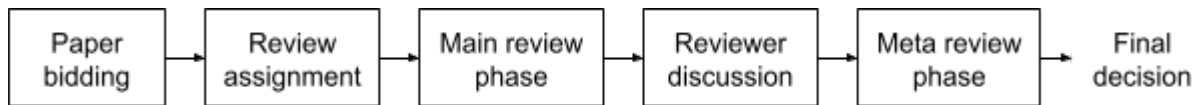


# TPC Guidelines and Instructions

This document explains the IEEE Local Computer Networks conference review process, timeline and guidelines for providing high-quality reviews to maintain a high-quality technical program.

## LCN Review Process and Stages



## Important Dates

- **05 May 2026:** Papers bidding starts
- **13 May 2026:** Reviews assignment complete
- **09 June 2026:** Main reviews due
- **14 June - 24 June 2026:** Reviewer discussions and meta reviews period
- **29 June 2026:** Paper acceptance notification

## Overview of the Review Process

During the initial paper bidding phase, invited and accepted TPC members indicate their areas of expertise and their interest in reviewing submitted papers, while preserving the double-blind review process.

Based on reviewer expertise, bidding preferences, and conflict-of-interest rules, papers will be assigned to reviewers by the TPC chairs.

Reviewers are expected to complete their individual reviews before the review deadline.

After the review deadline, there will be a short discussion phase during which reviewers can view other reviews and discuss the paper through EDAS. Any reviewer may initiate or participate in the discussion by posting comments.

Each paper will have one meta-reviewer responsible for moderating the discussion, initiating it if necessary, and preparing a short meta-review with a recommended decision.

TPC chairs will consider the meta-review, individual review scores, and reviewer discussions when making the final decisions.

## Preserving anonymity

IEEE LCN follows a double-blind review process. Double-blind reviews refer to the fact that neither author(s) know the name of the reviewers of their paper nor reviewers know the name(s) of the author(s) of a paper. [Information for Authors](#) has instructed authors to make a good-faith effort to anonymize their submissions, and they should not identify themselves either explicitly or by implication. In some cases, authors may have released their paper in non-peer-reviewed outlets (such as a technical report by their institution or a preprint on arXiv). However, reviewers should not take active steps to discover the identity of the authors.

It is imperative that reviewers do not reveal their identities to the author(s) of papers they are reviewing. Reviewers are responsible for removing all identifiers from supporting materials that they submit as part of their review. To preserve the integrity of the review process, the program chairs communicate information anonymously to the author on behalf of the reviewer.

## Conflict of Interest (COIs)

While the program chairs make every effort to avoid conflicts in the review assignments, conflicts may still occur due to unknown information. It is important to immediately notify the program chairs and return the paper in case of COI, including any real, perceived, or potential COI between you and any coauthor. COI is defined in [IEEE Policies, Section 9.9 – Conflict of Interest \(PDF\)](#). COIs include the following:

- Your PhD advisor, post-doctoral advisor, PhD students, and postdoctoral researchers you have supervised with no time limit.
- Family relations by blood or marriage, or their equivalent, forever.
- People with whom you have collaborated in the past five years, including co-authors of accepted/rejected/pending papers and grant proposals.
- Funders (decision-makers) of your research grants, and researchers whom you fund.
- People (including students) who share or shared your primary institution(s) now or in the past five years.
- Other relationships, such as close personal friendship, that might affect your judgment or could be seen as doing so by a reasonable person familiar with the relationship.

## Preserving confidentiality

IEEE requires that reviewers treat the contents of papers under review as confidential information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate use of the special knowledge that access provides. To guarantee fairness to the author(s), the reviewer should abide by the following:

- Assume that papers submitted for publication are not meant to be public.
- Do not use material from a paper you have reviewed.
- Do not share material from a paper you have reviewed with others.
- Do not distribute copies of a paper you have been asked to review unless the material is already public.

