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Introduction

As a technical, professional society, publications are a critical part of the mission of the IEEE Industry Applications Society (IAS). IAS is comprised of 20 autonomous technical committees with a wide variety of technical interests and traditions, some of which differ from the traditions of other parts of IEEE. As a result, there are some differences in the practices followed by IAS with regard to technical papers and publication. This document is intended to outline the procedures for submitting, reviewing, and publishing technical papers followed by the Society and its committees.

Historically, "publication" referred to the technical journals and periodicals produced by a society within IEEE. Today, however, the meaning of "publication" is undergoing a dramatic evolution, and publication today is a complex set of media, all of which have the mission of making technical information available to those who need it.

In IAS, "publications" involves five primary information delivery vehicles:

- Conference Records (sometimes referred to as Conference Proceedings). Conference attendees typically receive a copy of the Conference Record.

- *IEEE Transactions on Industry Applications*, the peer-reviewed IAS 'journal of record' is mailed to subscribers on a bimonthly basis. Except for occasional 'special issues', all papers presented in IAS Transactions have previously been presented at a technical conference.

- *IEEE Industry Applications Magazine*, a bimonthly journal that includes six to eight technical papers in addition to columns and news articles about activities in IAS. Technical papers in the Magazine have been presented at a conference prior to being peer-reviewed. IAS members receive a subscription to the Magazine as a privilege of membership in the Society.

- IAS jointly sponsors publication of journals with other IEEE Societies. The rules governing publication in these joint publications and the procedures that must be followed, and may be different from those associated with IAS Transactions. These publications include:
  - IEEE Transactions on Sustainable Energy
  - IEEE Transactions on Smart Grid
  - IEEE Journal on Emerging and Selected Topics in Power Electronics
  - IEEE Electrification Magazine

- IEEE Xplore is an on-line electronic archive that includes conference papers, Transactions papers and Magazine papers, and standards published by IEEE. The archive includes all conference papers published since 1988, all IAS Magazine papers, and most IAS Transactions papers going back to the formation of the Society in 1966. In addition, as the technology of publication migrates away from the traditional hard copy model into various electronic media, Xplore is now IEEE's official 'publication of record'. Xplore is discussed in greater detail toward the end of this document.

The IAS Publications Department

Responsibility for publications in IAS falls to the Publications Department. The primary role of the Publications Department is to publish *IEEE Transactions on Industry Applications* and *IEEE Industry Applications Magazine*. In addition, the Department develops and maintains a process that results in timely publication of technical material. As part of this role, the Publications Department manages the IAS ScholarOne Manuscripts (S1M) site that imposes a uniform peer-review process used to determine which papers are published in IAS Transactions and IAS Magazine.

The IAS Executive Board appoints the Editors-in-Chief (EiC) of *IEEE Transactions on Industry Applications* and *IEEE Industry Applications Magazine*. The EiCs are assisted by a team of Associate Editors (AE) and Papers Review Chairs, with at least one Associate Editor within each technical committee of the Society. There is also a Manuscript Administrator to support S1M.

An Overview of Technical Papers

Technical papers can take on many forms. The IEEE Industry Application Society represents communities that are engaged in a variety of activities ranging from pure research to applied practices, and this tends to encourage many types of technical papers. Some of the more common types include:

- Research papers report on research conducted in either industry or university laboratories. Research papers tend to be serial in nature – that is, a research program typically offers opportunities to write papers at various stages in the progress of the program, with each paper building on the background established by earlier papers. One of the critical roles of research papers is to stimulate input to the research program from peers in the field. Because research papers are derived from active research programs, there is a stronger sense of urgency in both the preparation and review of these papers, and research papers tend to be more often cited in real time.
- Survey papers present a overview of an field of technology. Survey papers tend to be both tutorial and timeless in nature. Survey papers are often cited in publications such as IEEE standards where the focus is on established principles rather than emerging concepts.
- Application papers review and report on projects, and are usually written after the project has been completed and commissioned. Application papers may be cited in other papers and in standards, but more often the impact of application papers is in conveying practical experience to those engaged in similar activities. Therefore, application papers are a form of 'best practice' sharing among the practitioner community in IAS.

It is important that authors have a clear understanding of the objective for a technical paper before embarking on its preparation since the objective really determines the overall structure of the paper.

IEEE technical papers traditionally include a list of references or citations. Authors should carefully consider the nature of the paper when choosing the articles to be cited in a paper since the purpose of reference citations can be quite different in different types of papers. The 'real-time' nature of research papers tends to favor citation of recent papers in related fields of research. Citations in application papers often refer to articles that were written years, if not decades, earlier. The potential breadth of survey papers may lead to a desire to include more citations, on average, than either research or application papers.

All papers submitted to IAS must undergo peer evaluation before being scheduled either for presentation at a conference or for publication in a peer-reviewed journal or magazine, and papers that are judged to be inferior will be rejected. Factors considered in this evaluation include the nature of the paper, the way the topic is handled, how well the paper is focused on the intended subject matter, the technical validity of the work described in the paper, the clarity of the writing, the number and nature of cited references, and the overall length of the paper. All papers must be in the English language, and authors whose ability with written English is limited are advised to

seek guidance from professional editorial services. IEEE will not assume responsibility for improving the clarity of imperfect writing.

Conference Papers

IAS sponsors seven conferences each year:

- Electrical Safety Workshop – ESW (February)
- Rural Electric Power Conference – REPC (April or May)
- Cement Industry Technical Conference – CIC (April or May) – sponsored in collaboration with the Portland Cement Association
- Industrial & Commercial Power Systems Conference – I&CPS (May)
- Pulp & Paper Industry Technical Conference – PPIC (June)
- Petroleum & Chemical Industry Technical Conference – PCIC (September)
- IAS Annual Meeting (October)

In addition, IAS collaborates with other IEEE groups in sponsoring two other major annual meetings:

- Applied Power Electronics Conference – APEC (February or March)
- Energy Conversion Congress & Exposition – ECCE (September)

Also, IAS cosponsors 15-25 additional conferences each year, mostly occurring outside North America. The list of conferences that have been formally approved by IAS varies from one year to another; a schedule of these conferences (future and past) appears on the IAS web site.

