

## Guidelines for Guest Editors Managing a Special Section

November 2016

- Guest Editors (GE) should submit their proposals to Editor-in-Chief with the filled in IEEE T-IE Special Section Application Form available upon request to EiC Office.
- Typically, Special Sections (SS) are in charge of three (not more, not less) well known experts in the field of proposal, from academia (associate or full professors) and industry/research institutions (senior researchers/scientists). Their profile shall meet Guidelines for Associate Editor appointment. One of them should be an Associate Editor of T-IE. It is assumed that Guest Editors are not involved at the same time in any other SS (neither in T-IE or in other journals).
- Special Section Application Form will include:
  - a) A comprehensive rationale and a short abstract to be included in CFP (150-200 words).
  - b) A detailed list of topics (not more than 10).
  - c) GEs biographies.
  - d) A detailed list of potential authors.
  - e) A detailed list of potential reviewers.

Note 1: Proposal in different format than SS will not be considered.

Note 2: Once the SS proposal has been approved, the EiC Office will provide a template in order to create the Call for Paper.

- Post conference-based SS proposals are not acceptable, however, extended and significantly enhanced versions of conference papers could be considered for publication in an SS.
- Special Sections should be very focused. Each SS will consist of 15-20 papers at most; the expected length of each paper is eight pages, however, they might be exceptionally enlarged after the review process.
- T-IE acceptance rate is around 20%; normally, 70-100 submissions are expected for a typical SS and only 20 accepted papers (at most) will be approved by EiC.
- The proposal will be evaluated and reviewed by EiC and Co-EiCs.
- Typical SS schedule is as follows:
  - Call for papers: date of approval.
  - Submission deadline: date of approval + 180 days.
  - First round of the review process: submission deadline + 60 days.
  - First revision: 45 days.
  - Second round of the review (of R1-paper): 21 days, *R1*-paper can be: accepted “*As Is*” or with “*Minor Revision*” otherwise “*Rejected*”. Those papers which have not been approved according to proposed schedule but have good potential to be published on T-IE could be maintained in

the loop for a short time (not more than 2-3 weeks) and eventually published as “*regular papers*”.

- Revision of “*Minor Revision*” papers: 15 days.
  - Proposal of acceptance/rejection to EiC: 21days; decision shall be taken by EiC after evaluating the whole bundle of papers.
  - NOTE 1: Submitting papers to T-IE, authors must fully agree with IEEE & IES Publication Policy.
  - NOTE 2: Plagiarism check is performed by IEEE on all T-IE papers using CrossCheck which estimates the degree of similarity (SI) from the previously published papers. Papers with SI > 25-30% will be pre-screened by three members of the TIE editorial board for possible immediate rejection.
  - NOTE 3: Authors cannot submit more than two papers.
- Proposing a Special Section, Guest Editors agree to submit:
    - A *State of the Art* (SoA) / Survey paper (up to twelve pages and recommended no more than 100 references); deadline for SoA: one month before the submission deadline.
    - A four page *Guest Editorial Paper* (GEP) with a critical introduction on the SS papers; deadline for GEP: 15 days after the end of the review process.
    - Two research papers per GE at most, including joint papers (but excluding SoA and GEP). Guest Editors’ papers will be managed by an independent Associate Editor nominated by EiC, the same procedure applies to papers submitted by authors with the same affiliation of GE. It is full responsibility of Guest Editors to inform the EiC about cases of potential conflict of interest among one or more GE and the author/s of submitted papers, follow the IES Periodicals Policy&Guidelines and the instructions received when they are assigned to a submission on S1M.

#### Guest Editors’ Responsibility:

- An alias will be created per SS to give equal access to the three organizers to S1M manuscripts. The alias will have associated an user in S1M and an e-mail alias. It will be helpful for all Guest Editors in order to know the real status of the SS every moment. Furthermore all Guest Editors can work together and balance the workload of the SS. In this way the EiC will assign SS papers just to this alias, and all SS info will be replied automatically to real GE emails. This alias will be created by the T-IE administrator and must be included in the CfP as “SS Guest Editors email”. GEs receive the alias S1M login info (email and password) when the SS is opened. The only exception will be made when one or more of the organizers have already viewer, EiC or Administrative role on S1M. In these cases his email will not be included in the alias.
- The expected length of each manuscript is eight pages, however, they might be enlarged after the review process. In case of overlength papers, IEEE will require a fee for each additional page (currently: USD 160/page). Each manuscript requires **at least three in-depth reviews in all steps (R0, R1, ...)** and GE recommendation within 45 days of submission. Recommendation cannot be disclosed to authors but only in “Comments to Editor” area. If recommendation is to reject the manuscript, then authors should receive clear

