



Guidelines to Track Chairs

Track Chairs (TC) have the responsibility to manage the reviewing process for the papers allocated to their Tracks. They help Editorial Board Chair (EBC) to define reviewers' list, assign papers to reviewers, monitor the progress of the reviewing process, send reminders and contact reviewers if needed, and help EBC to rank both papers and reviewers.

A. Area of Expertise

TC are selected according to their areas of expertise as soon as they are nominated, to let EBC assign papers according to their competencies and specific expertise.

B. The list of Reviewers

A list of reviewers from previous events is already available; TC may suggest additional names to EBC, keeping in mind that new reviewers should be well-established academics, and students must not be invited.

Reviewers are required to indicate their area of expertise by bidding for three (3) topics, and must explicitly agree to perform their tasks on time and to the best of their ability: reviewers not complying with CEFC reviewing rules are eligible for exclusion from the process.

C. Assigning Papers to Reviewers

Each TC will be asked to manage a number of digests not exceeding 40, and, in perspective, the related extended papers, depending on the total number of submissions.

Each TC assigns papers to reviewers according to the relevant areas indicated by each reviewer. Each reviewer should not receive more than 10 digests.

The process must be done completely through the following web-based systems, to ensure traceability and to ease reviewers and TC assessment:

- Digests: ConfTool from ConfTool GmbH;
- Extended papers: Manuscript Central from IEEE.

D. Evaluating Papers Digests

EBC will complete the assignment process of digests to TC by **April 26th, 2022**. TC must then assign digests to reviewers at their earliest convenience after April 13th. The reviewers must complete the digest revision process by **May 30th, 2022**.

If reviewers delay excessively the process, TC must reassign the paper timely. Once enough reviews have been received, TC assess the results (not later than **June 7th, 2022**):



- If there is consensus of opinions or a scores difference 20% and less, there is nothing else to do;
- If reviewers' indications differ more than 20%, TC will issue herself/himself a further review

EBC will communicate final decisions to authors by **June 16th, 2022**. In case of minor revisions, EBC invites authors to adjust their papers and resubmit digests by **June 26th, 2022** (no further revision is implied in this case), but EBC may reject the digest if they are not revised properly.

Extended Papers

After the conference and the extended papers submission deadline, EBC assigns papers to TC by **November 7th, 2022**, and TC assign papers to reviewers by **November 15th, 2022**. As a general rule, after the extended papers' submission deadline, EBC assigns papers to the same TC as the digest, and it is strongly recommended to TC to assign paper to the same reviewers, unless excluded from the reviewers list.

The first round of the extended papers reviewing process must be completed by **January 15th, 2023**. If a reviewer delays excessively the process, then TC provides to reassign paper timely.

The target number of valid reviews to take a decision should be 3, but the absolute minimum is 2 provided there is no substantial difference of Suggestions, and Overall Scores differ less than 20%.

TC must remind to reviewers that only coherent reviews (non-conflicting Overall Score, Suggestion and Comments to Authors) can be processed. In case of conflicting review, TC ask reviewer to reconsider his/her Overall Score/Suggestion/Comments. TC can ask an additional reviewer to assess the paper in presence of a confirmed non-coherent review.

TC then assess the results:

- If there is consensus of opinions or a scores difference of less than 20%, then:
 - - For an average score 19 pts. and below, paper should be rejected;
 - - For an average score between 20 and 80, paper should be accepted for IEEE Xpress digital library as Conference Papers (possibly with revisions);
 - - For an average score 81 and above, paper should be accepted for IEEE Transactions on Magnetics (possibly with revisions);
- If reviewers' Suggestions for publication differ, or Overall Score differs more than 20%, TC introduces a further reviewer (it is not allowed that TC performs reviews themselves).
- TC communicate first revision round results to author by **January 20th, 2023**. As concerning papers accepted with revisions:
 - In case of major revisions, TC invites authors to revise their papers and resubmit by **February 5th, 2023** (a further revision is implied in this case, which must be completed by **February 28th, 2023**).

IEEE CEFC 2022

DENVER, COLORADO, USA

October 9 – 12, 2022

<https://2022.ieeecefc.org/>



- In case of minor revisions, TC invites authors to adjust their papers and **resubmit by February 5th, 2023** (no further revision is implied in this case).

Scores for acceptance/rejection are obtained from statistical analysis of previous editions, guaranteeing a publication rate of 30% on IEEE Trans. on Magnetics. Scores must be then be considered as guidelines to achieve the expected acceptance rates. EBC can accommodate, in agreement with TC, accept/reject of papers on IEEE Trans. on Magnetics to guarantee the 30% publication rate.

E. Assessing Reviewers & Track Chairs

The reviewers of the two-page digests will be automatically considered as available for the reviewing of the extended versions submitted after the conference.

After the digests reviewing stage, non-responsive reviewers (not providing reviews in spite of multiple reminders) will be excluded from the reviewers list. Additional reviewer names will possibly be asked to TC by EBC in case of excessive reduction of available reviewers. Ideally, the reviewers should be well-established academics while Master and PhD students must not be invited.