# Responding to Revise-and-Resubmit Decisions in ScholarOne Manuscripts

## Introduction

ScholarOne Manuscripts (S1M) is the peer review management tool used by IEEE. It is an automated database Implemented over the internet for submission, review, decisioning and tracking of papers under review for publication in *IEEE Transactions on Industry Applications* and *IEEE Industry Applications Magazine*. Detailed instructions appear on each of the web pages involved in the submission.

You have received a "Revise and Resubmit" decision on a manuscript you submitted for review. Sometimes this means that the reviewers liked the paper but want to see some changes before making a final decision. In other instances it means that there was significant disagreement between the reviewers, and the decision was intended to give the author an opportunity to address the issues that led to that lack of consensus. But regardless of what caused the reviewers to opt for the revise-and-resubmit decision, the effect is to give you another opportunity to improve your paper and increase the chances that it will be accepted for publication.

## Software Issues

As with any web-based system, there are a few software concerns that you need to be aware of.
1. Browsers: ScholarOne supports Internet Explorer and Firefox on the Windows operating system, and Safari on Apple systems. Other browsers may work but have not been thoroughly tested with S1M.
2. Popup Blockers: S1M uses popup windows, so you must disable popup blockers on your computer. Most browsers include optional popup browsers, but popup blockers may also be found in system security software and some popular toolbar accessory software (eg, Google and Yahoo toolbars).
3. "Back" button: Use of the "back" button found in the left end of the browser toolbar can 'undo' previously completed steps in the submission of manuscripts to S1M. If you need to navigate backwards during manuscript submission, you should use the progress indicator to move to previously completed pages. To move back to your "Author Center" after completing a submission, click on the author center link in the upper left corner of the screen. To exit S1M, either click the "Logout" link in the upper right corner of the screen, or close the browser window.
4. Multiple browsers: Most browsers allow users to open multiple instances in separate windows (or tabs). This practice can lead to serious data corruption and should not be done in S1M.

File compatibility is important. Uploading a distilled **.pdf** file usually saves time. The distilled pdf file you submit must have been created using a distiller that is fully compatible with Adobe. Be aware that pdf distillers distributed as 'freeware' over the internet may NOT be fully compatible with Adobe. In general, the revised manuscript file should be in the same format as the original submission.

## The Resubmission Deadline

Your decision letter specified a resubmission deadline that was 30 days from the instant when that letter was generated. There are three very important things that you should understand about that deadline.
1. It is a hard deadline. When the deadline passes, S1M automatically withdraws the option to do a revision. It is possible to extend the deadline – a quick e-mail to the responsible Technical Committee Papers Review Chair (the person who originated the decision letter) or the Society Manuscript Administrator is all that is required. If you do request an extension, please specify how much additional time you require. However, if there is no action to extend the deadline, your paper will be reclassified as 'withdrawn'. This status change is manual, and takes place 6-9 months after expiration of the resubmission deadline.
2. The deadline date can be found in the list of decided papers in your Author Center. S1M operates on a global basis from servers in North America and/or Europe, and users may be in any location around the

globe. The design of the software does not allow it to adjust deadlines to the author's time zone.  ==The actual deadline is at 11:59PM New York time on the stated deadline date.==

3. Merely starting the resubmission does not 'stop the clock' – instead, <u>you must complete the entire process by the deadline</u> - including uploading your revised manuscripts, making whatever changes are required in the 'metadata' in the S1M database, checking the pdf proof created by S1M, and finally clicking the "Submit" button.

## Preparation for Resubmission

There are four things that can be done to smooth the resubmission process.

- Read these instructions to be prepared for the steps that you will have to take once you log onto S1M.  Please follow the instructions carefully.
- Have all of the necessary information readily available before you start the submission process.
- S1M will perform a **.pdf** distillation on the uploaded manuscript. Doing a test distillation of the manuscript using an off-line pdf converter (such as Adobe Elements, Adobe Writer, etc) may disclose potential problems and allow corrections to be made before going 'on line' to do the submission.
- Do not wait until the deadline to start your resubmission.