## Writing a high-quality review

- If you are new to LCN TPC, please read the [Information for Authors](#) carefully to familiarise yourself with all requirements the authors are expected to follow. Should you suspect that a paper might breach any of these policies, please reach out to the Chairs. Meanwhile, continue with the paper review under the assumption that no violation has occurred.
- Note that it takes time to write a high-quality review.
- Comment on the appropriateness of methods, analyses, results, and conclusions, as well as on the technical significance and accuracy of the work. Novelty and potential impact of the work alongside the reported performance should be considered in reviewing. You may also assess whether the use of references and footnotes is appropriate.
- Be specific when you comment, e.g., if you say “this is not new”, include a specific reference to show evidence.
- Describe how to revise the manuscript to give it focus and organization.
- Minor flaws that are easily rectifiable should not serve as grounds for paper rejection.
- Justifications for your scores and recommendation should be reflected in your review. In fact, your comments and suggestions are more useful for authors than the review score.
- Reviews should be constructive and objective; don’t include personal comments or biases about the author or subject matter. Don’t identify yourself or your work in your review. Additionally, it is unacceptable for a reviewer to require additional citations for the sole purpose of influencing bibliometric measures of either an individual or a periodical, as mentioned in the [IEEE PSPB Operations Manual Section 8.2.2.4 \(PDF\)](#).

## Professional practices

- Authors may resent harshly written critiques, irrespective of their accuracy. Therefore, carefully consider the tone of your review. It is always possible to constructively word your review with a courteous and informative review. Ask yourself whether you are happy to sign the review with your name, despite the reviews being anonymous.
- Try not to be overly negative, as any research paper has its advantages and drawbacks.
- Avoid referring to the authors in the second person (“you”) as you are reviewing their work and not the person. It is best to refer to the work in third person (“the paper”).
- Above all, short reviews are unhelpful to authors, other reviewers, and program chairs, and would not serve our purpose of maintaining high-quality technical programs. If you've committed to reviewing a paper, allocate sufficient time to craft a thoughtful and comprehensive review.

## FAQs

### 1. *What happens in the “Meta Review” phase?*

Program chairs will assign a meta reviewer for each paper, who will be guiding the reviewer discussion. This is the time to look at comments of the fellow reviewers and think about anything that you have overlooked, or provide further justifications for your original decision. At the end of the discussion phase, the meta reviewer provides a recommendation based on the outcome of the reviewer discussion supported by independent review of the paper.

**2. *The paper appears to be technically sound, but out of scope of LCN. How should I proceed?***

If you think the paper is out of scope for LCN, provide clear explanation in the review even including potential alternative venues for the paper. However, unless the divergence is extreme, maintain an open-minded approach, as we aim to include a diverse range of high-quality papers at the conference.

**3. *Is there a minimum number of papers I should accept or reject?***

The answer is NO. You should conduct an independent review of each paper and accept or reject based on its own merit. If you happen to accept or reject all papers allocated to you after a thorough constructive review, that is fine.

**4. *Should I continue reviewing a paper if I saw the paper and author names in arXiv?***

In general YES, unless you have a COI with authors. Refer to the above COI guidelines.

**5. *If a short or workshop paper of the same work has already been published in a peer-reviewed venue. Should this be treated as a “concurrent/dual submission”?***

If already submitted work is short in nature, it may not be automatically triggered with a high similarity score. However, as the reviewer you should provide your judgement on whether the paper offers enough additional contributions to be accepted as a new paper. Please refer here for the IEEE Concurrent/Dual Submissions policy.

**6. *Should I consider Appendices in the review process?***

Yes, but not essential. If the material in Appendices helps you understand the contributions of the paper better and make a better judgement of the quality of the work, it is recommended to read Appendices.

**7. *What is the Generative AI policy for LCN 2026?***

Authors and reviewers are expected to follow general academic integrity standards when using generative AI tools. Any use of such tools must not compromise the originality, validity, or confidentiality of the work. Authors remain fully responsible for the content of their submissions.

Reviewers must treat all submitted material as confidential and must not upload or share manuscript content with external AI tools.

Please check the relevant instructions from IEEE on Generative AI in the following link [Submission and Peer Review Policies - IEEE Author Center Journals](#)