

## **POLICIES**

The developments in eSystems Engineering International Conference Series  
([dese.org.uk](http://dese.org.uk))

### **1. Introduction**

This document provides detailed guidelines to all the policies for running the developments in eSystems Engineering international conference series ([dese.org.uk](http://dese.org.uk)).

### **2. Selecting General Chair**

The General Chair, who serves as the chair of the Conference Committee, is appointed by the steering committee each year. The selection process is based on the following criteria:

- Members should be of High stature within his/her organisation, profession, IEEE member and holds membership in other professional organisation/society.
- A well-established scholar with an international reputation in his/her field of research.
- Having experience from at least one of the following roles (in a major international conference)
  - A programme chair in a related area.
  - A general chair in a related area.
  - A conference organising committee' chair.
- A competent manager with a track record of leading event, including good organisation, communication, delegation and collaborative skills, commitment and attention to details.

### **3. Diversity, Ethics and Integrity policy**

The DeSE conference series is committed to applying the highest ethical standards in carrying out its mandate. DeSE follows closely the IEEE core ethical standards and values including: integrity, professionalism and respect for diversity.

#### **a. Integrity**

Integrity is a core ethical standard in all aspects of professional in dealing with colleagues. Integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting the organisation and running of the conference. These qualities provide a basis for ethical decision making when inviting keynote speakers, technical committee members, reviewers, committee Chairs, accepting/rejecting manuscripts, and all other related aspects related to the conference. As the integrity of the conference depends on the integrity of its stakeholders (Committee, chairs, speakers, reviewers, and others), they are expected to:

- Demonstrate in practice the values of the conference in activities and behaviour;
- Make decisions without consideration for personal gain;
- Ensure that official power or authority is not abused and effective action to deal with unprofessional or unethical behaviour, is taken.

## **b. Professionalism**

All stockholders need to be mindful of their duties to serve the scientific and research community. In order to achieve high standards of professionalism, members of all committees within DeSE should be motivated by professional objectives rather than personal concerns.

## **c. Respect for diversity**

The DeSE Conference Series takes pride in the diversity of its team, participants, attendees and contributors, which brings together colleagues from varied backgrounds, cultures and experiences. DeSE Conference Series encourages its stakeholder members to embrace this diversity and view it as an advantage. Any form of discrimination and harassment is unacceptable and is not tolerated. DeSE is committed to creating a harmonious environment where everyone can work together and are treated with respect and tolerance.

## **4. Criteria for pre-screening of submitted papers**

The following criteria are used for pre-screening of the submitted papers before starting assigning reviewers for papers.

- Appropriateness of the article to the scope of the conference.
- Quality/Standard and impact of the paper.
- Originality score
- Style, including using an appropriate academic standard (language, spelling and grammar).
- Template mismatch, not having the standard components of a proper scientific communication.
- A full paper should be submitted (not just abstract).
- Omitting the name of the authors (DeSE using Blind Review policy).

## **5. Conference Management System**

EDAS (<https://edas.info/>) Conference management system is used to manage the paper submission, review and registration process for our conference. There is no software to install and support staff within EDAS can help authors, reviewers and chairs with any problems. Users interact with EDAS using standard web browsers.

All features below are included in the basic paper processing fee, except if noted for a particular item.

Beyond the normal functions required for managing paper submissions and reviews, EDAS supports many special features throughout the conference life cycle, including paper processing fee, managing the final paper submission as well as checking for plagiarism.

## 6. Managing and Checking Plagiarism

DeSE uses the feature available with EDAS for checking plagiarism. EDAS uses docoloc (<https://www.docoloc.de>) and iThenticate/CrossCheck (for IEEE conferences) to search other published papers for possible plagiarism. Authors are also checked against the IEEE Prohibited Author List (PAL), updated monthly. DeSE's Chairs are notified if an author matching a name on that list submits a paper.

## 7. Selection of reviewers

The selection of the reviewer is critical to the process of accessing DeSE submissions, and DeSE considers a number of factors such as expertise (of the subject area), Confidentiality, "Disclosure and Conflict of Interest", reputation, specific recommendations and our own previous experience of a reviewer's characteristics. Our policy is to select referees/reviewers who are respecting timeframes and deadlines, provide reasoning for their views. We always check with potential reviewers before sending them manuscripts to review and ask them to choose between accepting and declining the review's invitation.

We use our own database for reviewers which is being collected and updated through all the period of the organizers' experience in research as well as the through the 12 years of organizing DeSE conference series. We choose the reviewers whose expertise closely matches the manuscript's content and invite them to review the paper. We also consider the number of manuscripts sent so that not to overburden the colleagues. We also support the "bias screening" which is incorporated in our policies and in the online submission system.

