Dr. Li Chongyi,
Nanyang Technological University,
Singapore.

May 7, 2022

Dear Dr. Li,

The appointment process is now completed, and I am very pleased to send this letter that formally appoints you as an Associate Editor of the IEEE Journal of Oceanic Engineering for a renewable term of three years.

As an Associate Editor you are responsible for arranging for reviews of manuscripts that are assigned to you. Upon completion of the reviews, you have the authority to reject or recommend manuscripts for publication in the Journal. You may also determine whether the manuscript is accepted as a Journal Research Article or as a Journal Peer-Reviewed Technical Communication, not to be confused with a letter-to-the editor. Although the Editor-in-Chief (Editor) is the final authority on the acceptance of papers, this authority is rarely used because Associate Editors are given deference in these matters. The prime considerations in the review process are fairness, quality and thoroughness, and timeliness. Fairness is a major factor in our current day-and-age owing to the increase of ethical problems. These problems should be resolved in conjunction with the Editor. Timeliness is an important issue for the authors. We ask reviewers to return their reviews in four weeks, and strive for an overall review period within three months for the first decision. Many of our authors require multiple submissions before a suitable manuscript can be accepted, illustrating the critical impact of a timely review. The timely management of the review process requires discretion of the Associate Editor. Quality and correctness of the technical review are of course essential.

In addition to the responsibilities described above, there are other options that you can exercise. As an Associate Editor, you have the authority to invite authors to present review papers in your editorial area. These papers need a thorough peer review, but in the end it is your decision and can be used to "jump start" new technology areas.

You may also recommend Guest Editors for special topics or issues of the Journal. Special issues are designed to produce a "state-of-the art" report on a particular technology area. A special issue requires adherence to a publication schedule and one must be careful in selecting Guest Editors who will be responsible in following the time schedule for publication of the Issue. A special topic area allows one to accept papers, invited and contributed, as they are submitted and they will appear in sequential order in the next available issue as a collection of papers on the special topic. In both cases independent review is required, similar to all regular papers.

Our Administrative Editor, Ms. Andy Lim (ajm7.joe@gmail.com), will work with you to help familiarize you with the submission and review processes for manuscripts. Ms. Lim will set up your Associate Editor account on the Journal's manuscript website (http://joe.msubmit.net). Please make sure your contact information is complete and correct as it will appear in the Journal, and on the Associate Editors' page on the IEEE- OES website (http://www.ieeeoes.org).

Associate Editors are generally asked to handle manuscripts in specific areas of expertise. Please provide Ms. Lim a list of those research areas for which you would be willing to responsible. In your case, these are likely to be: *machine learning, computer vision*. Please feel free to amend the list as you see fit. In some instances, you may be asked to handle manuscripts that are outside but near to your areas of expertise if we cannot find a suitable fit in the list of Associate Editors, but these cases are rare.

The IEEE Oceanic Engineering Society bylaws state that members of the Editorial Board must be members of the IEEE-OES. I understand that you are already an IEEE-OES member and will continue to be so during your term with the Journal.

If I can be of assistance please contact me at mchitre@ieee.org. I look forward to working with you for the next few years,

Sincerely,

Mandar Chitre,
Editor-in-Chief