There is a growing trend for regional IEEE entities to organize technical conferences, and sometimes a local Industry Applications Chapter is listed among the organizers of a regional conference. Chapters are part of the Membership and Geographic Activities arm of IEEE. Participation by a local IA chapter in organizing a conference does not automatically mean that IAS is an official sponsor of that conference.

Conference Records are collections of papers scheduled for presentation at a technical conference. Most Conference Records in IAS are produced electronically as compact disks or flash drives. Each paper appears in the portable document format (.pdf) that can be accessed and read using the Adobe Acrobat reader application. Conference Records typically include both paper title and author indexes that are hyperlinked to the manuscript files. Some IAS conferences may include additional information on their conference records. Some IAS-sponsored conferences also publish a printed Conference Record.

A copy of the Conference Record is generally provided to each person who pays for a full registration at the associated conference. Copies are also generally available at the conference for sale for a small charge, but may not be available after the conclusion of the conference. Details of Conference Record distribution vary between IAS conferences. For further information, contact the organizers of the specific conference.

Conferences in IAS are organized by and around the activities of IAS Technical Committees. Not all committees participate in all conferences. The process used by the committees to select papers for presentation at their conferences varies between committees.

Authors interested in offering papers for presentation at a conference should start by carefully reviewing the Call for Papers for the conference. The Call for Papers will identify the requirements established by the organizers of the conference, including

- the range of topics of interest to the conference organizers
- the deadline for submission of papers for evaluation by conference organizers
- the deadline for submission of the final, conference-ready manuscript
- the format of the Conference Record (CD or paper or both)

It is critically important that prospective authors make sure that papers that are being proposed for submission to IAS fall within the technical scope of the Society and the Technical Committee that will be responsible for reviewing the paper. It would be prudent to engage in a brief dialog with a representative of the Committee to confirm

that there is a scope match and that the Committee will be able to muster sufficient competent reviewers to evaluate the proposed paper.

Authors should note the manuscript requirements established by the Conference. Conference Records are produced directly from the manuscripts prepared by authors and are not edited by IEEE. It is the author's sole responsibility to assure that the final, conference ready manuscript is in the desired format and is satisfactory in every way. Most IAS-sponsored conferences expect manuscripts to be in the two-column format depicted in the manuscript template found on the IAS web site. However, there is at least one conference that requires that papers be in a single-column format. Some conferences impose length limitations on papers.

Most papers presented at IAS-sponsored conferences, and also at some cosponsored conferences, are archived in IEEE Xplore (there is an expanded discussion of this subject at the end of this document). Papers that are not actually presented will not be archived. If you are scheduled to present a paper at a conference, and subsequently find that circumstances prevent you from actually attending the conference, you should immediately alert the conference organizers. Most conferences allow authors who are unable to attend a conference to arrange for a surrogate presenter provided the conference organizers are notified in advance.

Organizers of IEEE-sponsored conferences are selective in choosing papers for conference presentation and the selection processes of some conferences can be quite rigorous. In general, however, conference papers are considered to have not been formally peer-reviewed. For that reason, conference papers are not regarded as highly as journal papers in academic circles.

All IAS-sponsored conferences are conducted in the English language. The expected form of presentation at most conferences is computer projection. Some conferences require that authors submit a Microsoft PowerPoint presentation file in advance. Authors should confirm presentation details with conference organizers or the sponsoring technical committee. At most conferences, there is an 'Authors' Breakfast' at which authors are invited to meet with the person who will moderate the technical session at which they will present their paper. A few conferences offer the option of 'poster sessions'.

The IAS practice of holding multiple conferences focusing on different segments of industry, presents a special consideration. These industry-focused conferences are characterized by strongly-integrated technical programs designed to maximize the continuing education benefit to attendees; these programs tend to feature a relatively small number of technical papers. The organizers of these conferences have the discretion to invite papers that have been previously presented to other audiences at other industry meetings.

It is permissible to present the same technical paper in several of these industry-focused conference, but some rules do apply to which authors must conform:

- Authors must disclose the full history of the paper including all prior presentations as well as earlier versions of the paper that may have found their way onto web sites.
- The committee that sponsors the first conference presentation of a paper will review that paper and will make the decision whether it will be published in Transactions or Magazine. Review by another committee sponsoring a subsequent presentation cannot change the outcome of the first review, nor can subsequent reviews result in multiple publication of the same paper.
- A previously-presented paper may be evaluated at a subsequent conference for potential prize paper recognition.

Also, there are occasions where papers presented at non-IAS conferences sponsored by other IEEE Societies or Councils are subsequently presented at IAS conferences. When this happens, the Editors will determine whether the paper may be reviewed for publication by IAS. If the earlier presentation provided an opportunity for peer review for publication, then the paper is not eligible for publication in IAS Transactions or IAS Magazine, regardless of the outcome of that prior review.

The key requirement is that the author a paper must fully disclose the <u>entire</u> history of the paper including any previous Conference presentation, any previous publication by IEEE or non-IEEE entities, and any posting on web sites.

In all cases, IEEE reserves the right to exclude a submission from distribution after the conference, including exclusion from IEEE Xplore, if the submission does not meet IEEE standards for scope and/or quality

Commercialism

IEEE conferences are designed to host objective discussions of technology, and IEEE policy forbids 'unduly commercial' content. General guidelines include

- Statements intended to promote the sale of specific products or services, including claims of uniqueness or superiority, are expressly 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.

Some conferences have more restrictive rules defining what is or is not allowed in both papers and presentations. Conference organizers may exclude papers or presentations that are judged to be excessively commercial according to the rules followed by that conference.

