

IEEE INDUSTRIAL ELECTRONICS SOCIETY (IES) PUBLICATIONS COMMITTEE

GUIDELINES FOR SPECIAL SECTIONS/ISSUES

1. Introduction: Recognizing the importance, place and rising number of the special sections/issues in all IES Transactions and their role in increasing the visibility and prestige of IES, uniformity in the organization and implementation of special sections/issues is desirable across IES. Therefore, guidelines for the special sections/issues are formulated to enable the Editor in Chief (EIC) to implement a fair and thorough process of evaluation and to enable technical leaders to prepare a successful proposal and to have an understanding of the special sections/issues and their requirements.

2. Proposal Initiation: Proposals for special sections in the IEEE Transactions on Industrial Electronics and IEEE Transactions on Industrial Informatics may be initiated by the Editor in Chief, Associate Editors, Technical Committee Chairs, and any high profile researchers with a proven record of publications in the IEEE Transactions or equivalent quality journals or/and edited books. It is advisable to informally communicate with Editor in Chief before embarking on full proposal preparation to assess their priorities and disposition to the proposal topic.

3. Proposal Requirements and Preparation: The proposal is required to include the following information:

- a) The title of the proposed section/issue.
- b) The name(s) of the Proposer(s), affiliation(s), and full contact address(es) to include postal address, day telephone number, fax number, and email address.
- c) A short description of the rationale for the proposed section/issue (around a page) providing the necessary background and explaining the need for publishing such material.

- d) A short biography of the Proposer(s), no more than 500 words (around a page) to be accompanied by a list of publications relevant to the proposal to include edited book contributions, research journal papers, and refereed conference papers.
- e) Details of prior Guest Editor(s) experience as well as details of prior reviewing experience, if any.
- f) A source (or sources) of submissions, which can be a call for papers to be published in the Transactions, and invited contributions to include edited and extended contributions from the IEEE sponsored technical event(s), and/or new contributions to address specific topics and/or tutorial/survey papers. If the invited contributions are envisaged, names of the contributors and the acceptance status are to be provided, together with their ranking in the research field covered by the proposal - top 10, 20, or 50, based on the publication record, and the Guest Editor(s) assessment.
- g) Approximate dates for completion of the project; maximum 18 months from the proposal acceptance.

4. Proposal Submission: The proposal is to be submitted to the Editor In Chief of the Transactions in the pdf format.

5. Proposal Review: A decision on the proposed special sections/issues will be communicated to the Proposer(s) by the Editor in Chief within a period of one to maximum two months.

EIC Decision Making Process: To formulate the decision, the Editor in Chief may seek the opinion of the appropriate Technical Committee Chair, Associate Editors, or/and may consult with eminent researchers outside of the Technical Committee structure or Transactions Editorial Board.

Guest Editor Appointment: If proposal is accepted, the Editor in Chief, in consultations with the Proposer(s), will allocate tentative dates for the publication of the section/issue, and officially appoint the Proposer(s) as the Guest Editor(s) of the section/issue.

Additional Guest Editor Appointment: Additional guest editor for special section/issue may be appointed by the Editor in Chief, if deemed necessary; particularly if the proposing Guest Editor(s) do not have a prior experience in preparing a special section/issue or if additional guest editor brings immense prestige and visibility to the issue.

The Editor in Chief will advise the Guest Editor(s) on the publication dates, in the Transactions, of the call for papers for the special section/issue, and will set a deadline for receiving the call for papers. **The Editor in Chief reserves the right to cancel the special section/issue if the call for papers is not received, or ready, in time for the scheduled publication or the special issue preparation and quality falls short of the Transactions standards.**

6. Preparing Call for Papers: A call for papers is to be prepared by Guest Editor(s), and it is subject to approval by the Editor in Chief. The call for papers is to, at the minimum, contain:

- a) The title of the special section/issue.
- b) Names of Guest Editor(s)
- c) A short description of the rationale for the proposed section/issue (around a page) providing the necessary background and explaining the need for publishing such material.
- d) Subtopics in which papers are called for
- e) Time lines for paper submission, review and final publication
- f) Details of the paper submission process
- g) Details of the review process and final acceptance process
- h) Full contact address of the Guest Editor(s), to include postal address, day phone number, fax number, and email address.

7. Preparing Section/Issue and Paper Review Process: Upon approval of the proposal, and once the manuscripts became available, the Guest Editor(s) are to submit, within a week of being allocated the submitted manuscripts, to the Editor in Chief names and full contact addresses of the Reviewers for each submitted manuscript. At a minimum, three reviewers are required for each paper; preferably four reviewers to account for various emergencies.

Reviewers for special sections/issues: The name and contact address of each Reviewer is to be accompanied with a list of at least three papers relevant to the special section/issue published in one of the IEEE Transactions or equivalent journals, plus details of the reviewer's prior reviewing experience, if any. Waiver for some reviewers may be granted by EIC at their discretion in special cases under special circumstances.

The appointment of the proposed Reviewers to the Review Board for the special section/issue is at the discretion of the Editor in Chief, who may also appoint additional reviewers.

Progress Report: The Guest Editor(s) are to provide on a quarterly basis a progress report with a particular focus on matters which may/will delay the section/issue completion dates.

Time Line: The special section/issue is expected to be completed within eighteen months (18) from the proposal acceptance - this period includes a minimum of six months required for the call for papers to be available for downloading from the main electronic page of the Journal. This period may be extended at the discretion of the Editor in Chief.

Manuscripts and Handling: All submissions to special sections/issues are to be made using the Manuscript Central submission system. Special Section/Issue papers are subject to page limitation same as regular papers. For details of the submission system and submission requirements, the Guest Editor(s) are referred to the *Information to Authors* document link to which is available on the main page of the Journal. To ensure that the

reviewers are aware of the publication requirements, Guest Editor(s) are requested to bring to the attention of the reviewers the *General Publication Policies* document link to which is available on the main page of the Journal.

All recommendations regarding acceptance/rejection made by Guest Editor(s) are subject to the decision by the Editor in Chief.

8. Submission Requirements: Upon completion of the review process, or as requested by the Editor in Chief, the following items are required for submission:

- a) A list of papers to be included in the special section/issue in the order of preference/priority if some papers are to be published outside the special section/issue for reasons of space limitations, or others.
- b) A list of papers, if any, which may still be in the review process or require further revision, which can be published outside the special section/issue.

9. Final Paper and Section/Issue Acceptance: The Guest Editors will be advised within two weeks of submitting the final material on the final composition of the section. At the discretion of the Editor in Chief, some papers may be published outside the special section/issue.