

Academic Writings and Presentations

Peer Review Process

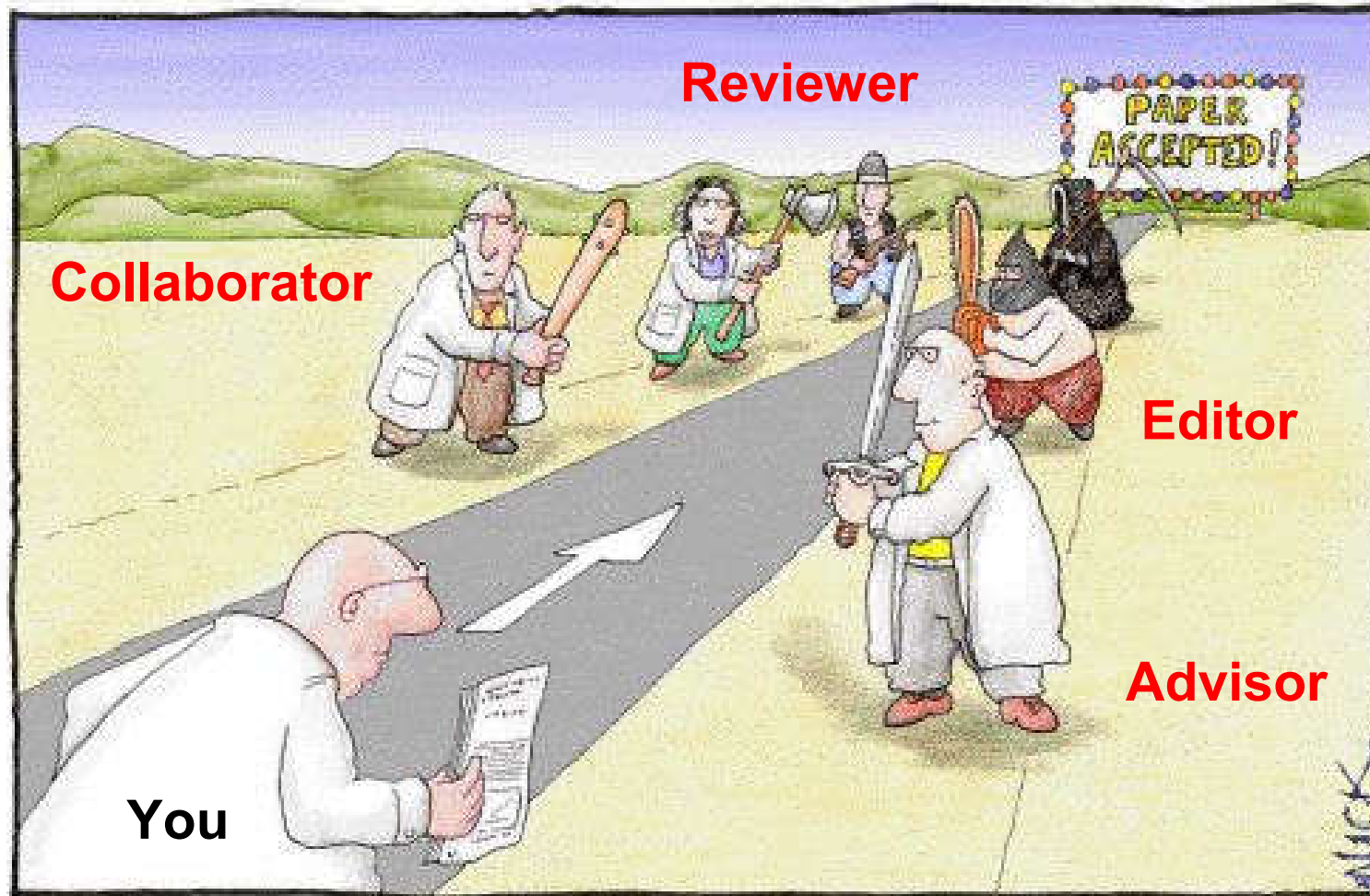
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Publication



Peer Review Process



Submission

- **Cover letter**

- manuscript information



Editor

- **Full manuscript**

- title, author information, abstract, main text, references
- figures, tables
- supporting information
- videos, ...



