



Abbreviated Information for Authors

Introduction

You have recently been sent an invitation to submit a manuscript to ScholarOne Manuscripts (S1M). The primary purpose for this submission is to start a process that will decide whether your paper will be published in *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*. In many cases, the manuscript that you submit to S1M will also appear in a forthcoming IEEE Conference Record.

This document will summarize the critical items you need to know prior to submitting your manuscript to S1M. A comprehensive overview of IAS Publications, the peer review process, and guidelines for preparation of manuscripts can be found on the IAS web site. Follow the link under the Publications menu.

IEEE Transactions on Industry Applications and *IEEE Industry Applications Magazine* are both peer-reviewed journals; the Magazine is distributed to every IAS member as well as other subscribers, while Transactions only goes to paid subscribers. Both journals are archived in IEEE Xplore. The reviewers and Editors will make the decision about where to publish accepted papers.

The mechanism for submission of manuscripts is the IAS ScholarOne Manuscripts (S1M) Web site. Authors receive an invitation from S1M that includes a link to the site. You should make sure that the spam filter on your e-mail server is set up to allow incoming messages from S1M - these messages will originate in the '@manuscriptcentral.com' domain.

If you have not previously used the IAS S1M site, the invitation also created an S1M user account for you. The first step you must take in submitting your manuscript is to complete the information required to establish that user account. The password initially assigned to your account allows one-time access only, and you must select a permanent password the first time you log in. There is no charge for having a user account or for submitting manuscripts. When you establish a user account, your name and credentials will be entered into the database from which reviewers may be selected for papers submitted by others.

When you respond to the e-mail invitation, S1M will recognize you as the "corresponding author", and will presume that you are authorized to act on behalf of your coauthors with respect to your submission and the associated copyright transfer. As the corresponding author, you will receive all correspondence regarding your submission and are obligated to keep your coauthors informed as the paper progresses through the review process.

S1M is also used as the intake mechanism for some technical conferences sponsored by IAS. All papers presented at these conferences will appear in the official Conference Record, and those conference records will also be archived in IEEE Xplore. These submissions are termed 'pre-presentation' submissions. Conferences that currently use S1M as the Conference Record intake tool include:

- Rural Electric Power Conference (April or May)
- IEEE/PCA Cement Industry Technical Conference (April or May)
- Industrial & Commercial Power Systems Conference (May)
- Pulp & Paper Industry Technical Conference (June)
- IAS Annual Meeting (October)

Please be aware that if you submit a paper to one of these conferences, and then fail to actually present the paper, your paper will not be archived in IEEE Xplore and it will not be eligible for review for publication in IAS Transactions or IAS Magazine. So if your plans to attend the meeting at which your paper is scheduled for presentation must change, you must notify the organizers of that conference immediately to determine if alternate presentation arrangements are possible.

IAS is a technically eclectic Society, and responsibility for peer review in IAS is assigned to the technical committees of the Society. Each Committee has its own traditions and practices, all of which are consistent with the workflow automated within S1M. The e-mail invitation you have received links your manuscript to the specific committee that will conduct the peer review. Detailed information on these committees, their respective technical scopes, and organization can be found on the IAS Web Site.



Access to S1M is by means of a web browser. Supported browsers include Internet Explorer and Firefox, on Microsoft systems, and Safari on Apple systems. **Be sure to disable any popup blocker associated with your computer when using S1M.** Do not use the browser ‘back’ button while using S1M; there are links in the upper left corner of each page that can be used to navigate backwards in S1M.

The traditional model for IEEE publications makes the content of Transactions and the Magazine available to subscribers to those publications as well as those with paid subscriptions to IEEE’s electronic archive, IEEE Xplore. IAS members receive complementary subscriptions to the IAS archive in Xplore as a benefit of membership. IEEE is now offering an alternative publication model in which the content of IAS Transactions can be made available to the general public without restriction. Authors who prefer OpenAccess publication may select that approach at the time of submission of the ‘final files’ required to actually publish the paper. Please understand, however, that OpenAccess requires an alternate approach to paying for publication, and IEEE has established a discounted fee for this option that must be paid prior to publication of a paper. Further information on OpenAccess can be found on the IAS Web Site.

General Rules on Peer Review and Publication

There are a set of rules that govern publication of technical papers by IEEE. To be fair to all authors, these rules are enforced uniformly; there are no exceptions.

1. All papers published in IEEE periodicals must be peer reviewed.
2. A minimum of two reviewers examine each paper, in addition to the Editor-in-Chief of the journal and the associate editor who manages the review process. If the committee responsible for your paper cannot find two experts who are willing to review your paper, it will be returned without review. IEEE requires that the reviewers be anonymous, and S1M is set up to enforce a ‘single-blind’ peer-review process.
3. Only original papers may be reviewed for publication. Papers that have previously been published in a peer-reviewed journal, or reviewed for publication and rejected, are not eligible for publication by IEEE.
4. In IAS, only papers that have been presented at an approved technical conference may be approved for publication in either *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*. “Approved technical conferences” include all conferences sponsored by IAS as well as certain non-IEEE conferences that have cosponsorship arrangements with IAS.
5. Because technical conferences address specific industry segments and audiences, some IAS conferences will accept papers for presentation that have previously been presented at other conferences provided the author fully discloses the prior history of the paper. The committee that sponsors the first presentation is responsible for making the decision whether the paper will be published in IAS Transactions or IAS Magazine. A decision to not publish a paper may not be reversed in a subsequent review.

