

# TNANO GUIDELINES FOR SPECIAL ISSUES/SECTIONS (SIS)

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The IEEE Transactions on Nanotechnology (TNANO) publishes novel and important results on engineering at the nanoscale and encourages the publication of Special Issues/Sections (SISs). The following document describes the guidelines for a SIS.

**(A) SIS Topics.** The technical coverage of a SIS is in areas and themes that are in scope with the IEEE Nanotechnology Council (NTC) and TNANO as mandated by statute.

**(B) SIS Proposal.** A proposal of a SIS must be submitted to the TNANO Editor-in-Chief (EiC) and must be approved before papers are solicited. All editorial matters and due process will be executed in accordance with IEEE and NTC regulations.

- **SIS Proposal Material.** The formal proposal must contain:
  - Title of the SIS
  - List of the proposed Guest Editors and a brief statement of their qualifications (among desirable qualifications, a Guest Editor should be a recognized authority in the proposed theme, have had some editorial experience and be a past contributor to TNANO as an author) with full contact information. Diversity (such as geography, educational/origin background and affiliation) is strongly encouraged in the Guest Editors. If there are multiple Guest Editors, a Guest Editor should be designated as corresponding Guest Editor. A single email alias for contacting simultaneously all Guest Editors must be also provided.
  - A statement of significance and objectives.
  - A draft of the Call for Papers (CFP) (doc or docx file) with a tentative time schedule.
  - Attachments: Any additional relevant material, such as brief CV of each Guest Editor, can be also provided.
- **SIS Proposal Review.** The submitted proposal will be initially assessed whether the proposal is of interest/scope to TNANO by the EiC; the EiC will inform the proposed Guest Editors whether the proposal is in-scope. If in-scope, the submitted proposal will be forwarded to the Associate EiC (AEiC) of competence (i.e. the AEiC for Regular Papers or the AEiC for Letters) for technical review; the AEiC will chair a committee (made of at least 2 additional members selected at the AEiC discretion from the AEs in the TNANO Editorial Board). The AEiC will communicate its committee decision to the EiC, who will then communicate it to the corresponding Guest Editor. If approved, the EiC may also suggest/require amendments (if any required), such as for example the proposed time schedule.

**(C) SIS Review Process and Editorial Procedure.** The AEiC of competence will act as Senior Editor (SE) to assume responsibility for the SIS and to carry out the SE's functionalities, so ensuring that the TNANO standards of quality and operating procedures are followed. The review process and editorial procedures of a SIS are the same as those for regular submissions except that the Guest Editors will fulfill the role of AE. Hence, all articles for a SIS must meet all requirements, publication policies and procedures for (non-SIS) TNANO articles, which are detailed in the TNANO Procedure Manual (PM). Moreover, the same criteria of quality, originality, and significance must be applied to articles submitted to a SIS as to regular submissions; also, in this case, refer to the TNANO Procedure Manual for details.

The EiC and the AEiC are available should the Guest Editors have any questions that may arise during the entire SIS editorial process; following the notification of approval of a SIS, the Guest Editors will be notified to make themselves familiar with the **TNANO Procedure Manual** for policy compliance.

The following exemptions are, however, noted for a SIS in TNANO:

- Due to timing constraints, the outcome of revise-and-resubmit will not be permitted for a SIS submission.
- The Guest Editors must provide an introductory guest editorial article (which will also be original and not previously published) to be submitted no later than a month after the acceptance of the last article in the SIS. This editorial should set the scene and provide the premise for the SIS referencing the articles included within.