Some IAS-sponsored conferences schedule brief presentations on commercial products of interest to conference attendees. These presentations are not accompanied by written papers; nothing appears in the conference record. Inquiries about these opportunities should be addressed to specific conference organizers.

Transactions and Magazine Papers

IEEE policy absolutely requires that papers published in periodicals such as *IEEE Transactions on Industry Applications* and *IEEE Industry Applications Magazine* be subjected to peer review by a minimum of two experts in the technical field of the paper.

IAS is a technically-eclectic Society. For that reason, the technical committees of the Society have a major role in the peer review of papers to determine which should be published in IAS Transactions and IAS Magazine. The four Technical Departments and their respective technical committees are:

Process Industries Department
- Pulp & Paper Industry Committee
- Petroleum & Chemical Industry Committee
- Cement Industry Committee
- Metals Industry Committee
- Mining Industry Committee
- Electrical Safety Committee

Industrial Power Conversion Systems Department
- Industrial Drives Committee
- Industrial Power Converter Committee
- Power Electronic Devices Committee
- Electric Machines Committee
- Transportation Systems Committee
- Renewable and Sustainable Energy Conversion Systems Committee

Industrial & Commercial Power Systems Department
- Power System Engineering Committee
- Power Systems Protection Committee
- Energy Systems Committee
- Codes & Standards Committee
- Rural Electric Power Committee

Manufacturing Systems Development and Applications Department
- Electrostatic Processes Committee
- Industrial Automation & Control Committee
- Industrial Lighting and Displays Committee

A full description of each committee, together with a detailed definition of the committee's scope of interest, can be found on the IAS web site under the pulldown "About IAS" menu. The Society EiCs are available to assist authors in identifying appropriate committee homes for proposed papers.

Peer review is conducted within the IAS ScholarOne Manuscripts web site which imposes uniformity and rigor on the peer review process. Papers may be submitted to S1M only in response to a submission invitation generated by one of the IAS Technical Committees. The invitation links each paper to the sponsoring technical committee. IAS retains the tradition that papers must be presented at a conference prior to publication, and the way that the conference presentation requirement is met determines how the author receives the S1M submission invitation.

1. Authors of papers accepted for presentation at one of the IAS-sponsored conferences (REPC, CIC, I&CPS, PPIC, PCIC, and the Annual Meeting) automatically receive invitations. All papers presented at these conferences are reviewed for publication. Except as noted below, a single submission of the conference-ready manuscript feeds both the conference record and the S1M peer review, and the version of the paper that will appear in the Conference Record is the version that undergoes the initial review. The exception to that rule is that authors of papers scheduled for presentation at PCIC must submit their papers twice, once for the conference record, and again to S1M for review for publication.
2. All papers presented at ECCE and APEC are eligible for review by IAS. Interested authors should send an e-mail to the appropriate IAS Technical Committee to request a submission invitation. Authors may also contact the Editor-in-Chief, IAS Transactions for assistance in choosing the proper technical committee.
3. The rules regarding eligibility of papers presented at cosponsored conferences vary from one conference to another. For some cosponsored conferences there are restrictions on the number of papers that may be submitted to IAS for review, and conference organizers are responsible for evaluating conference papers to determine which will be forwarded for review. At other cosponsored conference, there are no limitations and authors are free to contact appropriate IAS technical committees. In general, IAS technical committees expect that papers will be submitted within one year of the conference presentation. Questions about specific papers presented at cosponsored conferences should be directed to the conference organizers or to the Editor-in-Chief, IAS Transactions.
4. Conferences organized by regional entities of IEEE are not automatically approved as sources of papers for publication within IAS. Authors should verify the sponsorship status of specific conferences if there is an desire to pursue publication.

IEEE discourages multiple publication of the same paper in multiple journals, and papers that have previously been published are not eligible for review for publication by IAS. The IAS 'presentation first' policy is unique in IEEE, and also creates some special requirements relative to how papers are archived in Xplore. These are discussed later in the section dealing with publication ethics.

Committees may reject papers that fall outside their scope, and because IEEE requires that review be conducted by qualified peers, committees may also reject papers if the committee cannot identify competent reviewers.

The IAS peer review process is single-blind – the reviewers know the names of the authors, but the identity of the reviewers is kept confidential. A full list of authors must be included on the manuscript as well as in the S1M manuscript submission.

One person must be designated the Corresponding Author for each paper. The Corresponding Author will submit the manuscript to S1M and execute the copyright transfer on behalf of all coauthors. The corresponding author will also be the contact point for all correspondence with the sponsoring technical committee, and if the paper is accepted for publication in Transactions or the Magazine, the responsible EiC. Communications will be via e-mail, and it is imperative that e-mail sent to that address by IEEE volunteers or the ScholarOne Manuscripts system not be blocked by a spam filter.

Reviewers take into account the following considerations in evaluating papers:

Value of the Paper

- Value of the paper to IAS readers
- Contribution to technical understanding
- Archival or reference value of the paper
- Innovative versus tutorial nature of the paper