Timeliness

A deadline has been identified for submission of your manuscript. If your paper has already been presented, the submission deadline is established by the Technical Committee to encourage prompt publication. You will receive automatic reminders as this deadline approaches.

If your paper has been invited on a ‘pre-presentation’ basis for a future IAS-sponsored conference, the deadline given by the conference is governed by the lead time required to prepare the conference record. Failure to submit the manuscript by the stated deadline may result in your paper being dropped from the program at the intended conference.

IAS strives to complete paper reviews as quickly as possible within the constraint that the review process relies entirely on volunteers who must balance the time spent on IEEE work with the demands of their ‘day jobs’, families and other considerations. In general, we try to get to a ‘first decision’ on papers submitted on a ‘post-presentation’ basis within 90 days of submission, and our target for the first decision on papers submitted on a ‘pre-presentation’ basis is two weeks following the conference.

There are four options for the ‘first decision’ on a paper - accept as written for Transactions, accept as written for the Magazine, reject, or return to the author for revision and resubmission. Papers that are returned for revision must be revised and resubmitted within 30 days.



Once a paper has been accepted for publication, the author will be required to submit ‘final files’ to S1M. Instructions for this submission accompany the decision letter. Electronic publication (in IEEE Xplore) of Transactions papers occurs on a pre-print basis within a few weeks of submission of the ‘final files. Papers are published in the physical version of Transactions on an approximate ‘first-in, first-out’ basis, and at any time the Editor of Transactions may have enough papers on hand to fill several issues. The length of this queue governs the pre-publication dwell time.

The Magazine publishes against an annual plan that is developed during late-summer of the prior year, and the electronic version appears very shortly after the hard-copy version is printed. The best thing that the author can do to enhance the publication time of an accepted paper is complete the final file submission as quickly as possible, and in exact accordance with the submission instructions.

Manuscript Format & Length

The format of manuscripts that have already met the presentation requirement is not especially important. The most convenient approach is for the author to submit the manuscript in the format of the conference at which it was presented.

Unless otherwise instructed by the committee sponsoring your paper, the format of papers submitted for IAS conferences should follow the preferred IAS Paper Template. File format requirements may vary between conferences - check your invitation carefully for special requirements.

In general, ScholarOne Manuscripts will accept the following electronic file formats:

- Authors may submit a complete electronic manuscript, with embedded and captioned figures and tables, in the Adobe Portable Document Format (.pdf). Note, however, that .pdf files created using third-party .pdf distillation software may not be compatible with the software used to process IEEE papers. .pdf files created using Adobe Writer and the .pdf distiller in Microsoft Word have proved to be reliable.
- Authors who use WYSIWYG word processing (eg, Microsoft Word, etc) may submit a single, native format word processing file (.doc, .docx, etc) with embedded/captioned figures and tables.
- Authors who use LaTeX must submit a .pdf file of the entire manuscript (designated as the “Main document”) with embedded and captioned figures.
- But regardless of the format, authors should submit ONLY ONE electronic file for review.

Postscript files, and files created by page layout software (such as Pagemaker) are NOT ACCEPTABLE. Authors should submit a single digital file for review; that file should not exceed 20MB in size.

You should include the title, authors’ identification, abstract and key words in the manuscript file exactly as you want these items to appear. Please do not include headers, footers or page numbers in your manuscript.

Conferences may impose a length constraint on manuscripts. Papers that are approved for publication in Transactions should not exceed nine pages in length; there may be an overlength charge for longer papers. Papers that are approved for publication in the Magazine should not exceed ten pages in length in the final layout that appears in the Magazine. The EiC of the Magazine will work with authors where necessary to achieve this limitation.

S1M will convert your uploaded manuscript to the proof format used for peer review. You are responsible for making sure that the proof is legible and correct. You must examine that converted file as part of the submission process. Layout problems with the proof created in S1M are almost always the result of a problem in the file uploaded to S1M. If you find that corrections to your manuscript are required, please delete previous versions when you upload corrected version to S1M. You may exit S1M after uploading your paper, and come back later with corrections or additions. However, once you click the “Submit” button, you will no longer have access to your manuscript file(s).

File Retention



If your paper is later accepted for publication in either *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*, you will be required to provide a reference copy (.pdf), a text file (.doc, .docx, .tex, .txt, etc.) and original graphics files (.jpg, .gif, .tif, .bmp, etc) for each of the figures in your paper. Please make certain that you will be able to easily retrieve that material if and when that need arises.