Reviewer

Cover Letter

- **Title**
- **List of authors**
- **Brief description of the results**
 - **use plain, non-technical words**
 - **clearly state the novelty and impact**
- **Favored and non-favored reviewers**
- **Other statements**
 - **legal issues, animal tests, ...**

[A sample letter](#)


















Cover Letter

■ Examples of Statements

- **"All authors have seen the final version of the paper and agree to its submission."**
- **"The work has not been substantially published elsewhere, or is not under review for publication by any other journal."**
- **"The animals' care was in accordance with institutional guidelines within the biological experiments involved in this paper. "**
- **...**

Full Manuscript

- **Revise at least 5 times**
- **Proofread it**
 - **check grammar and spelling**
- **Use a Word template**

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Some samples

Word Templates

> REPLACE THIS LINE WITH YOUR PAPER IDENTIFICATION NUMBER (DOUBLE-CLICK HERE TO EDIT) < 1

Preparation of Papers for IEEE TRANSACTIONS and JOURNALS (May 2007)

First A. Author, Second B. Author, Jr., and Third C. Author, *Member, IEEE*

Abstract—These instructions give you guidelines for preparing papers for IEEE TRANSACTIONS and JOURNALS. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper will be formatted further at IEEE. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

Index Terms—About four key words or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit http://www.ieee.org/organizations/pubs/ansi_prod/keyword98.txt.

INTRODUCTION

THIS document is a template for Microsoft Word versions 6.0 or later. If you are reading a paper or PDF version of this document, please download the electronic file, TRANS-JOUR.DOC, from the IEEE Web site at <http://www.ieee.org/web/publications/authors/transjml/index.html>, so you can use it to prepare your manuscript. If you would prefer to use LATEX, download IEEE's LATEX style and sample files from the same Web page. Use these LATEX files for formatting, but please follow the instructions in TRANS-JOUR.DOC or TRANS-JOUR.PDF.

If your paper is intended for a conference, please contact your conference editor concerning acceptable word processor formats for your particular conference.

When you open TRANS-JOUR.DOC, select "Page Layout" from the "View" menu in the menu bar (View | Page Layout),

which allows you to see the footnotes. Then, type over

Manuscript received October 9, 2001. (Write the date on which you submitted your paper for review.) This work was supported in part by the U.S. Department of Commerce under Grant BS123456 (sponsor and financial support acknowledgment goes here). Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd-Fe-B"). Do not write "(Invited)" in the title. Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials.

F. A. Author is with the National Institute of Standards and Technology, Boulder, CO 80505 USA (corresponding author to provide phone: 303-555-5555; fax: 303-555-5555; e-mail: author@boulder.nist.gov).

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T. C. Author is with the Electrical Engineering Department, University of Colorado, Boulder, CO 80309 USA, on leave from the National Research Institute for Metals, Tsukuba, Japan (e-mail: author@nrm.go.jp).

sections of TRANS-JOUR.DOC or cut and paste from another document and use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is "Text"). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. **Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.** Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with "float over text" unchecked).

IEEE will do the final formatting of your paper. If your paper is intended for a conference, please observe the conference page limits.

II. PROCEDURE FOR PAPER SUBMISSION

A. Review Stage

Please check with your editor on whether to submit your manuscript as hard copy or electronically for review. If hard copy, submit photocopies such that only one column appears per page. This will give your referees plenty of room to write comments. Send the number of copies specified by your editor (typically four). If submitted electronically, find out if your editor prefers submissions on disk or as e-mail attachments.

If you want to submit your file with one column electronically, please do the following:

- First, click on the View menu and choose Print Layout.
- Second, place your cursor in the first paragraph. Go to the Format menu, choose Columns, choose one column Layout, and choose "apply to whole document" from the dropdown menu.
- Third, click and drag the right margin bar to just over 4 inches in width.

The graphics will stay in the "second" column, but you can drag them to the first column. Make the graphic wider to push out any text that may try to fill in next to the graphic.

