

IEEE Editor-in-Chief

Peer Review Responsibilities

Peer review is a system based on confidential, professional, and ethical behavior. Summarized below are the Editor-in-Chief's (EIC) responsibilities during article submission and peer review. For assistance with EIC responsibilities, he or she can delegate to an Associate Editor (AE) or other member of the Editorial Board. For more information, consult the [IEEE Publication Services and Products Board \(PSPB\) Operations Manual](#).

Submission to Acceptance: EIC Responsibilities

1. Article Submission

- Ensure that the article is in the publication's scope
- Inform the author within 90 days of receipt of the article's suitability for publication
- Notify the author of IEEE publishing policies

2. Prescreen Submitted Article

- Consult with at least 2 members of the Editorial Board before rejecting for lack of technical substance

3. Assign AE

- Ensure that AE does not handle articles on which he/she is listed as an author

4. Select Peer Reviewers

- Choose unbiased reviewers without apparent conflicts of interest
- Obtain at least one reviewer report from a reviewer not on the author's list of suggested reviewers

5. During Peer Review

- Treat all unpublished articles as confidential
- Ensure a fair and speedy review process

6. At Decision

- Finalize a decision based on a balanced view of the received reviewer reports
- Disregard reviewer reports that are biased, inflammatory, or otherwise inappropriate
- Provide written rationale for decision
- Avoid any action that has the sole purpose of influencing bibliometric indicators

7. After Acceptance

- Correct errors in an article if errors are detected before publication
- Publish corrections if they are detected after publication