Copyright Transfer

Authors are required to complete an IEEE copyright transfer as part of manuscript submission. A link to a web-based electronic copyright transfer application appears for your convenience on the acknowledgement page that appears after you complete your manuscript submission in S1M.

If you are required by your employer to delegate execution of the copyright transfer to some other person, that delegation can be accomplished within the electronic copyright transfer system. However, IEEE will look to the author to assure that the copyright transfer is completed in a timely manner. IEEE will not publish paper for which there is no copyright transfer.

Once you have executed an IEEE copyright transfer agreement, you may not allow a non-IEEE entity to publish your paper. If subsequent publication by other entities is desired, arrangements must be made with the IEEE Intellectual Property Rights Office.

Ethics and Commercialism

Authors are expected to conform to all IEEE requirements regarding publication ethics. Specifically,

- Authors have the prerogative to decide who should be identified as a contributor to a paper and the order in which author names are listed. The list of authors cannot be changed after a paper has been submitted without written concurrence of all living authors.
- Plagiarism is forbidden. Authors who engage in plagiarism face severe sanctions, including the loss of the privilege of publication through IEEE.
- Submitted papers should be original. IEEE considers papers to be essentially the same if they share the same **'intent, methods and conclusions'** even though the title and wording may have been modified to accommodate different audiences.
- Multiple publication (sometimes called 'self-plagiarism') is forbidden, and penalties are similar to those for plagiarism. In IAS, it is acceptable for a paper to be presented at multiple technical conferences, but a paper may be published only once in Transactions or the Magazine.
- Authors must disclose the full history of all submissions, including all conference submissions, as well as whether the paper been previously reviewed by another publication, or if it is currently in review or in press at another Journal. Authors should also disclose if a paper has been posted on a web site accessible by the general public. If there is any question about the application of this principle, the best advice is to disclose the full history of the paper at the time of submission. Failure to fully disclose the history of a submission, or misrepresenting the history, are considered author misconduct.

IEEE now scans all papers submitted to S1M for similarity with previously published papers using Cross-Check from iThenticate. The scan itself takes only a few minutes, but if the similarity exceeds a threshold established by IEEE, the paper is referred to the IEEE Intellectual Property Rights Office for investigation, and that process could delay publication of a paper or block presentation at a forthcoming IAS-sponsored conference. Steps that authors can take to avoid potential scan issues include:

1. Often, papers are written to extend topics that the author has considered in previous papers, and in those cases, it's common for some introductory material to be shared. In those cases, the previous work should be cited as a reference.
2. There is nothing wrong with quoting previously published material, but you must clearly differentiate between your words, and words of others. Quotations marks are the simplest way to do this, but other options include indented paragraphs and obviously differentiated type faces. And when material is quoted, you **MUST** cite the source of the quotation in the list of references at the end of the paper.
3. There are situations where an author quotes his own words but in a different context (ie, passages from a book are quoted in an unrelated technical paper). In those instances, the previous publication



- MUST be cited as a reference, and in some instances it may be appropriate to treat the common material as a true quotation (with quotation marks).
4. When in doubt, DISCLOSE! There are several opportunities on the S1M submission for authors to disclose that the manuscript that they are submitting for review was previously presented at some other conference, or has been posted on a web site. Disclosing the history almost always diffuses any suspicion that the similarity suggests that the author is trying to do something improper.
 5. IEEE's policy is that permission to reprint is required to reprint figures taken from previously published material, and that the caption associated with reprinted figures should state that the figure is "re-printed by permission".

IEEE conferences and publications are intended to foster objective discussions of technical subjects, and overtly commercial content in papers and presentations is inappropriate. The general rules are:

- Statements intended to promote the sale of specific products or services, including claims of uniqueness or superiority, are forbidden
- Illustrations that emphasize a manufacturer's name, product name or logo should be avoided
- Authors are allowed to identify their employers on both the paper manuscript and on the first page of the conference presentation. Institutional logos may be used on the first page (only) of the presentation, but may not appear on subsequent pages of the presentation or anywhere in the manuscript.

Conference organizers may exclude papers or presentations that are judged to be excessively commercial according to the rules followed by that conference.

Questions

If you encounter questions in preparing or submitting your manuscript, the first resource should be the Technical Committee that will be reviewing your paper. Alternative contacts include:

- ScholarOne Manuscripts "Help Desk" - click the "Help" link on the page, or call +1 732-465-5859 during Eastern US business hours.
- IAS Web Site, <http://ewh.ieee.org/soc/ias/cms/>
- Editor-in-Chief, *IEEE Transactions on Industry Applications*, c.speck@ieee.org
- Editor-in-Chief, *IEEE Industry Applications Magazine*, eic-iam@ieee.org
- IAS ScholarOne Manuscripts Administrator, louie.powell@ieee.org
- IAS Administrator, ias-administrator@ieee.org
- For questions regarding copyright, IEEE Intellectual Property Rights Office, jpr@ieee.org