B. Final Stage

When you submit your final version (after your paper has been accepted), print it in two-column format, including figures and tables. You must also send your final manuscript on a disk, via e-mail, or through a Web manuscript submission system as directed by the society contact. You

Photon upconversion (UC) process converts multiple low energy photons into a higher energy photon via so-called anti-Stokes emission¹⁻⁴, gathering enormous interests in many applications including biological imaging⁵⁻⁷, solar energy harvesting⁸⁻¹¹, infrared sensing^{12,13}, displays¹⁴ and solid-state cooling¹⁵. In particular, designed upconversion materials and structures with capabilities converting infrared (IR) photons within the 'biological transparency window' (around 800-1000 nm) to visible ones are of critical importance to deep-tissue light delivery for biomedical diagnosis and treatment¹⁶⁻¹⁹. State-of-the-art upconversion techniques commonly rely on anti-Stokes mechanisms including two-photon absorption, second-harmonic generation, and other transition schemes like excited-state absorption and energy transfer upconversion^{3,4,20-23}. However, such processes are typically non-linear and require coherent or high excitation power (typically laser sources), exhibiting narrow-band and polychromatic excitations and emissions, low and illumination dependent efficiencies (0.001% - 1%), and slow responses (μ s to ms)⁴. Recently reported upconversion materials based on triplet-triplet annihilation present relatively high quantum yields (> 1%), but these materials are usually susceptible to oxygen and render small anti-Stokes shifts^{22,23}. An alternative upconversion approach involves physically connected or bonded photodetectors and light-emitting devices, with external circuits or power sources to compensate the energy difference and obtain high gains^{12,13,24}. Such device schemes provide viable solutions to infrared imaging, however, bulky chips and circuits create challenges for further miniaturization.

In this paper, we present materials and device concepts to overcome these issues, by exploiting thin-film, ultracompact optoelectronic upconversion devices based on semiconductor heterostructures. Through photon-free electron-photon processes, such concepts eliminate the

3

IEEE Template
double-column, single-spaced

ACS Template
single-column, double-spaced

Peer Review

- **Editors**

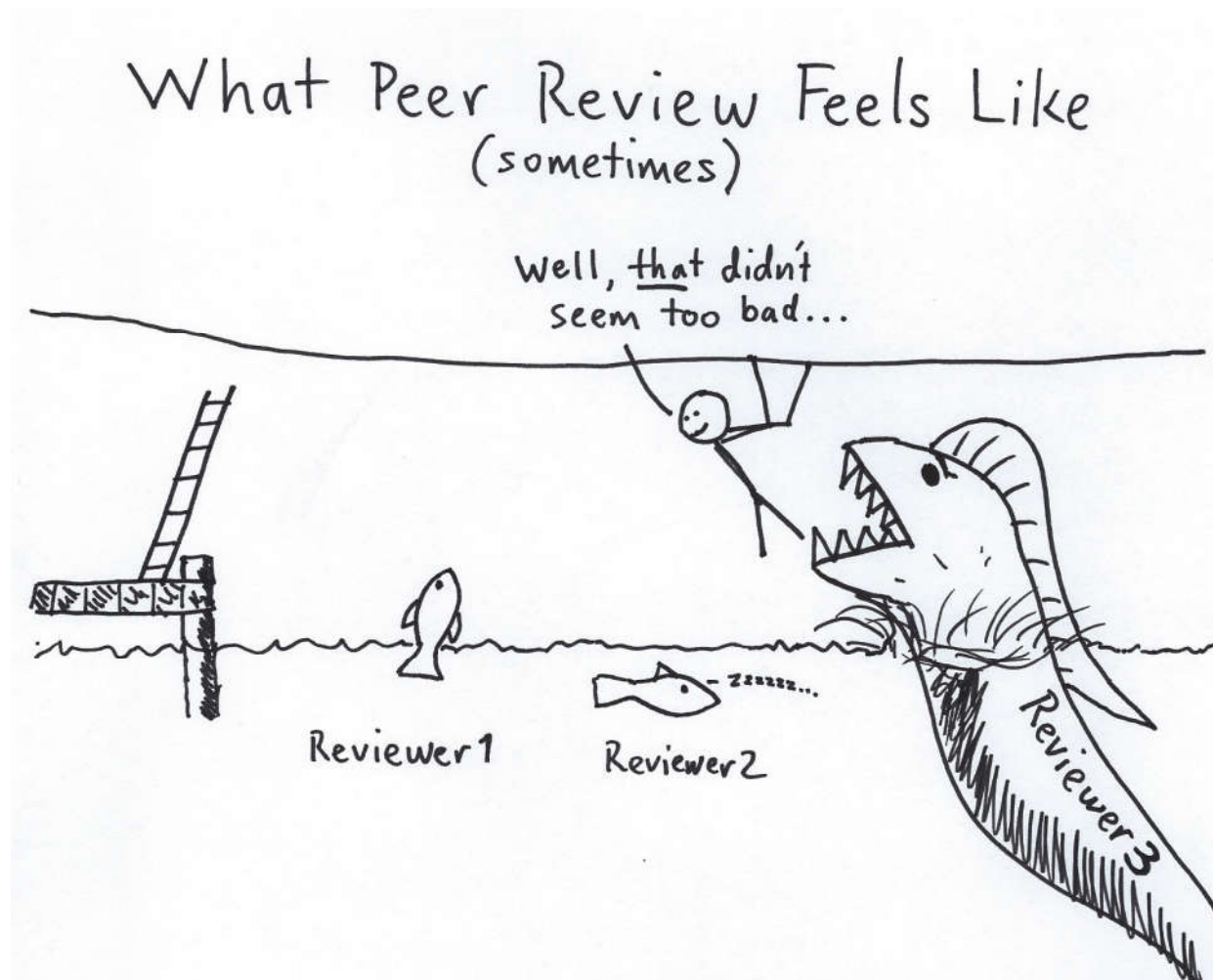
- Full-time, professional editors (Nature, Science, ...)
- Part-time, academic editors (IEEE, OSA, ...)

