

2016 IEEE MTT-S Latin America Microwave Conference (LAMC 2016)  
Puerto Vallarta, Mexico, Dec. 12-14, 2016

## TPRC Member Instructions for the LAMC-2016 Review Process

These instructions are intended to guide LAMC Technical Program Reviewers Committee (TPRC) members through the paper review process for LAMC-2016.

LAMC is using the IEEE TPMS (Technical Program Management System) as the web-based paper handling system. English will be the official language of the conference. Papers should be 3 pages in length, two-column, PDF format, and should not exceed two megabytes in file size. Authors must adhere to the format described in the LAMC paper template available at the conference website (<http://www.lamc-ieee.org/authors-organizers>).

Papers submitted to LAMC-2016 will be peer reviewed and evaluated based on originality, quantitative contents, clarity, and interest to the LAMC audience. All accepted and presented papers will be published in the LAMC Conference Proceedings and submitted for inclusion in the IEEE Xplore Digital Library.

The review process will be single-blind. LAMC authors will not be apprised of the reviewers' names. If you are an author, co-author or have been otherwise closely associated with the work in a paper, please abstain from scoring that particular paper.

### LAMC-2016 Paper Review Timetable

Dates	Description / Tasks
Aug. 29	Paper submission extended deadline.
Aug. 30-31	TPRC Editors check for duplicate/corrupt/inadmissible submissions. TPRC Editors assign papers to reviewers.
Sept. 1-16	TPRC members review papers and submit scores. TPC Co-Chairs monitor review progress.
Sept. 17-21	TPC Co-Chairs accept/reject ranked papers and build sessions, including special and tutorial sessions.
Sept. 22	TPC Co-Chairs send disposition emails to authors.
Oct. 15	Deadline for final submission of accepted papers (camera ready).
Dec. 12-14	Conference dates.

## LAMC2016 Manuscript Reviewer Login

Interaction with the TPMS is performed through the internet. TPRC members will receive an email with a unique login username and password. The manuscript reviewer website is:  
[http://www.mtt-tpms2.org/symposia\\_v6/LAMC2016/reviewerlogin.html](http://www.mtt-tpms2.org/symposia_v6/LAMC2016/reviewerlogin.html)

After logging in to the TPMS, you can change your personal information (password, email, telephone, and name) at any time. **To ensure reliable email communications from the TPMS, we strongly suggest to use an email address at ieee.org.**

## Reviewing and Scoring Papers

During the review phase (September 1 to 16) all TPRC members can login, view and/or download their papers assigned, and enter scores and comments.

Ranking of papers will be based upon a numeric score that is derived from ratings on four criteria: originality, quantitative contents, clarity, and interest to the LAMC audience (see more details below).

The review process need not be completed during a single session. Reviewers can save their work and login again later at their own pace. If you wish to logoff at any time, make sure to press the “Save the reviews entered below” button to record your work. When you log back in to the system, you can pick up your reviews where you left off.

Reviewers are encouraged to write comments to be sent to the authors of each assigned paper. These comments will be reviewed by the TPC Co-Chairs and passed along to the corresponding author at the TPC Co-Chairs discretion. Please keep the comments concise, informative, and objective. The TPC Co-Chairs will have final authority on what comments are sent to the authors.

In addition to comments to the authors, reviewers may also send separate comments to the TPC Co-Chairs. These “private” comments will not be made available to the authors and are intended to facilitate the decision to accept or reject a paper.

To abstain from scoring a particular paper, check the “Abstain” box. Any scores entered will be disregarded when you are abstaining.

Once the reviewer has finalized the score and comments for a paper, the reviewer must perform a save with the “final” checkbox selected, after which no further changes are possible. When all the assigned papers have been marked with their “final” scores, the review process is complete. Only the TPC Chair can unlock a paper’s review score. If you wish to unlock a review score that you have previously marked as “Final”, you will need to contact the LAMC TPC Chair.

## **LAMC Evaluation Criteria**

As mentioned before, LAMC submitted papers will be evaluated with four criteria: originality, quantitative contents, clarity, and interest to the audience. The four rating criteria will receive equal weighting in the scoring. A description of each criterion is listed below.

1. Originality – Is the paper significant and innovative? Is there a unique contribution? Does the performance of the proposed method/technique/device/system involves a significant advance over similar work? Are references to previous work by the authors and others included?
2. Quantitative Content – Does the paper give a comprehensive description of the work with adequate supporting data? Is the work described so that someone else could reproduce the results (key technical information is not missing)? Does the paper include quantitative details and supporting data? Is the description of the results complete? Are there well-constructed tables and graphs to convey the results?
3. Clarity – Is the contribution clear? Are the writing and accompanying figures clear and understandable? Does the paper clarify its contribution and places it in the context of earlier work? Is it easy to follow the progression of technical ideas and is the English correct? Are the figures and captions clear and understandable – do they reinforce the main points being made in the paper?
4. Interest to the LAMC audience - Why should this work be reported at this conference? Is the paper of interest to the membership of the IEEE MTT-S and the attendees of this conference? Does it only report incremental results of interest to a too small number of specialists? Does the paper report a relevant contribution that a significant number of MTT-S members will want to hear?

## **Technical Program Committee and Reviewers Ethical Policy**

All Reviewers and Technical Program Committee members must agree to abide by the following:

- a) You will treat all submitted and evaluated papers as privileged documents. The contents of each paper will only be used for evaluation purposes.
- b) You must abstain from reviewing a paper for which you are an author or have any conflict of interest (e.g., an author is from the same organization, is a previous student, an association with sponsored work, etc.)

Breach of this policy will be reported to the MTT-S ADCOM and may result in you being debarred from serving as a reviewer or member of Technical Program Committees.