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Initial Steps

1. **Check Template Suitability:** Ensure the manuscript follows the journal's template.
2. **Focus and Scope:** Confirm the manuscript fits within the journal's focus and scope.
3. **Abstract:** Verify the abstract does not exceed 200 words.
4. **Keywords:** Check for exactly 5 relevant keywords.
5. **Content Structure:** Ensure the manuscript includes:
 - Introduction
 - Research Methodology
 - Results and Discussion

- Conclusion
- 6. **Tables and Figures:** Confirm the suitability and correct formatting of tables and figures.
- 7. **References:** Ensure a minimum of 10 references from the last 10 years in IEEE style.

Middle Steps

1. **Editorial Comments:** Use the “Add Discussion” button to provide comments based on the Initial Steps review. Focus on general issues; detailed checks are the Reviewer’s responsibility.
2. **Author Response:** If corrections are needed, wait for the Author’s response. Once resolved, click the Send to Review button to forward the manuscript to the Reviewer.
3. **Reviewer Feedback:** Consider Reviewer comments before moving to the final step.

Final Steps

1. **Check Revisions:** Verify that the Author has addressed Reviewer’s suggestions and completed all revisions.
2. **Copyediting:** If all criteria are met, proceed to Copyediting.
3. **Task Completion:** Mark the Editor’s task as completed.

Additional Notes

- Editors ensure adherence to basic guidelines; Reviewers assess content and technical details.