- **Reviewers**

- Peers in similar research fields
- Professors, engineers, post-docs, students, ...

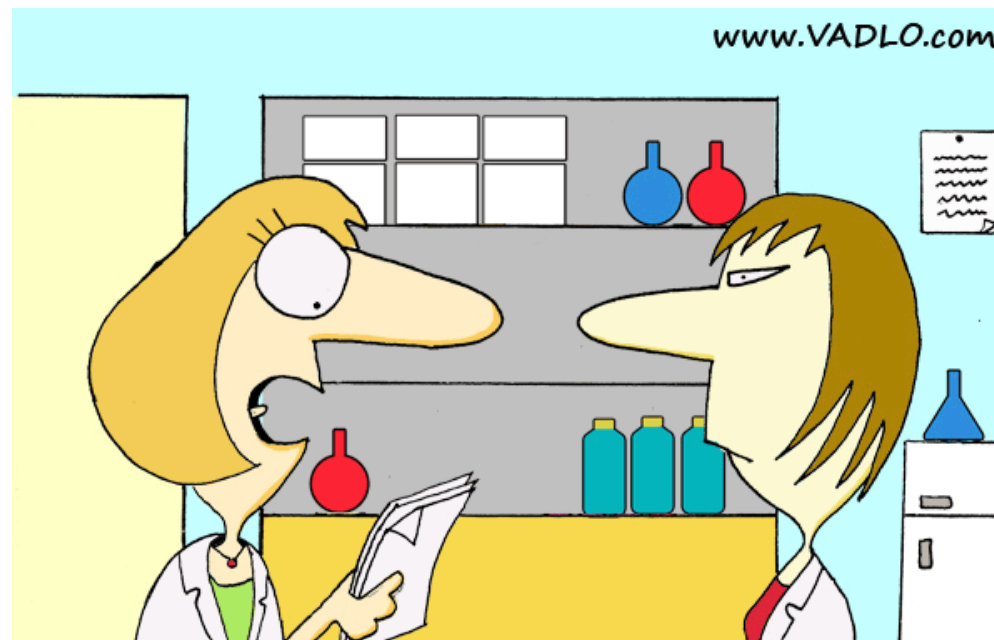
Peer Review

- Reviewers provide suggestions



Peer Review

- **Editors make the decision**
 - ❑ **Accept without changes**
 - ❑ **Accept with minor revisions**
 - ❑ **Accept with major revisions**
 - ❑ **Reject**