Writing Style and Quality

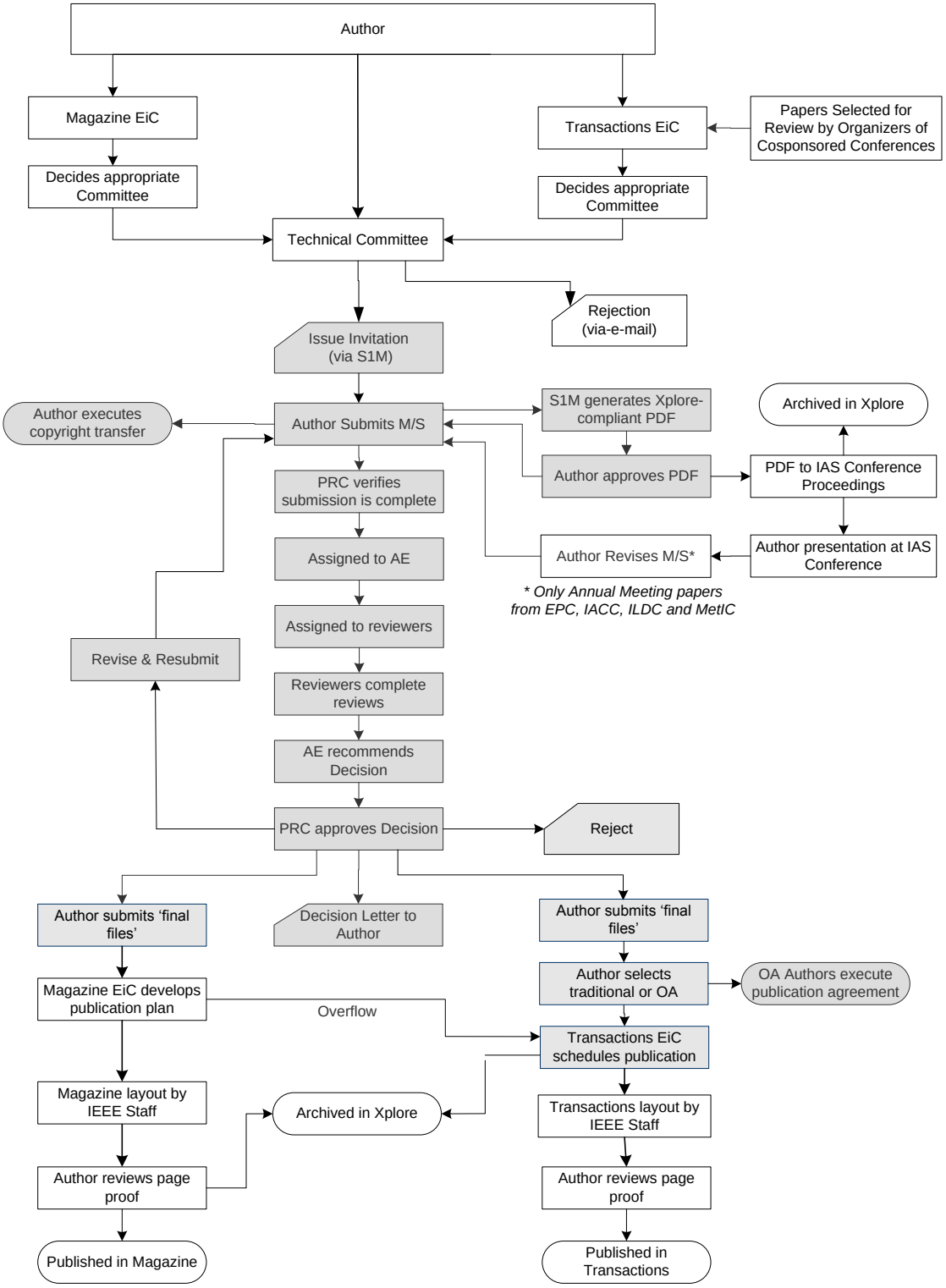
- Organization and development within the paper
- Conciseness
- Clarity and understandability
- Quality of illustrations
- Quality and value of the bibliography

The result of the peer review process is one of four possible decisions:

- Accept for publication in *Transactions*

- Accept for publication in the *Magazine*.
- Revise and Resubmit
- Rejection

The decision to accept or reject a paper is made in S1M by the Papers Review Chair for the sponsoring IAS Technical Committee based on a recommendation prepared by the AE and peer reviewers. Each paper is evaluated on its own merits; there are no acceptance or rejection quotas. The choice between *IAS Transactions* and *IAS Magazine* is also based on recommendations from the AE and reviewers.



IEEE Industry Applications Society

Technical Papers Flow

Steps shown shaded are in ScholarOne Manuscripts

Once a paper has been accepted for publication in Transactions or the Magazine, no further substantive technical changes may be made prior to publication. The authors may make minor editorial changes (spelling, grammar, etc).

The 'revise and resubmit' decision is intended to give authors an opportunity to address concerns raised by the reviewers prior to making a final decision to accept or reject a paper.
Authors are given 30 days to complete the revision, but that deadline may be extended upon request. Papers that are not revised and resubmitted by the stated deadline will be considered withdrawn.

A decision to reject a paper is recorded when the reviewers conclude that the paper does not meet IEEE and IAS minimum expectations for published papers. A rejection is final, and authors do not have the option to revise and resubmit a rejected paper. However, authors may write a new paper based on a previously rejected paper, and that new paper may be submitted for review after presentation at an approved conference.

The EiCs of IAS Transactions and IAS Magazine have final authority to determine what will be published. The EiCs also have the authority to transfer papers from one publication to the other to balance the objectives for those journals.

Authors should expect to hear the results of the initial peer review within three months of the point when the manuscript was submitted in ScholarOne Manuscripts, or within one month after the conclusion of the IAS-sponsored conference for papers presented at one of an IAS-sponsored technical conference. Some of the IAS Technical Committees that participate in the IAS Annual Meeting have the tradition of allowing authors to submit revised manuscripts after conference presentation; authors of these papers are given a resubmission deadline, typically in April or May of the year following the Annual Meeting at which the paper was presented, and the results of that review should be available within three months of resubmission.

Manuscript Requirements

There is a difference between submission of the manuscript for peer review, and submission of the manuscript for publication.

Submission for review

Authors should submit only one electronic file of the manuscript, with embedded and captioned figures. IEEE supports both conventional word processing applications (eg, Microsoft Word and LaTex) and the Adobe portable document format (pdf). The instructions attached to the S1M submission invitation provides more detail on electronic file formats. File formats associated with various desktop publication applications are NOT SUPPORTED. Please understand that the IEEE publication process is now fully electronic through ScholarOne Manuscripts, and there is no mechanism for submission of manuscripts on paper or as e-mail attachments.

