

Reviewer Guidelines

IEEE *Access*

About IEEE Access

- **Format:** Open Access
- **Frequency:** Continuous
- **Publishing Mode:** Online only
- **Submission to Publication:** 4-6 weeks (typical)
- **Topics:** All topics in IEEE
- **Average Acceptance Rate:** 28%
- **Model:** Binary Peer Review
- **Article Processing Charge:** US \$1,950
- **Peer-Review Process:** Single-anonymized
- A minimum of two reviewers per each round of review
- No page limits
- Hosts IEEE Society/Council Sections as well as Special Sections on trending topics
- Indexed by Google Scholar, WoS, Scopus, JCR, SCIE, DOAJ, etc.
- **Article Types:** Research article, Topical review, Theory, Survey, Perspective, Applied research, Negative result, Methods, Tutorial, Standards, Comment, Reply, Debate, Exposition, Meta-analysis, Unsolved problem
- **Copyright:** CC BY or CCBY-NC-ND

Bibliometrics

- **Impact Factor (2022):** 3.9
- **Eigen Factor (2022):** 0.32872
- **Article Influence Score (2022):** 0.685
- **Immediacy Index (2022):** 0.7
- **CiteScore (2022):** 9.0
- **SCImago journal rank (2022):** 0.926

Editor in Chief: Prof. Derek Abbott
(University of Adelaide, Australia)

Stages of Peer-Review in IEEE Access

Article Submission by Author

- Articles are expected to use the double-column, single-spaced IEEE *Access* template format, include biographies of authors and answer a few custom questions
- Authors are expected to disclose any information pertinent to the authenticity and integrity of the article

Prescreening Checks by Administrators

- Automated plagiarism check using industry standard software
- Check that formatting is to IEEE style
- Author list compared with Prohibited Authors List
- Evaluation of scope and technical merits by a Senior Editor as needed

Article Assessment by Associate Editor

- Associate Editor is expected to
- Ensure scope and sufficient technical merits for peer-review
 - Ensure that authors have responded to reviewer comments for resubmissions.
 - Evaluate supporting materials, multimedia, etc.
 - Invite reviewers that are peers in the field and assign a minimum of two reviewers

Review by Peers in the Field

- The peer-review process is single-anonymized where the identities of the reviewers are not known to the authors, but the reviewers know the identities of the authors.
- Reviewers are expected to provide feedback in 7 days.
- Reviewers should not run manuscripts in a plagiarism software or AI tools.