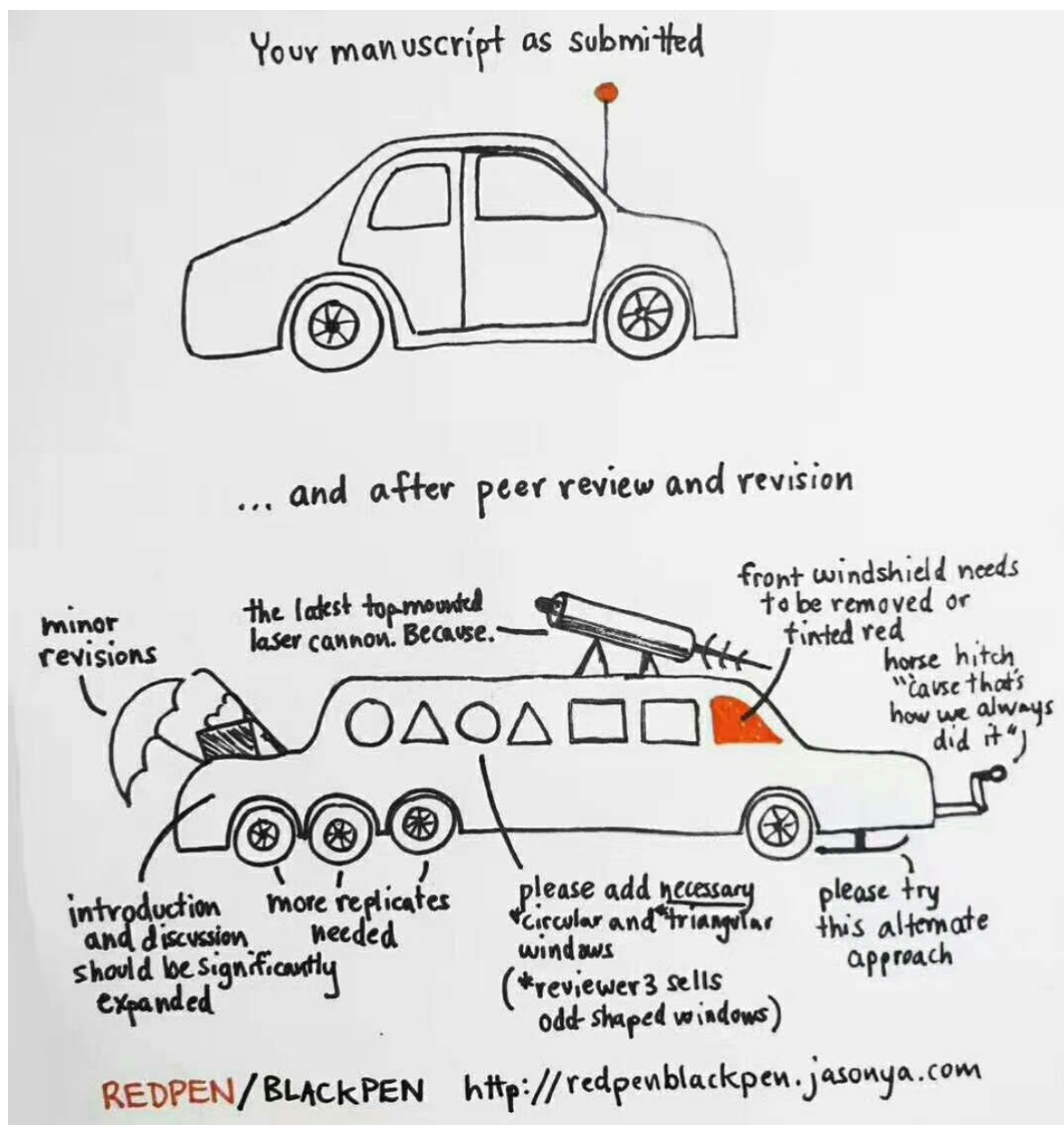
“Editor says the manuscript would serve some purpose if it were written on toilet paper.”

Revision

- Write a response letter carefully
- Provide point-to-point response to every comment
- Highlight your revisions in the manuscript
- Meet your deadline!

[A sample response letter & revision](#)

Revision



Rejection

- Move on to other journals
- Revise your paper according to the comments
- Appeal (very rare cases)
 - clearly state why the decision was wrong



**write professionally,
not emotionally**

[A sample appeal letter](#)

As an Author

- **Revise, revise, revise**
- **Proofread**
- **Get feedback from all the authors**
- **No duplicate submission**
- **No plagiarism, no fabrication, no falsification**

As a Reviewer

- **Be professional**
 - **keep confidentiality**
 - **focus on the research**
 - **be constructive**

- **Aware of potential conflicting interests**
 - **colleagues, advisors, collaborators, competitors, ...**

- **Respond promptly**