

ScholarOne Manuscripts

CA/TCPRC/AE Training

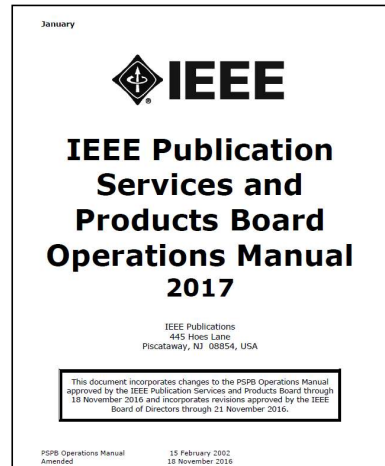
2021

<http://mc.manuscriptcentral.com/ieee-ias>



IEEE (PSPB) policies Periodical Publications (Transactions & Magazine)

- **Publication decisions are based on reviews**
 - ✓ **Minimum of **two** independent and unbiased reviewers**
 - ✓ **Process must be applied uniformly**
 - ✓ **Both paper content and deliberations are confidential**
 - **“Single-Blind” process - reviewers are anonymous**
- **Authors must receive timely feedback on reviews:**
 - ✓ **Societies must measure and report feedback time**
- **IEEE must have the legal right to publish the paper**
 - ✓ **Copyright transfer is required**



IEEE (PSPB) policies

Periodical Publications (Transactions & Magazine)

- **All papers are scanned for potential plagiarism**
 - ✓ **CrossRef by iThenticate**
 - ✓ **Anomalous results automatically reported to IEEE-IPR**
- **Multiple publication is forbidden**
 - ✓ **Material previously ‘in the literature’ is not eligible for publication**
 - ✓ **Cannot republish conference papers *without revisions***
- **The authors determine the list and order of author names**
 - ✓ **May not be changed without consent of all living authors**



IEEE Publication Services and Products Board Operations Manual 2017

IEEE Publications
445 Hoes Lane
Piscataway, NJ 08854, USA

This document incorporates changes to the PSPB Operations Manual approved by the IEEE Publication Services and Products Board through 18 November 2016 and incorporates revisions approved by the IEEE Board of Directors through 21 November 2016.

PSPB Operations Manual
Amended

15 February 2002
18 November 2016



IEEE (PSPB) policies

Periodical Publications (Transactions & Magazine)

- **Peer review process supervised by IAS Publications Department**
 - ✓ Executed by subject-matter experts within Technical Committees
 - ✓ Variations in committee traditions OK if they conform to IEEE and IAS policies
 - ✓ Publication EiCs have final approval on all publication decisions
- Invitation workflow –links each paper to a specific committee
- Copyright transfer at the time of submission
- ‘Presentation first’
 - ✓ Papers must have been presented at an approved conference to be eligible for publication
 - ✓ Revisions are required, but ‘intent, methods and conclusions’ must be unchanged



Information for Authors

IAS Web Site



IEEE (PSPB) policies

Periodical Publications (Transactions & Magazine)

- **Transactions versus Magazine**
 - ✓ **Decision based on recommendation from reviewers and AE**
- **A per-page charge for overlength papers**
Target maximum of 9 pages as published
- **Presentation at multiple conferences is acceptable**
 - ✓ **The author must fully disclose the history at the time of submission**
 - ✓ **First committee to sponsor the paper owns the publication decision**
 - **Subsequent reviews by other committees cannot change the outcome**



Information for Authors

IAS Web Site



ScholarOne Manuscripts (S1M)

ScholarOne Manuscripts: a web-based peer-review management **service**

- provided by Clarivate Analytics
- formerly known as “Manuscript Central”
- >5000 journals
- available 24/7/365 (scheduled maintenance announced in advance)

Preferred peer-review management tool in IEEE

- Used by most IEEE publications
- Each publication has its own site
- Part of an all-electronic submission-to-publication system
 - ✓ Links to e-Copyright
 - ✓ CrossRef scanning
- Primarily focused on publications

Standard tool in IAS

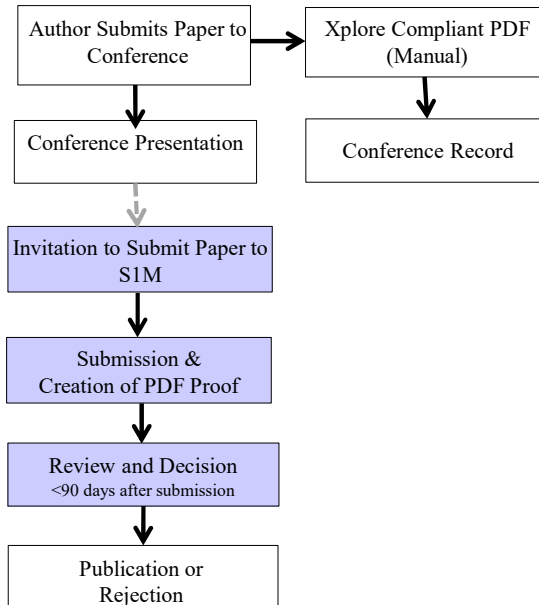
- ~ 12,218 original submissions to date (since 5/08)
- Provides uniform process for all 20 IAS Technical Committees
 - Submission
 - Review
 - Decisioning
 - Tracking } For publication in Transactions and Magazine