and **detailed explanation** why the manuscript is rejected, but final decision is the sole responsibility of EiC. If recommendation is major or minor revisions, then authors should receive **detailed information** how they can improve manuscript, finally, if recommendation is to accept manuscript, then Editor in Chief (only) should receive a justification **why manuscript should be accepted** (what was that great about the manuscript that it will be cited), while “Comments to Author” should be neutral. Please notice that new and technically correct results are not a good enough reason for manuscript acceptance; it must have a potential to attract readers and must have a chance for citations. In case GEs recognize poor comments to authors or against the IES Periodicals Policy&Guidelines, he/she should rescind the review asking the reviewer to give full explanation for his/her recommendation.

- The whole paper review process must be completed by no later than 6 months of SS submission deadline.
- GE should suggest a decision to EiC in “Comments to Editor” area but their recommendation cannot be disclosed to authors in “Comments to Authors”: final decision is in charge of EiC.
- All revised papers (*R1, R2, ...*) which are not accepted “*As Is*” or with “*Minor Revision*” could be rejected by EiC.
- All papers which are not accepted “*As Is*” within 6 months at most, if accepted later, will be published as “Regular Papers”.
- The EiC could be assisted by a Co-EiC in management of a specific SS; He/She can also delegate his/her functions to a Co-EiC.

**NOTE: Submitting their proposal Guest Editors, commit themselves to meet these guidelines.**

# Guidelines for the Guest Editors Managing a Special Section

From IES Periodicals Policy&Guidelines (March 2016)

## *Associate Editor/Guest Editors*

Associate Editors are very important appointments to maintain the quality of IES periodicals. The minimum requirements of qualifications and experience for an AE include:

- Substantial professional standing and experience (e.g. associate professorship or higher in recognized universities and industries);
- An active IEEE IES membership;
- A demonstrated an excellent publication record in IEEE transactions, in particular, IES periodicals such as Transactions on Industrial Electronics (TIE) and Transactions on Industrial Informatics (TII);
- Proven editorial experience (e.g. guest editorship, associate editorship in other scientific journals, conference special session organizers).

The nomination of an AE should follow the following steps:

1. The AE nomination form along with cv should be filled properly and sent to journal Co- EiC/EiC;
2. The EiC acknowledges the reception of the form and sends his/her recommendation to the VPP after consulting with CoEic;
3. Upon the receipt of the nomination from the EiC, the VPP in consultation with the VP for Technical Activities makes the final decision;
4. The EiC will communicate the final decision officially to the nominee within one month upon receipt of the form.

The AE nomination form contains the following data:

1. Name (first and last);
2. Title;
3. Affiliation;
4. Contact information;
5. Previous editorial experience;
6. Short (half page) résumé, including IEEE-IES membership and actual/past editorial experiences in other reputable journals;
7. List of keywords which describe your area of expertise;
8. List of journal papers published (a minimum of 5 Transactions in the last 3 years should have been published by the candidate for eligibility of AE from academia).

The nominator should also attach the following:

- The review record of the periodical of the AE nominee;
- A clear indication of the need of the AE position;

- A statement about how the new AE will impact on the geographical distribution of the editorial board.

Whenever a new AE is appointed, the Co-EiC or EiC who has nominated him/her should be his/her mentor for the first two years. The Co-EiC should provide the new AE appropriate guidance and advice, including:

- Become familiar with IEEE PSPB guidelines;
- Method for selecting reviewers;
- Ways to assess the review reports from reviewers;
- Making appropriate recommendation for Co-EiC to take action once enough review reports are received.

An adequate training period should be not less than 6 months.

The term of AE should be 3 years, with the first year as probation period. It can be renewed providing that he/she is an active performing AE.

The Co-EiC or EiC should remove an AE whose sustained performance is demonstrably unsatisfactory. Such decisions must be approved by the VPP and VP for Technical Activities.