## 8. Paper Review Criteria

Reviewers will be asked to use the following criteria when reviewing a paper on EDAS, however, more details will be provided as part of the form which will be available within the evaluating form provided within the EDAS system:

- **Abstract** clearly conveys the meaning of the paper.
- **Content** of the paper is a valuable contribution to the professional literature on the subject area been investigated.
- The **subject material** is timely and will likely have significant reader interest.
- **Background** information is adequately covered, up to date and referenced.
- The paper is well **organised** and the material is clearly presented.
- **Figures and tables** are of suitable quality and clarity and enhance the understanding of the information being presented.
- **Conclusions** follow logically from the text and are supported by the information presented.
- **Text** is edited to acceptable standards, i.e. proper grammar, spelling, etc.
- Use of **references, symbols and units** is consistent throughout the paper.
- **Data and methods** presented are new.
- Is the **data set** (if applicable) itself of high quality?

## 9. Guideline for reviewers

Following are guidelines and criteria to be taken into consideration by reviewers during the evaluation process. The recommendations given by the reviewers will be used by the programme chairs and conference co-chairs to make a final decision. The conference chairs, with the assistance of senior TPC committee will decide on whether or not the paper will be published in the conference proceedings and also whether or not it will be presented verbally or as a poster during the conference programme. The reviewers' comments will be provided to the author anonymously so they can properly modify their paper for publication. All papers will have at least two reviews performed for the committee's consideration.

### a. Purpose of Review

The primary purpose of your review is to improve the technical quality of the submission and provide a recommendation on whether the paper would make an interesting conference presentation so that a high quality technical program can be developed.

### b. Review Process

Once the reviewer has been chosen to serve as a reviewer, he/she will receive an email instructing him/her to logon to the conference management system (EDAS). We always check with potential reviewers before sending them manuscripts to review and ask them to choose between accepting and declining the review's invitation.

Once he/she logged on, he/she will have a choice whether to accept or decline the review. In case of acceptance the reviewer will see the list of papers to which he/she has been assigned. The EDAS area for DeSE will provide reviewers with full instructions of how to do the reviews. The reviewers will be provided by a list of evaluation questions to answer, which are provided within this document. The evaluation form also includes space for the reviewers to enter comments to the authors, conference chairs and program chairs. The reviewers ranking and comments to the author are the only information visible to the author. Comments to coordinators will only be viewable to the chairs. A deadline will be provided to the reviewers within the emailed instructions. If reviewers are unable to meet the deadline for any reason, they could advise the Conference Organizing Committee or decline the review immediately so another reviewer can be identified.

### c. Paper Evaluation

There are four components presented to the reviewers, as shown below (the reviewer has to rank each of the complement provided):

- (1) **Relevance:** Rate the importance and timeliness of the topic addressed in the paper within its area of research.
  - Excellent
  - Good
  - Acceptable
  - Little
  - None

(2) **Technical content and scientific rigour:** Rate the technical content of the paper (e.g.: completeness of the analysis or simulation study, thoroughness of the treatise, accuracy of the models, etc.), its soundness and scientific rigour.

- Excellent work and outstanding technical content.
- Solid work of notable importance.
- Valid work but limited contribution.
- Marginal work and simple contribution. Some flaws.
- Questionable work with severe flaws.

(3) **Quality of presentation:** Rate the paper organization, the standard of written English, the clearness of text and figures, the completeness and accuracy of references.

- Excellent.
- Well written.
- Readable, but revision is needed in some parts.
- Substantial revision work is needed.
- Unacceptable.

(4) **Recommendation:** The reviewer expected to provide detailed comments to the author describing any shortcomings of the paper and recommending changes that will address these shortcomings. Reviewers are encouraged to address all concerns as comments within the EDAS evaluation form. Additionally, the reviewer must make a recommendation to the chairs on the evaluation form indicating a mark to his/her decision:

- Accept
- Weak Accept
- Weak Reject
- Reject

## 10. The role of the technical program committee?

The technical program committee is coordinated by the conference series chairs who have extensive experience of organising IEEE conferences. Their role is to ensure the high standard quality of the accepted papers. All members of technical program committee have extensive academic experience and majority of them have IEEE membership. There are over 100 technical committee members from over 40 countries including Europe, Asia, America, South America and so on. The role of the technical committee members in addition to the review of the papers is to promote the conference. There are over 100 reviewer names associated with the conference. The conference is using EDAS for managing, handling paper submissions.