Papers should be as long as necessary to address the topic, but authors should understand that excessive length may be an impediment to both conference acceptance and publication. Some IEEE conferences impose a page-length limitation on manuscripts. Papers published in Transactions that are more than nine pages long are subject to an overlength charge. The Magazine traditionally does not publish papers that are expected to be more than 10 pages long.

It is not necessary for author to format their papers to emulate the style of either IAS Transactions or IAS Magazine. The final layout of papers for either Transactions or the Magazine will be prepared by IEEE Staff Editors; the corresponding author will be given an opportunity to review the page proof of this layout as the publication process draws to a close.

Most technical papers contain graphical elements. The publication process used by IEEE and IAS supports a variety of graphical file formats as discussed in the documentation that accompanies an IAS manuscript submis-

sion invitation. IEEE can now include ONE graphical element in the abstract of a paper; that graphical element will appear in the abstract area of the manuscript, but will also appear in the abstract page when the paper is searched in IEEE Xplore.

IEEE also supports inclusion of multimedia content in papers. A single paper can contain several multimedia elements, but only one can be made part of the abstract. Inclusion of multimedia is complicated and imposes additional burden on authors, associate editors and reviewers. IAS will support inclusion of multimedia content when it adds to the understandability of a paper. Authors who are considering multimedia should discuss their plans with the publication editors before making any final decisions.

Discussion and Closure

The concepts of discussion and closure are traceable to the earliest days of scholarly publishing. IAS encourages the practice of discussion, and in fact the IAS policy that papers must be presented at conferences before they are eligible for publication in Transactions or the Magazine is intended to foster discussion.

Discussion of conference papers takes place at the time of presentation. Audience members are encouraged to ask questions and offer comments, and authors are expected to respond. Unfortunately, there is no way for the discussion following a paper presentation to be captured and published in the Conference Record.

Formal Discussions can be published on Transactions and Magazine papers in one of two ways:

1. A formal, written discussion may be sent to the author of the paper or to the Chair of the technical session at which the conference paper is presented. The Session Chair will provide a copy of the Discussions to the Author(s) so that a formal response (closure) can be prepared Both the Discussion and Closure should then be sent to the Papers Review Chair of the Committee that sponsored the presentation. If the paper is then approved for publication in Transactions, the Discussion and Closure will be published with the original paper. This is the ideal approach since it allows the discussion and closure to be attached to the manuscript posted in Xplore.
2. If the paper has already been published in either Transactions or the Magazine, the written discussion should be sent to the EiC of the publication. The EiC will then ask the author(s) for a written closure, and then schedule publication of both the discussion and closure in a subsequent issue of the publication. Discussions and closures on Magazine papers are treated as “Letters to the Editor”. Discussions and closures handled in this fashion are posted separately in Xplore, making it less convenient for those conducting literature searches to couple the discussion to the original paper.

Formal discussions should address issues in a specific technical paper, and should be focused and brief. If the circumstances are such that brevity is not possible, the EiC of the publication may reject the discussion and suggest instead that the discusser write a stand-alone technical paper.

Submission for publication

After papers have been through the formal peer review process, authors of papers accepted for Transactions or the Magazine will be notified and given instructions to submit ‘final files’ in S1M. Final files are used by IEEE to generate the final electronic manuscript archived in IEEE Xplore and that is printed in the hardcopy version of the publication. Specifically, authors of papers accepted for publication will be required to provide a reference copy (.pdf) of the complete manuscript with embedded and captioned figures, a text file (.doc, .docx, .tex, .txt, etc,), and original graphics files (.tif, .bmp, etc) for each of the figures in the paper. A figure that is to be part of the manuscript abstract must be given the file name ‘gagraphic.XXX’ where XXX is the appropriate file extension. It will also be necessary to provide a text file containing biographical information and digital photographs of each of the authors for papers to be published in Transactions. For submission convenience, these files can be combined into a single compressed file (.zip or .rar), but it is the author’s responsibility to assure that the compilation is complete. Please make certain to retain a copy of this material that you can easily retrieve if and when that need

arises. Papers cannot be scheduled for publication until the final files have been submitted, so those files should be submitted as quickly as possible after receiving the acceptance notification.

Transactions papers are published on a first-in–first-out basis, and delays by the author in meeting the final files submission requirements will delay publication. The EiC of Transactions may reject papers in cases where the final files are not submitted in a timely fashion.

Magazine papers are published in accordance with a fixed schedule, determined on an annual basis. Authors who fail to meet submission deadlines will forfeit the opportunity for publication.

For both Transactions and Magazine papers, an IEEE Staff Editor will convert the manuscript files submitted by the author into an .xml file in the final layout that will appear in the hardcopy version of the periodical. The designated corresponding author will receive a page proof about three weeks before the scheduled publication date. Comments on the page proof must be returned within five days.

Special rules and procedures apply to periodicals that are published jointly with other IEEE Societies. Authors interested in those publications should contact the Editor-in-Chief of the joint publication for further information.

ScholarOne Manuscripts

ScholarOne Manuscripts (S1M) is a widely-used on-line database service offered by ScholarOne, a component of Clarivate Analytics, to manage peer review for scholarly journals. Formerly known as Manuscript Central, the IAS version of S1M has been configured to conform to the traditions of our Society and therefore may be slightly different from the versions used by other publications.

Use of the application is generally straightforward and intuitive. There are detailed instructions on each user screen that are customized to the IAS configuration. The following guidance may be helpful.

