***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.
* Penal 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 interactiveties 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
* 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