



Guidelines to Reviewers

Reviewers have the responsibility to provide reliable evaluation of papers submitted to CEFC2022, either as digests before the conference and as full papers after presentation at the conference. Reviewers are invited by the Editorial Board Chair (EBC), but each of them must agree to perform his/her tasks on time and to the best of his/her ability.

Due to the very tight timescales, each reviewer is called to attend his/her tasks as soon as possible. If deadlines are not compatible to previous commitments, reviewers must decline as soon as possible.

A. Area(s) of Expertise

Each reviewer, when accepting the invitation from EBC, must provide at the first login on the web interface used for digests submission (<https://www.conftool.pro/cefc2020/>) his/her specific areas of expertise, to let Track Chairs (TC) assign papers according to the reviewer's competencies and expertise. Each reviewer must indicate 3 "preferred topics" within the list of CEFC2022 topics.

B. Assigning Digests/Full Papers to Reviewers

TC assign papers to reviewers possibly according to the preferred topics indicated by each reviewer. Each reviewer should not receive more than 10 digests, and is consider available to review the extended version, including possible revisions.

C. Evaluating Papers Digest

The reviewer should first consider whether the assigned digest is within the scope of the CEFC. This is the most important criterion: if the contribution is out of scope, it must be rejected.

If the digest fits well into the conference topic, the reviewer assesses the technical content and quality outcome of this review stage is either

- "accept as is", or "accept with minor revisions" (not undergoing a second revision, but the authors are invite to perform the suggested changes);
- "reject" (the paper is not accepted for presentation at the conference)
- "accept" conditional to revisions that are mandatory. In case the reviewer thinks this is the case, clear indications should be written in the review form.

The digests' reviewing process will begin after the deadline for submission (April 20th) and must be completed by May 30nd, 2022.

IEEE CEFC 2022

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Evaluating Extended Papers

The reviewer of each accepted digest will be automatically considered as available for the reviewing of the extended paper, if submitted after the conference. TC may eventually ask to review additional extended papers, to balance conflicting reviews or if reviewers from digests are unavailable.

For the extended paper, each reviewer should conduct a thorough assessment of the technical content and quality of presentation, but also of the proposed method and achieved results. Plain application of existing methods (especially from commercial software) to industrial class problems are not considered sufficient for acceptance. The outcome of full papers review are: an Overall Score, based on the consideration of the different aspects of the paper; a recommendation to TC, that can be Reject, Accept for archiving on IEEE Xpress digital library (eventually with revisions), Accept for publication on IEEE Transactions on Magnetics (eventually with revisions).

Suggestion for acceptance, Overall Score and Comments must all be coherent.

The first round of full version reviewing process must be completed by January 15th, 2023.

Authors of papers accepted with major revisions are allowed three weeks of time to submit their comments. A second stage of review is then foreseen for all papers accepted with major revisions, conducted by the same reviewers of the initial version. Outcome of the second revision stage, performed by the same reviewers unless otherwise required, is a weighted average of marks, and a suggestion that can only be accept/reject.

The full papers revision process must be completed by February 28th, 2023.