

# Arařtırma Yöntemleri ve Bilimsel Etik

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# Outline

- Submission
  - Management systems
  - Managing user information
  - Preperation
- Review process
  - Duration
  - Revision types
  - How to handle revisions
- Final Decision
  - Acceptance
  - Rejection



# Manuscript Submission Systems

- Manuscript Central
  - an online system used by journal editorial offices to manage the submission and peer review of articles.
  - A product of the ScholarOne® platform of Thomson Reuters
  - Used by Taylor & Francis,
- ScholarOne Manuscripts
  - A journal and peer review tool for scholarly publishers and societies.
  - A product of Clarivate Analytics
  - Used by IEEE,



# Howto Manage User Information

- ORCID
  - Get your unique ORCID identifier at <https://orcid.org/register>

# Preperation

- Create login credentials
  - Using ORCID simplifies the process
- Fill out the forms
  - Title, Authors, Abstract, and so on.
  - Attach files including manuscript source, and/or pdf, graphics, tables,
  - Journal specific requirements
    - Highlights - Elsevier
- **Prepare a cover Letter**



# Cover Letter



Dr. Matt Welsh  
Google, Inc.  
5 Cambridge Center, Fourth Floor  
Cambridge, MA 02142

Dear Dr. Welsh:

I am enclosing a manuscript to be considered for possible publication in ACM Transactions on Sensor Networks. The manuscript, titled "Fine-grained Energy Monitoring in Residential Spaces with Audio Sensor Nodes", is authored by M. A. Guvensan, Z. C. Taysi, and myself, and is a revised and extended version of our paper

Z.C. Taysi, M.A. Guvensan, T. Melodia, "TinyEARS: Spying on House Appliances with Audio Sensor Nodes" in Proc. of ACM Workshop on Embedded Sensing Systems for Energy Efficiency in Buildings (BuildSys), Zurich, Switzerland, November 2010.

With respect to the 6-page BuildSys 2010 version, the manuscript has been substantially extended and revised. In particular, the most relevant changes are as follows:

1. The whole manuscript has been extensively revised. Feedback from BuildSys referees and conference attendees has been carefully considered and incorporated as appropriate.
2. Section 4 has been expanded to include the details of the Real-Time Device Classification (3 new figures).
3. A new section (Section 4.3) has been added to explain the training and test processes of the House Sound Appliance Recognition System (1 new figure).
4. Section 5 has been substantially expanded to include the algorithmic details of Data Fusion Rules (Algorithms 1-2-3).
5. Section 6 has been expanded to include the complete system specification to show the robustness of the proposed multi-layer architecture. Test results have been discussed in more detail.
6. The text has been carefully proofread and revised to make the content clearer.
7. Several new references have been included and discussed.

We thank you in advance for considering our paper, and we look forward to hearing from you.

Sincerely,

- You should state, if this manuscript published elsewhere in any form
- **If yes**, you should state the major changes in this publication
- If no, you should explain the motivation and contribution of the work.



# Review Process

- Blind review
  - Reviewers are hidden from the authors
  - Reviewers can see the authors
- Double blind review
  - Authors don't know about reviewers
  - Author names are also hidden from reviewers



# Review Process

- Editorial check
  - Several checks are made on the manuscript
    - scope
    - publication style & rules
    - ethics
- Assignment of an Editor
  - may reject the manuscript immediately
  - finds and assigns the reviewers
  - suggested & black list of reviewers



# Review Process

- First review
- Second review
- There might be more review steps...
- Before publication one more editorial check
  - Grammar
  - Figure & Table organization
  - Acknowledgements
  - Any inconsistencies

# Decision Types

- Minor revision
- Major revision
- Reject
- Accept



# How to Handle Reviews

- For each review step, you should write a revision letter
  - Write a general comment
  - Address comments of each reviewer & editor separately
- If you think that the comment is not right/related
  - You always have a chance to object it.
  - However, you should do it properly and politely
- It is always a good idea to read comments several times...
  - get a better understanding of what the reviewer means,
  - be objective as much as possible,