<u>Read the decision letter carefully</u>. Each of the reviewers who read your paper had the opportunity to offer comments that were appended to the decision letter. In some cases, reviewers may have also prepared documents detailing questions or suggestions to the author, and occasionally a reviewer will annotate a pdf of the manuscript. The reviewers may return your paper for further revision (or simply reject it) if you do not address the concerns that led to the revise-and-resubmit decision, so you should make sure that you understand and address each of the issues raised by the reviewers.

<div style="border: 2px solid red; color: red;">

**It is very important that the reviewers be able to clearly see the changes that you have made in the manuscript.  To this end, you are requested to do the following:**

- **Annotate the revised manuscript to show the changes you have made.  Effective annotation includes either colored type or colored shading.**
- **The proof that will be seen by the authors will show the revision and all prior versions of the paper in S1M, and reviewers are told to expect that the most recent revision will always appear first.  It is your responsibility to assure that the manuscripts files in S1M are numbered so that they will appear in that order (see step 4 in the resubmission sequence below).**
- **It is often helpful to include a 'cover letter' discussing how you addressed the comments from the reviewers.**

**Please understand that if you fail to follow these instructions, the Associate Editor is authorized to return your submission without review.**

</div>

You should carefully consider the specific issues identified by the reviewers.  You may change the title of the paper if that is appropriate, but please include an explanation for the title change when you do your resubmission (use the 'cover letter' field in S1M), and you are responsible for updating the title that appears in the S1M manuscript record.

IAS requires that papers be presented and defended at a conference prior to being considered for publication.  The process of presentation and defense results in better papers, and you should reflect on the discussion that took place at the time of presentation as you think about revising the manuscript.  To comply with the IAS requirement, your revised papers should maintain the 'intent, methods and conclusions' of your original conference paper, but you are free to revise the text, add results, and address questions that arose during your presentation.

It is a long standing ethical principle that authors should never seek multiple publication of the same paper. To reinforce its support of that principle, the IEEE Board of Directors has recently revised IEEE Policies to forbid verbatim publication of conference papers in peer reviewed journals; the core objective of this policy

change is to prevent posting of multiple verbatim copies of papers in IEEE Xplore, which is today considered IEEE's 'publication of record'. Most conference papers are posted in Xplore.

Under this new policy, you must revise your paper to the degree necessary for you to be comfortable in asserting that it is not a verbatim copy of the conference version of your paper. IAS does not specify the changes that are required to meet this standard, and instead relies on the judgement and ethical standards of the author.

IAS Editors have the authority to reject papers that do not comply with IEEE policies. So if you are unable or unwilling to revise your conference paper, it may be preferable for you to withdraw your paper from consideration for further publication. To do that, simply allow the resubmission deadline to expire.

In general, IEEE policy does not allow the list of authors to be changed after a paper enters the formal peer review process. You may change the order in which the author names are listed.

It is not possible to make revisions directly to the manuscript file in S1M. Instead, you must make changes to a file on your own computer that you subsequently upload to S1M. If you are unable to locate a copy of your original manuscript file, contact the Papers Review Chair in the IAS Technical Committee responsible for your paper; in some cases, it may be possible to retrieve a copy of the manuscript file you previously submitted to S1M.

## Steps in Resubmission

1. Log into http://mc.manuscriptcentral.com/ieee-ias and enter your Author Center to find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." A window will open that contains a replica of the decision letter. You may enter a response in the box at the bottom of the page; however, that response will only be visible to the Papers Review Chair and AE handling your paper. If you want to include responses to individual comments from the reviewers, you will need to create a document file that can be uploaded along with the revised manuscript.
2. S1M uses the same sequence of pages for resubmissions that you followed in your original submission, and the progress indicator will show the pages that require input. Most of the required fields will already be completed, and in most cases the only thing you will need to do is upload the revised manuscript file.
3. Move to the "File Upload" page (page 6). Upload the revised version of your manuscript from your computer and designate it as the "main document". If you want to comment on the suggestions from the reviewers, you may do so in a comments file that you upload and designate as a 'supplementary file'. Please combine all comments into a single comments file – DO NOT create separate comments files for the individual reviewers of your paper.
4. The document that will be seen by reviewers will include all versions of the manuscript uploaded to S1M, and reviewers are instructed to always interpret the first version that appears in that document as the most recent version. It is your responsibility to assure that the version will appear in the correct order. You must use the order number option next to the list of files to designate the sequence of those documents when the pdf is created in S1M. The most recent revision should be 1, the next most recent revision 2, etc.

