

REVIEWING AN IEEE ARTICLE

Received a Review Invitation from IEEE? Here's What to do Next!

01

Review the author list and affiliations; decline if there is a conflict of interest.

02

Read the abstract and confirm that you are qualified to evaluate the article.

03

Check your schedule; ensure you can meet the review due date.

04

Follow the instructions to respond to the invitation.

What to look for during a peer review? A Reviewer's Checklist

Do the authors present:

- An up-to-date literature review that demonstrates the work is novel.
- A well-designed and well-executed study.
- Data that are reported and analyzed correctly.
- Results that are interpreted appropriately and are not overly speculative.
- Results that are new and significant to the field.
- An article that is a good fit for the publication.
- An article meeting all publication requirements, including ethical requirements.
- An article written in clear, concise, and understandable English.

When writing the report

- Aim for an objective and professional evaluation of the work.
- Suggestions for improvement should be helpful and specific.
- Constructively point out weaknesses or inconsistencies.
- Focus on critiquing the article, not the author.

Things to keep in mind

- Notify the editor immediately if you suspect plagiarism or other ethical issues.
- The article under review, and your review comments, are confidential and should not be shared with anyone.
- If the article is revised, you may be asked to review an updated version.
- You are not responsible for correcting the author's language or grammar, but you can note it as an area requiring improvement.



View IEEE's video on reviewing an article at <https://bit.ly/4a0mkBn> for more details!

Did You Know?

90% of authors think that peer review improved the quality of their article

Thank You for participating in IEEE's peer review process