



## Post Conference Special Sections

### information for Guest Editors

The Guest Editors of the post conference special sections are responsible to:

- (1) Select about 10 to 15% of the best conference papers for consideration
- (2) Send invitation emails to prospective authors (a sample of such invitation email is attached)
- (3) Organize the review process of submitted manuscripts through Manuscript Central
- (4) Recommend to the EIC manuscripts' acceptance or rejection.
- (5) Write short editorial

#### Item (1)

The 10 to 15% is an estimate; the actual number of selected manuscripts depends on how many conference papers are close to IEEE Transactions level. We hope that preparing invited post conference papers, authors will be able to prepare a high quality journal paper. Current acceptance rate for the TIE is about 22%, but because these would be best conference papers one may expect a higher acceptance rate (up to 40%), but again it depends on the quality of material received.

#### Item (2)

This is a sample of the invitation email to authors:

*Subject: IEEE XXXX2008 – Selected papers to be published in T-IE*

*Dear <contact author name>,*

*Selected papers from those presented at the IEEE XXXX2008 conference will be included in a Special Section of the IEEE Transactions on Industrial Electronics (T-IE), to be published in 200X.*

*Given the positive results of the conference review process and the favorable opinion of the Track Chairs, your paper titled “<paper title>” is one of the few selected for additional consideration. You are cordially invited to submit a REVISED version, according to the following strict requirements:*

- *The submission deadline is <Month 15, 2008>. This is a hard deadline.*
- *The preferred manuscript length is 3.5 pages (you need to leave a about a half page for authors' photos and bios) Under well-justified circumstances, such as new important results, the manuscript can be longer, but please try to avoid an empty last page.*
- *The manuscript must cite the original conference paper and the author(s) must explain in the introduction specifically how the conference paper has been enhanced. It is anticipated that at least 30 to 50% of the enhanced manuscripts will contain relevant material that was not in the*

*page 1*

conference publication. In order to avoid confusion on IEEE XPLORE please consider a slight modification of the title. In this case please be sure to significantly modify the text of the paper so authors will not be accused of self plagiarism.

- The manuscript must be updated and include most recent (18 months) journal references. It must be within scope of TIE and it should be linked to the recent TIE papers. The post conference paper should be mainly focused on new contributions, ideas, or clarifications that resulted after the conference paper was presented.
- Instructions on how to submit the manuscript can be found at [http://tie.ieee-ies.org/tie/initial\\_sub.html](http://tie.ieee-ies.org/tie/initial_sub.html)
- Follow the check list before submission of the manuscript on <http://mc.manuscriptcentral.com/tie-ieee>. As the type of manuscript please select: “invited XXXX08 paper”.
- Your work has passed a first quality filter at the conference, which can be considered as an initial step towards acceptance in T-IE. However, please note that final acceptance is necessarily subject to the results of a review process according to T-IE standard guidelines (details may be found at <http://tie.ieee-ies.org/tie/> )

The decision (to be taken in <Month>) will be final, i.e., either accept (as is or with minor revisions) or reject. Therefore, there will be no second chance for authors to perform major revisions of any paper; otherwise the publication process would be unacceptably delayed.

Please confirm receiving of this email and please let us know if you intend to contribute to the Special Section,

Sincerely,

Names of Guest Editors

Guest Editors, SS Selected papers from IEEE XXXX-2008

#### Item (3)

It is important to have among GE - Guest Editors current or past AE - Associate Editors of TIE to share experiences and secure adequate review standards. One possible option is to divide manuscripts into several categories and invite current Associate Editors as Guest Editors to process papers in the specific areas. Each manuscript requires at least two in-depth reviews and a GE recommendation.

- If recommendation is to reject the manuscript, then authors should receive explanation why manuscript is rejected.
- If recommendation is a revision, then authors should receive detailed information how they can improve manuscript.
- If recommendation is to accept manuscript, then EIC should receive a justification why manuscript is accepted (what was that great about the manuscript that it will be cited)

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.

Manuscripts written by Guest Editors or their collaborators will be evaluated by other Associate Editors.

#### Item (4)

Manuscript Central does not allow access of several Guest Editors (or Associate Editors) to the same manuscripts. This limitation can be bypassed by creation in Manuscript Central a virtual person which can share email address and passwords with 2-3 Guest Editors. This way all Guest

page 2

Editors will be able to process manuscripts at the same time (assign reviewers, make revision recommendation to authors, etc), but final acceptance recommendation must be made only by one person - the Coordinating Guest Editor. Because of time restrictions it is recommended that major revisions will not be considered as a valid option. Instead authors may receive rejection decision with encouragement of resubmitting manuscript outside of the Special Section.

#### Item (5)

Post conference editorial usually describes highlights from conference. We will try to include photos and bios of the Guest Editors. Therefore, please adjust the length of editorial in such a way that it will not use fragmented pages. If it is possible, please enforce the same requirement on authors

### **Additional information:**

1. Please be sure that proposed special section is within the scope of TIE. Before submitting the proposal the Guest Editors should become familiar with all papers related to the Special Section, which were recently published in TIE. You may find the web page at <http://tie.ieee-ies.org/tie/abs/index.htm> to be more useful for topic and author search than Xplore. It is definitely easier to use than search for reviewers in the ManuscriptCentral. The list of TIE papers could be used as a justification for creation the Special Section. Authors of these papers may serve as reviewers (all authors of recently published papers are listed as reviewers in MC). These authors can be also invited for paper submission.

2. Each Special Section should have:

- (1) Editorial (1-2 pages) written by Guest Editors,
- (2) State of the art paper with critical evaluation of recent developments in the topic area. This manuscript should have extensive (up to 90) references. 10% to 20% references should be to journal papers published in past two years. It 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 month separation time.

3. Several Guest Editors for Special Section may serve for one Special Section. They can share the work load and they can write joint editorials, but only one coordinating Guest Editor should be responsible for handling manuscripts. He/she will receive all SS manuscripts on Manuscript Central, coordinate the review process, and he/she will communicate to EIC the joint decision about acceptance/rejections of manuscripts. One way to handle the load is to assign all Guest Editors as reviewers to all SS manuscripts. Even if they need not perform actual reviews they may this way have access to all SS manuscripts.

4. Each manuscript requires at least two (preferably three) in-depth reviews and GE written recommendation.

- If recommendation is to reject the manuscript, then authors should receive explanation why manuscript is rejected.
- If recommendation is major or minor revisions, then authors should receive detailed information how they can improve manuscript.
- If recommendation is to accept manuscript, then editor should receive a justification why manuscript is accepted (what was that great about the manuscript that it will be cited)

page 3

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.

5. Selected manuscripts from Special Sections will be independently evaluated by other Associate Editors and reviewers.

6. Manuscript written by Guest Editors or their collaborators must be evaluated by other Associate Editors.

7. Please notice that CFPs printed in the journal are not much longer reaching most of TIE readers since with the electronic disseminations of papers (Xplore) less people are actually reading hard copies of the journal. It is imperative that we will use also other means of the SSs publicity.

8. Each Guest Editor should have valid account at the MC (<http://mc.manuscriptcentral.com/tie-ieee>).

Bogdan M. Wilamowski  
Editor-in-Chief