1. ScholarOne Manuscripts is accessed via the default browser selected by the user. It supports Internet Explorer, Firefox and Google Chrome on Microsoft systems, and Safari, Firefox or Google Chrome on Apple systems. Popup blockers must be disabled.
2. The formal invitation to submit a manuscript originates within S1M and is sent to the author by e-mail. Authors also receive a submission confirmation and the manuscript decision via e-mail. All correspondence generated within S1M originates from the "@manuscriptcentral.com" domain. Designating the "@manuscriptcentral.com" domain as a "safe sender" may help avoid problems with e-mail spam filters.
3. Each author/reviewer must have a dedicated "account" in the IAS ScholarOne Manuscripts system. A new account is automatically created for authors who are not recognized as existing users. There is no charge for having an S1M account, nor is it necessary to be either an IEEE or IAS member to have an account.
4. Each publication that uses S1M has its own, unique S1M site. Having access to a site owned by one publication does not provide access to sites owned by other publications. However, users may have the same user ID and password in multiple S1M sites.
5. Every user in the IAS ScholarOne Manuscripts system is viewed as a potential reviewer of technical papers and will be listed in the reviewer data base.
6. New users are required to complete a series of information screens to establish an S1M identify. The screens are all intuitive, and request both mandatory and optional information; detailed instructions appear at the top of each screen. One of the screens requests that the new user identify five to ten "key words". These key words should be selected to describe the author's area of technical interest and expertise and are used to select reviewers of papers written by other authors.
7. Commencing in 2016, IEEE requires that author submitting manuscripts also have an ORCID (Open Researcher and Contributor ID). ORCID is a means to disambiguate authors who share the same names. There is a link on the IAS S1M Home page to the ORCID site where authors can establish an ORCID.

Copyright Transfer

IEEE must "own" the copyright for the paper in order to publish a manuscript in a Conference Record, Transactions, or Magazine, and in order to archive that paper in IEEE Xplore, and authors are required to complete an IEEE copyright transfer at the time the manuscript is submitted. This is a firm requirement, and there are no exceptions.

There is a "Transfer Copyright" link on the S1M confirmation page that appears after a manuscript has been successfully submitted. This link invokes IEEE's e-Copyright application in a popup browser window. The author will be required to answer a few questions, and then sign an electronic copyright transfer form. The entire copyright transfer process only takes a few minutes, and when that process has been completed, e-Copyright will send the corresponding author an e-mail with a replica of the signed form.

Some institutions do not allow technical authors to sign copyright transfers. The first question that e-Copyright asks is whether the corresponding author is authorized to sign the form. If the answer to that question is "No", the corresponding author must provide contact information for a person who is authorized to execute the form. Delegating copyright transfer responsibility does not relieve the corresponding author from the requirement to assure that the copyright transfer is executed on a timely basis.

Authors are required to execute a new copyright transfer when submitting revised manuscripts following a 'revise and resubmit' decision.

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

Open Access

In the conventional model for IEEE publications, there is no charge to authors for publication; instead, publication cost is offset by subscription revenue paid by readers. In that conventional model, readers who download material from IEEE Xplore must either have a subscription to Xplore, or must pay for each download. (IAS members receive access to the IAS Transactions, IAS Magazine, and IAS conference record areas of Xplore at no charge as part of their annual membership.)

The demand for OpenAccess (OA) originates with funding agencies who require that papers resulting from the research they support be made available to the general public without charge or restriction, and OA allows readers to access that material without having a subscription to the periodical in which it is published. OpenAccess publication is offered for papers published in *IEEE Transactions on Industry Applications*. OA is not available for papers published in *IEEE Industry Applications Magazine* or IAS conference records.

Rather that create separate conventional and OA publication streams, the IEEE solution is a hybrid model in which papers that are designated for OA publication are included in the hard-copy version of IAS Transactions along with papers that are published following the conventional model. But when that material is archived in IEEE Xplore, the OA papers are placed in a special area of Xplore that can be accessed without a prepaid subscription and where they may be downloaded by anyone without charge.

The cost of OA publication is recovered through charges that authors must pay before the paper is published. IEEE has established a standard base charge (currently US$1750 per paper) for OA publication of Transactions papers. There are also incremental charges for inclusion of color in the hard-copy version of Transactions and overlength charges for papers that exceed the standard maximum length of Transactions papers. Prepayment of the OA publication charge is mandatory; papers whose authors decline to pay the charge will be published conventionally. Information on OA, color and overlength charges can be obtained from the Editor-in-Chief, IAS Transactions.

The OA selection in S1M is in the form of a question that authors must answer at the time final files are submitted in S1M; authors who prefer Open Access publication must indicate that choice by clicking the "Yes" box. Authors who prefer traditional publication should click the "No" box. Other than the manner of publication, papers designated as OA are treated the same as all other papers and must meet all of the requirements discussed in this document.

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Publications Ethics

Ethics in publications is a very serious matter for IEEE. IEEE enjoys a reputation for the highest integrity, and questions about the ethical basis for the work reflected in publications could harm IEEE's credibility. At the time of submission, the corresponding author is required to acknowledge that he or she has read a brief summary of key IEEE publication ethics.

There are five major issues under the general heading of publication ethics. One is the concern for the technical validity of the work being published. The peer review process is the primary means of technical quality control on IEEE publications.

The second ethical issue of concern is author recognition. Authors of a paper are responsible for reaching an agreement among themselves on who should be listed as an author and on the sequence in which those names should appear. That list of author names may subsequently be changed only upon written request from all living authors.

The third ethical concern is the matter of plagiarism. Plagiarism is defined by the IEEE as the "reuse of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source." IEEE has established a comprehensive policy addressing plagiarism.

