site is located at <http://tpwr-d-ieee.manuscriptcentral.com/>.

The review process begins with me receiving an email message that a particular paper has been assigned to the subcommittee. After that, I can log into the web system and see a list of all the papers that are currently under review that are charged to the subcommittee. At that point, I can assign reviewers from a table that includes everyone who was listed in the membership list of our subcommittee and most of its working groups. I do that by searching by a reviewer's last name. Sometimes I have noticed that someone is in the database twice. That may have happened because more than one subcommittee shares that table, and their name was submitted slightly differently by more than one IEEE Transactions editor. When I have encountered that problem, I have handled it on a case-by-case basis, usually advising the IEEE Transactions Chief Editor of the problem. If I cannot find someone's name, then I can add a new record to the table of reviewer names myself.

When I assign someone a paper to review, an automatic email message is sent to the reviewer that gives the web site's address. If you do not have the original email with your password, or if you have forgotten or lost your password, you can have the system automatically email your password from its main logon page. Your user name is usually the same as the email address to which you received your email inviting you to review the paper. After you logon, you can download the paper to review as an Adobe Acrobat file. You can review the paper offline, and then log back in later to complete the review. You have a number of option buttons to select that allows you to rate the paper's quality and to accept or reject the paper, plus you have text boxes to fill in with the reasons for your option selections. After that, I receive an automatic email message that says you completed the review.

The database system automatically gives you three weeks to complete the review. If you do not complete the review in that timeframe, you begin receiving automatic email reminders from the system. The messages come from my email address, so it looks like I am sending you the reminder, but bear in mind that the database system is sending these notifications automatically.

I log in periodically to check to see which papers have all the reviews complete. At that point, I read each of your reviews, and then submit the paper's overall review to IEEE Transactions.

Submitted by Dan Sabin, IEEE Distribution Subcommittee Vice Chair