IJCB 2020 - Author Instructions

Thank you for submitting your work to IJCB 2020. This document provides instructions for preparing revised papers and revision files for papers asked to resubmit a revised version of their work or papers accepted for presentation at IJCB 2020 with mandatory revisions.

IMPORTANT: Due to the COVID-19 situation, the IJCB 2020 organizing committee decided to extend the second submission deadline to June 8th, 2020. The extension should give authors enough time to prepare high-quality submissions to IJCB and compensate for the delays caused by the pandemic.This new deadline applies to new submissions as well resubmissions from the first round.

We are aware that receiving timely feedback on submissions is paramount for authors and that many have already submitted their work in the second IJCB submission round. We will, therefore, make sure that any papers submitted to CMT by the initial April 6th deadline are reviewed right away.

IMPORTANT LINKS
CMT link: https://cmt3.research.microsoft.com/IJCB2020
Conference page link: https://ieee-biometrics.org/ijcb2020/

IJCB 2020 Second Round Schedule (Important dates for authors are denoted with a* and are shown in red)

Second Round: Re-submissions
~~April 6th, 23:59 PST* - Paper Resubmission Deadline~~
June 8th, 23:59 PST* - Extended Paper Resubmission Deadline
June 9th - July 27th - Review Period
July 28th* - Second round results released to authors

Second Round: New Submissions
~~April 6th, 23:59 PST* - Paper Resubmission Deadline~~
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The following instructions apply to papers with the following decision in the first round:
- **Revision**
- **Accept with mandatory revisions**

Step1: Revise your submission

Read carefully through the reviewer comments and the summary report of the Area Chair and try to incorporate the suggested changes into a revised version of your paper. Mark the changes you made clearly, so that reviewers can easily spot them. We encourage all authors to **use a different color for the revised text, such as blue or red**, so revised sections can quickly be identified and reviewers can check if their feedback has been considered. Note that the page limit for the revised paper is 8 pages + arbitrary number of reference pages. Name your revised paper PAPER_IDX_Revision.pdf and replace the IDX part with the actual ID of your paper.

Step 2: Write a response letter

Authors of papers asked for a revision have to upload a response letter into CMT, where the changes made to the paper are highlighted. **The response letter is limited to 3 pages and should be uploaded in PDF format**. Please use paper templates for IJCB when writing your response letter. The idea of the response letter is similar to journal submissions, where authors are given a chance to provide detailed responses to the comments of the reviewers. State clearly how you addressed a specific comment. If you disagree with a comment, the response letter gives you the opportunity to justify your position. Use strong arguments and neutral and polite language when responding to the comments made by the reviewers. Name your response letter PAPER_IDX_ResponseLetter.pdf and replace the IDX part with the actual ID of your paper. Make sure not to break anonymity in the revised paper or response letter.

[**For Revision papers only**: The reviewers will read through the response letter and update their rating on the paper based on what you write in the response letter. Specifically, the reviewers will be asked to answer the following 3 questions:

- Did the authors address your concerns?
- After looking at the other reviewers' concerns and the revised paper, my thoughts on the paper are:
- Final recommendation after the revision.]

Step 3a [For Revise decisions]: Upload the revised paper and response letter

The submission sistem is already open and you can upload your revised paper and response letter right away. **The deadline for resubmission is June 8th, 23:59 PST.** To upload the revised paper, login into CMT and make sure you have your Author role selected from the drop-down menu in the top right: https://cmt3.research.microsoft.com/IJCB2020

Click on Upload Revision on the right side of you Author console:

This will bring up a dialog box, where you can upload the revised paper and response letter:

Click on Save once you have uploaded the PDF.

During the review stage, reviewers will see the original paper, the revised paper and your response letter.
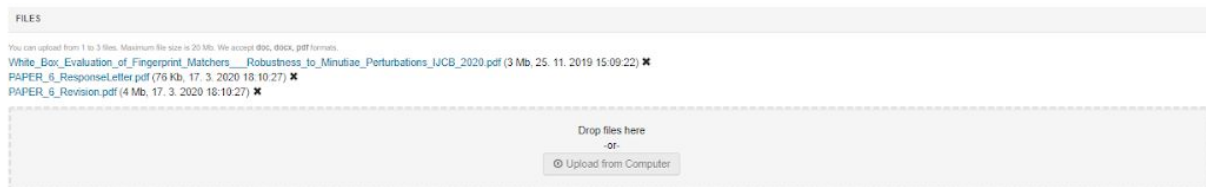
Step 3b [For Accept with Mandatory Revisions decisions]: Upload the revised paper and response letter

The submission sistem is already open and you can upload your revised paper and response letter right away. **The deadline for resubmission is June 8th, 23:59 PST.** To upload the revised paper, login into CMT and make sure you have your Author role selected from the drop-down menu in the top right: https://cmt3.research.microsoft.com/IJCB2020

Click on Edit Submission on the right side of you Author console:

This will bring up detailed information on your paper. In the "Files" section you should see the PDF of your initial submission. Keep the initial file and add the revised paper and revision letter. After the update, your console should show three uploaded files: the original paper, the revised paper and the revision letter as shown in the figure below.

WHAT'S NEXT

Papers with a Revise decision will be assigned to the same reviewers and Area Chairs as in the first round. These will examine the feedback and the revision and make a final recommendation on the paper after a second reviewing round.

Papers with an Accept with mandatory revisions will not be assigned to reviewers, but will be examined by the Program Chairs. If the revisions are sufficient, these papers will be accepted right away. If additional amendments are needed, the Program Chairs will reach out to the authors and discuss further steps.

New submissions (DUE JUN 8, 2020 - 11.59pm Pacific Time)

New paper can be submitted in the second round. The deadline for new papers is June 8th, 23:59 PST. The submission system is already open for new submissions.