The key message regarding plagiarism is simple – don't do it. Here are a few guidelines that may be helpful:

1. If the paper includes thoughts that are attributable to others, always make sure the original authors receive full credit for their work.
2. When quoting or paraphrasing the words of others, make certain that readers can easily and unequivocally know where the author's original words stop and the other person's words begin. Quotation marks, offset paragraphs, italic print, a different font or font color, or setting up the quoted material as a sidebar can help the reader understand that the material has been quoted from other sources. And if formatting tricks aren't good enough, there is nothing wrong with simply saying that "the following material was extracted verbatim from - - -"
3. If the material being quoted is lengthy, it may be appropriate to contact the authors of the source document to request their permission to reprint that material. Including a note that material has been "reprinted by permission" makes it unequivocally clear that others are being quoted.
4. Tables and figures may not be copied without specific, written permission from the original authors. Note that requesting permission to reprint is both a legal requirement and a matter of professional courtesy.
5. Always ask yourself whether verbatim quotations are actually necessary. In many instances, it is perfectly acceptable to identify references that complement the discussion in the paper, and then refer readers to those documents for further information. That approach is completely benign with respect to plagiarism.

IEEE will not publish papers that are known to contain plagiarized material. All submissions are scanned electronically for similarity with other published material using CrossCheck by iThenticate. Authors who are found to have engaged in plagiarism are subject to severe sanctions, including loss of the privilege of participating in the IEEE publication process.

The fourth area of concern is multiple submission of the same manuscript, sometimes referred to as 'self plagiarism'. One common version of self-plagiarism is where authors 'recycle' previously published papers for the purpose of padding out their list of publications. Another version is where authors submit the same paper to multiple journals (or to multiple IAS Technical Committees). It is expected that teams of authors will coordinate among themselves to decide on where, and how, conference papers will be subsequently submitted for potential publication, and inadvertent simultaneous submission will be considered a violation of this ethical principle.

It is not at all uncommon for IAS authors to write a series of papers in a field of research. Each paper tends to build on previous work, with the objective of each new paper to report new findings or developments. Evolutionary publication is perfectly acceptable as long as each paper makes a unique and clearly defined contribution to the body of knowledge about the subject, and the bulk of the paper addresses those new contributions. On the other hand, recycling an old paper by merely changing the title and a few words is unacceptable self-plagiarism.

IEEE adopted a policy change in 2016 that explicitly forbids publication of a paper in any IEEE periodical if a verbatim conference version of that paper is posted in IEEE Xplore. The reasoning behind this policy is that Xplore is now considered the formal 'publication of record', so redundant postings in Xplore are not acceptable. Authors of conference papers that are submitted for possible publication in IAS Transactions or IAS Magazine are required to revise their work to the degree necessary for the author to be able to assert that it meets the IEEE policy requirement. Also, authors are required to include reference citations identifying the earlier conference version of papers submitted for review.

IAS does not encourage the practice of including reference citations in a paper solely for the purpose of inflating the impact factor of the publication containing the referenced papers. However, where papers have appeared as both conference and peer-reviewed periodical versions, authors are asked to cite the peer-reviewed versions.

The general subject of publication ethics also includes the issue of transparency in the review process. IEEE policy forbids disclosing the identity of peer-reviewers to authors. The IAS ScholarOne Manuscripts system provides automatic blinding, prohibiting authors from being assigned any responsibility associated with the review of their own papers. If the EiC of IAS Transactions or IAS Magazine should also be the author of a submitted paper, the final decision on publication of that paper will be made by the Chair of the Society Publications Department. IEEE policy requires that the content of papers presented for peer review be held in confidence by reviewers and Associate Editors. In addition, the deliberations involved in peer review are also confidential.

IEEE assigns responsibility for enforcing its policies regarding ethics and plagiarism to Editors. Questions on these policies should be referred to one of the EiCs or to the IEEE Intellectual Property Rights Office for clarification.

IEEE Xplore

IEEE Xplore is IEEE's on-line archive of published material. And as technology moves away from hardcopy publication and toward electronic media, Xplore has also become IEEE's 'publication of record'. Currently holding almost four million documents, the Xplore backfile includes every issue of IAS Magazine since publication began in 1995, all copies of IAS Transactions going back to the formation of IAS as a Society in 1966, most papers actually presented at IAS-sponsored conferences since 1988, as well as papers from some cosponsored conferences.

Xplore is accessible in a variety of ways. Many universities and large corporations purchase institutional subscriptions through which their employees can access Xplore. IAS members are entitled to access the IAS Transactions, Magazine, and Conference Record portions of Xplore as a privilege of membership. The general public can access Xplore to search for metadata on articles, and then obtain complete articles on a fee-per-download basis. And in recent years, IEEE has created a special 'Open Access' area in Xplore in which authors can pay in advance to have their work archived so that it can then be downloaded without fee or other restriction.

Authors should understand that IEEE Xplore is designed to be a historically-accurate archive. For that reason, it is IEEE Policy that papers that are posted in IEEE Xplore cannot be subsequently modified in any way, nor can papers be withdrawn after they have been posted.

Frequently-Asked Questions

- Are commercial presentations acceptable at IAS-sponsored conferences?
  - In general, IEEE conferences are intended to host objective technical discussions, and overt commercialism is not acceptable.
  - Some IAS-sponsored conferences do schedule brief 'New Product Presentations' or 'Product/Service Presentations'. Questions about these opportunities should be addressed to the organizers of specific conferences.

- What requirements must be met for a paper to be published in IAS Transactions or IAS Magazine?
  - The paper must have been presented at an approved conference. Conferences organized by regional entities of IEEE are not *automatically* approved. Authors should inquire about the status of a specific conference if there is an intention to pursue publication.
  - The author must revise the conference paper enough to satisfy the IEEE prohibition against verbatim publication of conference papers in periodicals.
  - The paper must be reviewed by technical peers, and approved for publication.
  - The author must execute the IEEE Copyright Transfer (or Creative Commons license, in the case of OA publication).
  - The author must submit the electronic files needed to publish the paper
  - The author must provide the digital object identifier (DOI) associated with any conference version of the paper that has been archived in IEEE Xplore.

- What are the requirements to submit a paper for review?
  - The author must receive a submission invitation from one of the IAS Technical Committees
  - The electronic version of the manuscript (.doc, .docx, .txt, or .pdf) must be uploaded to the IAS ScholarOne Manuscripts site.