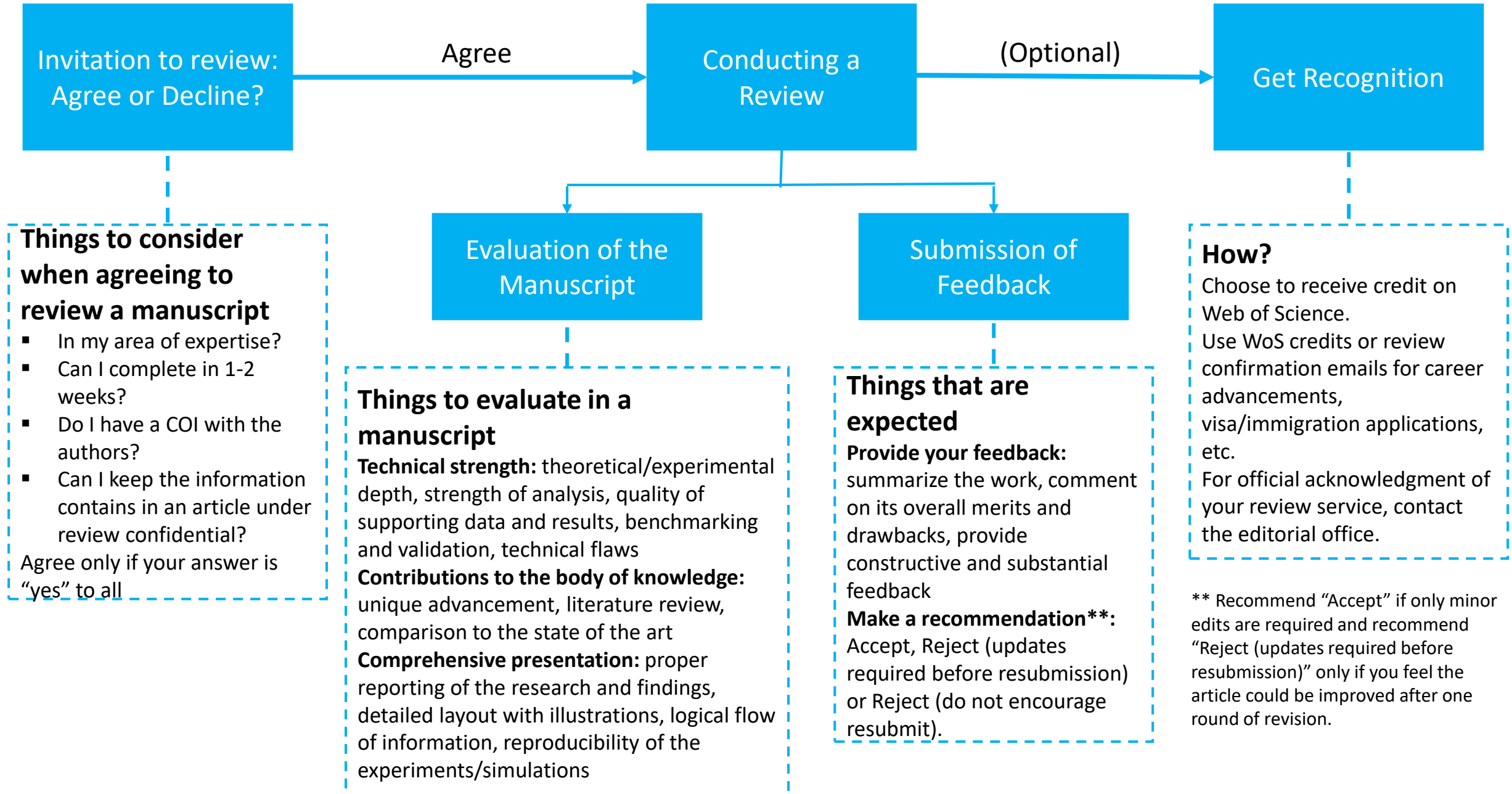
Manuscript Decision by Associate Editor

- The Associate Editor makes one of the three following decisions based on the feedback by the reviewers and their own overall assessment of the manuscript:
- Accept
 - Reject (updates required before resubmission)
 - Reject (do not encourage resubmit)

Processing of Accepted Articles and Publication by Production

- Only minor changes are expected to be made on the manuscripts after acceptance for publication.
- Once the final manuscript files are submitted by the authors, the accepted version is published on IEEE Xplore
- Once the page proofs are approved by the authors the final version will replace the early access version on Xplore.

Stages of Review Activity



Review Instructions

Do

- Evaluate the manuscript and provide constructive, substantive feedback
- Summarize the work and comment on its overall merits and drawbacks
- If the authors have overlooked important prior research, recommend specific topic areas to improve their literature review and/or better highlight the advantages over the state-of-the-art
- Inform the editor if you have any concern on the article. Leave your comments in the “Confidential comments to the Editor” section
- Evaluate author responses to comments of all previous reviewers if it is a resubmission (click “View Author’s Response” at the top of the reviewer page)
- Be authentic and responsible for the comments you return on the article under review
- You may request a deadline extension if needed (maximum 1-2 weeks)

Don't

- Agree to review or submit feedback if you do not think you have sufficient research background in the field
- Submit review if you have a conflict of interest (COI) with any of the authors
- Disclose information contained in the article under review to others before publication
- Contact the authors of the article regarding their article under review
- Reveal your identity in the review
- Recommend excessive references of your own or of a particular person or research group
- Recommend references that are not relevant to the article under review
- Submit review without justifying your recommendation
- Use offensive language in the comments
- Use plagiarism software or AI chatbot tool (This may breach the confidentiality and undermine your expertise and insight)