Note also that the file list will display the size of each of the files. Individual manuscript files should be no larger than 20MB, and there is a system limitation of 100MB for all of the files associated with individual papers. If you find that the total memory required for the files associated with your paper is approaching that 100MB limit, please contact the Manuscript Administrator for advice on reducing the memory requirement.

5. Move to the "Review and Submit" page (page 7) and check that all submission requirements have been made.
6. You are required to click the pdf button to display a copy of the final document to be examined by the reviewers. Please check this document carefully – if it is illegible or incorrect, or of the versions of your manuscript are not in the proper order, you must make the necessary corrections before completing the submission.
7. If you are satisfied with the appearance of the pdf, click "Submit". At this point, S1M will refresh to a page that confirms that your submission was complete. You will also receive a confirming e-mail from the responsible Technical Committee.

If all required material is at hand, it takes less than five minutes for a practiced user to resubmit a revised manuscript. You may "Save" the information submitted on each of the pages, leave the system, and then come back at a later time, but clicking the "Submit" button on the seventh page completes the submission.

You may exit S1M after uploading your paper and clicking the "Save" button, and come back later to make changes. If you exit S1M and then return, look for your partial resubmission in the "Resubmitted manuscripts in draft" queue in your Author Center. However, once you click the "Submit" button, you will no longer have access to your manuscript file(s). If you subsequently discover errors, contact the sponsoring IAS Technical Committee for assistance. In general, if your revised manuscript has moved into review you will not be allowed to make changes.

## Copyright Transfer is Mandatory

The S1M confirmation page includes a "**Copyright Transfer**" link. There is no way to generically differentiate between minor modifications to a manuscript and major revisions; therefore, ALL revisions are treated as new submissions with respect to copyright, and a new copyright transfer is required on ALL resubmissions.

Your paper cannot be processed until you have completed the copyright transfer formalities, so you should immediately click this link. You will initially see this box:



Clicking "OK" will open a popup window in another application called "e-Copyright". Place your cursor in the lower right corner of the window, and drag the window until it expands enough to see "Next" at the bottom, then click on "Next". e-Copyright will then take you through a short series of questions. After answering each of the questions, e-Copyright will present a replica of the IEEE Copyright Transfer form and request that you type you name into the designated space on that form. Please type ONLY your name – do not attempt to type the names of your coauthors in the signature field. Finally, click "Submit". When the screen refreshes to report that the transfer has been successfully executed, click "Return" to close e-Copyright. You will receive an e-mail with a copy of the copyright transfer agreement for your files.

Some institutions impose limitations on who is empowered to execute a copyright transfer. Note that the first question you will have to answer asks if you are authorized to sign the copyright transfer. If your answer is "No", you will be required to supply the name and e-mail address of a person who is authorized to deal with copyright formalities, and from that point forward the copyright transfer process will be delegated to that person. Please understand that delegating responsibility for executing the copyright transfer to another person does not discharge the author's responsibility to assure that the copyright transfer is executed.

After the review process has been completed, you will be notified if it is accepted for publication in either *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*. If your paper is accepted for publication, you will be required to return to ScholarOne Manuscripts to submit an original text file for the approved manuscript as well as original graphics files (.jpg, .gif, .tif, .bmp, etc) for each of the figures in your paper. Please make certain that you will be able to easily retrieve that material if and when that need arises.

## Questions

If you encounter questions in preparing or submitting your manuscript, the first resource should be the Technical Committee that will be reviewing your paper. Alternative contacts include:

- ScholarOne Manuscripts "Help Desk" – click the "Help" link on the page, or call +1 732-465-5859 during Eastern US business hours.
- IAS Web Site, http://ewh.ieee.org/soc/ias/cms/
- Editor-in-Chief, *IEEE Transactions on Industry Applications*, c.speck@ieee.org
- Editor-in-Chief, *IEEE Industry Applications Magazine*, eic-iam@ieee.org
- IAS ScholarOne Manuscripts Administrator, louie.powell@ieee.org
- IAS Administrator, ias-administrator@ieee.org
- For questions regarding copyright, IEEE Intellectual Property Rights Office, ipr@ieee.org