- How can I receive a submission invitation?
  - You will automatically receive an invitation if your paper has been scheduled for presentation at one of these conferences: REPC, CIC, I&CPS, PPIC, PCIC, or the IAS Annual Meeting.
  - You will receive an invitation if your paper was presented at the Electrical Safety Workshop or PCIC Europe and selected for publication consideration by the Electrical Safety Committee, or Petroleum & Chemical Industry Committee, respectively.
  - If your paper was presented at APEC or ECCE, you should send an e-mail to the appropriate IAS Technical Committee requesting a submission invitation. It you do not know which Technical Committee should be responsible for your paper, you may contact the Editor-in-Chief, IAS Transactions for assistance.
  - If your paper was presented at a conference that received technical cosponsorship from IAS, the organizers of the conference may be responsible for determining which papers will be forwarded to IAS for review. Questions about the eligibility of your paper should be addressed to the organizers of the conference. You may also contact the Editor-in-Chief, IAS Transactions for assistance.

- If my paper was presented at a 'cosponsored conference', is there a deadline for submission of the manuscript for review by IAS?
  - Most IAS Committees prefer that papers be submitted for 'post-presentation' review within one year of the presentation. Papers that are more than two years old generally will not be accepted for review.

- Are papers that have been reviewed and rejected by other publications eligible for consideration?
  - In general, no.

- Can papers that have been previously published be submitted for review and publication by IAS?
  - In general, no.

- Can I stipulate that I want my paper published in IAS Transactions (or IAS Magazine)?
    - You may express a preference, but the final decision between Transactions and Magazine is made by the Editors based on recommendations from the reviewers.

- Is there a cost to authors for publication?
    - Authors of papers submitted for presentation at IAS-sponsored conferences are expected to register for the conference and pay the associated conference registration fee, but there is no separate charge for inclusion in the conference record.
    - There is no charge to authors when papers are published in IAS Magazine.
    - There is no charge for conventional publication in IAS Transactions, although authors may opt to request (and pay for) color reproduction in the hard-copy version of Transactions. In addition, authors may be assessed overlength charges on papers that exceed the maximum allowable for Transactions.
    - Authors of Transactions papers who opt for Open-Access publication must pay a mandatory OA charge that includes a standard per-paper fee, currently US$1750 per paper, an optional charge for use of color in the hard-copy version and an overlength charge where appropriate.

- How can I withdraw a paper after it has been submitted?
    - This depends on the status of the paper at the time the withdrawal request is received.
        - If the paper has been invited but not submitted, simply notify the committee who invited you to submit the paper that you have decided to not proceed with a submission.
        - If the paper has been submitted, but there has been no decision, send an e-mail to the Technical Committee Papers Review Chair responsible for reviewing the paper.
        - If the paper has received a 'Revise and Resubmit' decision, do nothing. Not submitting a revision effectively withdraws the paper.
        - If the paper has been approved for publication, send an e-mail to the EiC of the periodical for which it was approved advising that you wish to withdraw the paper.
        - However, if the paper has been approved for publication, and has been through the publication process to the point where a preprint has been archived in IEEE Xplore, it cannot be withdrawn or changed in any way.

- Is it possible to modify a paper after it has been submitted?
    - Authors are responsible for assuring that manuscripts are correct and complete at the time of submission. To make a revision, you must ask the responsible Associate Editor to 'unsubmit' the paper. Papers may not be unsubmitted if either of the following things have happened:
        - the paper has been assigned to reviewers
        - the paper was submitted on a 'pre-presentation basis' for one of the IAS-sponsored conferences, and the manuscript has been released for production of the conference record

Resources

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://ias.ieee.org
- Editor-in-Chief, *IEEE Transactions on Industry Applications*, t.nondahl@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, ipr@ieee.org

Overall Summary of IAS Publications

Conference Papers

	One of the IAS-sponsored conferences held each year	APEC, ECCE, ESW, PCIC-Europe, etc	Non-IEEE conferences with IAS cosponsorship
Conference locations	Typically North America	Various locations	Global
Submission	IAS S1M site	As described in the Conference Call for Papers	
Copyright transfer	Yes		Only if the papers will be archived in Xplore
Plagiarism check	CrossCheck by iThenticate	CrossCheck by iThenticate	Only if the papers will be archived in Xplore
Review	Papers are evaluated for presentation by the conference organizers		
Papers archived in IEEE Xplore	Presented papers only	Presented papers only	Sometimes – Conference Organizers' choice

IAS Transactions and Magazine Papers

S1M Submission	Pre-Presentation Conference Submission	Post-Presentation	Post-Presentation
Eligibility	All papers	All papers	Defined in cosponsorship MOU
Initiation of the S1M invitation	Automatically issued by the IAS Committee organizing the Conference	Author must request an invitation from an IAS Committee	EiC-Transactions assigns eligible papers to an IAS Committee
Must the conference paper be revised prior to submission	No - but revision will be required prior to acceptance for publication	Yes	Yes – if the Conference version was archived in Xplore
Copyright Transfer at time of submission	Carried over from Conference submission	Yes	Yes
Plagiarism check	All submissions are scanned using CrossCheck by iThenticate		
Review starts	Upon submission to S1M		
Timing of review feedback	Within 30 days of the close of the conference	Within 90 days of submission to S1M	
Publication	IAS Transactions or IAS Magazine (as recommended by reviewers)		
Possible review decisions	Accept for publication in Transactions Accept for publication in the Magazine Return to the author for revision and resubmission Rejection		
Archived in IEEE Xplore	Transactions papers are archived shortly after submission of 'final files' Magazine papers are archived at the time of publication		
Availability of Open Access	Only for papers published in IAS Transactions		
Cost of Publication	There is no cost to authors for publication in IAS Magazine. There is no cost to author for papers published on a conventional basis in IAS Transactions; authors requesting Open Access publication must pay a standard publication fee.		