



IEEE Transactions on Industrial Informatics

Special Sections



Information for Guest Editors and Authors

The initial proposal for the special section should be sent to the EIC office and it should include:

- Proposed CFP (see attached)
- Rationale (1-2 pages) with indication of the name of the coordinating GE
- List of related papers published recently in IES journals
- Biographical forms for all proposed Guest Editors (download the template: [AE-GE_form.doc](#))
- The title of the proposed state of the art (SoA) paper authored by Guest Editors

Please be sure that proposed special section is within the scope of TII that Guest editors are familiar with information specific to the journal (see <http://www.ieee-ies.org/pubs/transactions-on-industrial-informatics>). Before submitting the proposal the Guest Editors should become familiar with all papers related to the Special Section, you may find the relevant papers from IEEE Xplore. This could be used as a justification that the SS is within the scope of the journal. Also, authors of these papers are already in the MC database and they can serve as potential reviewers.

After conditional approval of SS the Guest Editors should search the market for potential authors. Once the market is recognized, an EXCEL database with potential authors is established, and a final CFP must be prepared to properly address the market. Also, the time table of the SS has to be modified. The final proposal for SS should be sent to the EIC office and it should include:

- Final CFP
- Excel file with the list of potential authors

Once the SS is formally established:

- CFP is posted on TII web page
- SS is opened in Manuscript Central with special type of manuscript identified by SS name
- CFP are broadcasted (by Guest Editor)
- CFP are distributed on various conferences (by Guest Editors)
- Manuscript collection is started
- The Corresponding Guest Editor (CGE) temporarily receives the Associate Editor rights on MC
- The CGE assigns himself and all GEs to review all incoming papers and manuscripts. This way all GEs will have access to all SS manuscripts. GEs may or may not submit formal reviews.
- For larger SSs other GEs may also temporarily receive rights of AEs on the MC. In this case the CGE should send to EIC a list of the manuscripts which should be transferred to other GE/AE centers on MC for processing.

We should start the review process as soon as manuscripts are submitted so authors can receive a fast feedback. It would be advisable to use other authors of SS as reviewers. But we can do it only if we are sure that a reviewer already submitted his/her paper and that he/she is not submitting another one. In other words we should not reveal content of submitted papers to authors whose papers are not yet submitted.

Please be aware that in order to secure proper quality of SSs additional reviewers may be added to randomly selected manuscripts. These reviews will be done by other Associate Editors or their designees and identity of these additional reviewers may or may not be known to Guest Editors.

Additional information:

1. Each Special Section should have:

- (1) An editorial (1 page) written by Guest Editors.
- (2) A State-of-the-art paper with critical evaluation of recent developments in the topic area. This manuscript should have extensive (up to 60) references. They can be written by Guest Editors or by other experts in the area.
- (3) Five to twenty manuscripts of the Special Sections. If there are more than 15 accepted manuscripts then the Special Section can be divided into two; published with several months separation time.

2. Time table:

- (i) Preparation of proposal of SS (3 months)
milestone – EXCEL database file and publicity of CFP (2) Collection of Manuscripts (4-6 months)
milestone – deadline for manuscript submission
- (ii) Review Process (3-6 months)
milestone – EIC receives proposed list of accepted manuscripts
- (iii) Preparation of final manuscript for publications (2 months)
milestone – Publication of papers on IEEE Xplore

It is expected that special section papers will be published within 6 to 12 months from the date of submission.

3. The acceptance rate for the Special Section should be the similar to the acceptance rate for entire journal (currently about 20%)

4. Each manuscript requires at least 3-4 reviews. The absolute minimum is two in-depth reviews, which must be supported by GE recommendation.

- If recommendation is to reject the manuscript, then authors should receive an explanation for the manuscript's rejection.
- If recommendation is major or minor revisions, then authors should receive detailed information on ways they can improve the manuscript.
- If recommendation is to accept a manuscript, then editor should receive a justification for why the manuscript is accepted .

Please notice that new and technically correct results may not be a good enough reason for manuscript acceptance. Usually about 50% to 70% submitted manuscripts are technically correct but our acceptance rate is less than 20%. To be accepted, a manuscript should have outstanding and original contributions. Also, it should be very attractive for readers, especially industrial practitioners.

5. In order to speed up the review process, be aware that such immediate rejections are only at the beginning of the review process with at least **two** recommendations from reviewers.

6. Each Special Section should include a state-of-the-art paper describing recent developments in the area.

7. Guest Editors may write no more than **one** paper to their SS (plus the SoA paper). These manuscripts must be processed outside of the SS by another Associate Edit.

8. Each author is limited to **one** submission in the SS.