

## LECTURE 3

### **3.1 Share credit and Site references (Importance of Sharing Credit)**

- Free sharing of ideas and respect for the intellectual property right of scholars
- Give credit where credit is due
  - Harsh punishment of plagiarism
  - Less forms of plagiarism or not giving credit where it is due , due to cultural difference.

#### **How to share credit**

- EXPLICITLY acknowledge the source rephrasing of other people's words and providing a simple numbered reference , such as [xx].
- Site all the reference you have listed.
- Acknowledge someone sincerely and properly.
- Treat other peoples idea and intellectual property with respect and care.
  - Respect other people's ideas in academic exchanges.
  - Ask permission for use of documents , etc.
  - Copyright for use of Graphs etc.
  - Be careful when taking credit.
- Be generous to collaborators who indeed make contributions
  - Deal with the cases where contributions are not clear out
- Order of authorship
  - **Contributions** -> most common and recommended by IEEE
    - ◆ Alphabet
    - ◆ Seniority

#### **Review on references**

- List references in an appropriate format -> follow the instruction of the conference or journal.
- Have recent references if possible.
- Give complete information.
- List appropriate numbers of references.
- Do not list too many homemade references.

## **3.2 Importance Of Academic Conferences**

- Exchanging ideas and acquiring the most up-to-date information and ideas.
- Meeting colleagues and joining the research networks.
- Career opportunities.

#### **Activities At A Conference**

- Plenary and keynote speeches - very important.
  - Often discussing future development and research directions.
- Panel discussion sessions.
  - Often discussing important issues on a specific topic.
- Paper presentation sessions.
- Poster sessions.
- Committee meetings.

#### **Presenting Paper**

- Read program carefully, locate your session and be aware the time slot for presentation
- Meet session chair and submit your bio before your session starts.
  - Authors breakfast.
  - Just before the session.
- Prepare slides strictly according to the time limit.
- Make presentation and answer questions.
- Participate actively and ask questions to other authors and make comments appropriately.
- **Avoid NO SHOW!**

### **Participation**

- Participate the sessions you are interested in actively
- Ask questions appropriately
- Make comments politely.
- Choose one or two committee to participate and volunteer to serve.
- Build good relation.

### **Post Display**

- Popular supplement of presentation
- Preparing a poster
  - Follow instruction on the space limit
  - Printout of PPT slides - good choice
  - Display in the designated area
- Presenting a poster
  - Accompanying the poster
  - Discussing with interested viewers
  - Taking advantages of interactivities for feedback and network.

## **3.3 Importance Of Academic Services**

- Integration into the world of science and technology
- Influence in international academic community
- Status and academic reputation.
- Important evaluation criteria currently in China.

### **Importance of Peer Review**

- Volunteer (or some symbolic compensation) mutual services provided for deciding publication , funding , promotion , etc.
- Keep one up in the field.
- Maintain one's critical skill
- Enhance one's CV
- Leading to editorship, committee member, etc.

### **Reviewing Tasks**

- Provide rating scales on quality and publishability and particular comments on:
  - Originality or creativity of the concept.
  - Validity or correctness of the method.
  - Clarity of the writing.
  - Suitability of the readership.
- Comments to the authors for improvement and confidential comments to the editor for helping decision.
- Be specific and constructive to the authors especially the beginning researcher.
- Keep confidentiality.

## **3.4 HOW TO SERVER AS AN ASSOCIATE EDITOR**

- Be a Good Reviewer.
  - A paper usually reviewed by two to four reviewers, with minimum three for IEEE.
  - All the reviewer are volunteers.
  - Get to know AE and Editors.
  - Shallow reviews without deep thinking hurting your credibility.
  - Become an AE
    - ◆ Publish at least one paper in the journal to know the standard and practice.
    - ◆ Be a leading researcher in particular areas with a good list of publications.
    - ◆ Have a reputation to provide good reviews in a timely fashion
    - ◆ Willing to serve without pay

- ◆ Write a good CV.
- ◆ Find a good advocate.
- **Accept or Decline to Handle Papers**
  - Cannot handle papers only in our narrow areas of expertise, since the topics of manuscripts to be reviewed could be wide spread.
  - Cannot accept all the papers in all areas.
  - Need to handle papers in primary and secondary areas of expertise.
- **Secure Reviewers**
- Glance over the paper to roughly understand what the paper about, its potential contributions , who are other leading researches in the ares etc.
- Find a little more than standard number of candidate reviewers.
- **Align the interest of the reviewers with ours**
- **The old period was 2 weeks but now**
- Give four to six weeks of time to complete the review.
- **Avoid Conflict of Interest and Preserve confidentiality.**
  - Not to ask a person closely related to or fighting hard with the authors to review the paper.
  - Decline to hand papers in the similar situations.
  - Preserve confidentiality among reviewers and authors.
  - Do not send emails to all the reviewers simultaneously.
- **Protect Intellectual Property Rights**
  - Neither AE nor the reviewers should use the information within the paper for the benefit of their own research.
  - In case w3e are very much interested in the work, directly communicate with the author ( as a researcher not as an AE) to request to share information.
- **Prepare Recommendation or Decision Letter.**
  - May lave to remind the reviewers a few times.
  - Combining reviewers comments and our own reading of the paper to provide an appropriate, impartial , and constructive recommendation.
  - Provide a general comment , the specifics of recommendation , the analysis of the reviews and justification for our recommendation.
  - Tell which part to cut , and how the paper be re-organized.
  - Provide the paper about re-submission.
  - Submit your Recommendation.
  - Let the reviewer know our recommendation.
- **Handle RE-submitted Paper**
  - Only need to ask one or two reviewers that were critical previously to comment on the revised version for conditionally accepted papers.
  - For revise and resubmit papers , have a mix of new and old reviewers to do a thorough and complete reviews.
  - The reviewers should be provided with the document detailing how the previous comments were addressed.
- **Report Difficulties Early**
  - Difficulties in finding appropriate reviewers
  - Difficulties in getting reviews from a particular reviewer who already agreed to review a paper
  - To many papers
  - Major professional commitment.
  - Personal affairs.
- **It is much better to anticipate and report the difficulties than to have papers piling up on our desk waiting reviewers to be assigned.**
- **Follow communication Protocol**
  - Respond as soon as possible even during a trip upon receiving a request on paper handling.
  - Respond immediately with a message if additional time is needed.
  - Efficient communication between AE and Editor-in-Chief(EIC).

- Report progress even if it is negative . Never stop communication.
- **How to serve as a session chair**
  - Read program carefully and locate your session
  - Identify your session authors, collect bios and check the facility before your session starts.
    - ◆ Author's breakfast
    - ◆ Just before the session
  - Introduce authors
  - Control presentation time and follow the schedule (no ad hoc changes).
  - Stimulate Q7A by asking question first
  - Report to program committee