Distinctly Different Traditions in IAS

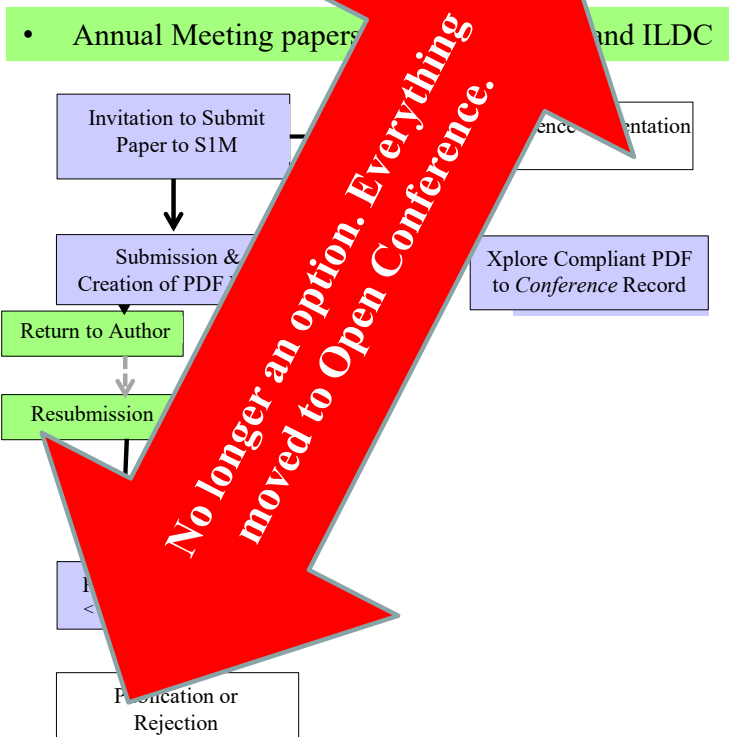
Post-Presentation Submission

- Conference papers are revised before review
- All IPCSD papers
- Other papers from Cosponsored Conferences



Pre-Presentation Submission

- Initial review of conference version of the paper
- Papers require revision before they can be approved
- Annual Meeting papers from IPS and PID
- Papers for other IAS



Cosponsored Conferences

Papers presented at conferences that are cosponsored by IAS are eligible for review and publication

- IAS Meetings Department maintains records of cosponsorship MOUs
 - ✓ MOUs define the specific conditions that authors must meet to seek further publication
 - ✓ A list of cosponsored conferences is posted on the IAS Web Site
- Expect submission within one year of the conference

Author Invitations

- Authors must request submission invitations from a Technical Committee
 - The EiC-T can assist in choosing a suitable committee
 - Invitation alerts authors that revision is required
- The '20% rule' applies to some cosponsored conferences (defined in the MOU)
 - Intended to prevent overloading review resources of IAS Committees
 - Conference organizers are obligated to select papers for review by IAS – and notify authors
 - EiC-T matches papers to individual committees for review



Recent change in IEEE Policy affecting IAS practices –

- ‘IEEE’s technical publications shall include original material **which appears only once in the archival literature.** ‘
 - ✓ **Before 2018-** - Conference Records distribution limited to conference attendees
 - Subsequent republication in Transactions or the Magazine was an acceptable way to achieve wider distribution of good papers
 - ✓ **Today** - - Conference papers are routinely archived in IEEE Xplore
 - IEEE Xplore is the ‘publication of record’ – ie, the ‘archival literature’
 - No need for republication to achieve wider distribution



Recent change in IEEE Policy affecting IAS practices –

- IAS approach to the change
 - ✓ The fundamental issue is author conduct (ethics)
 - It is unethical for authors to seek multiple publication of the same paper
 - ✓ **Conference papers must be revised prior to publication in Transactions or the Magazine**
 - Sufficient for author to assert that publication in Xplore will meet IEEE policies
 - Revisions can include both additions and deletions
 - Must include a citation to the earlier conference version
 - ✓ **Post presentation submissions: authors make revisions before S1M submission**
 - ✓ **Pre-presentation submissions:**
 - Papers likely to be approved should be returned for revisions during the review
 - ✓ **If authors choose to not make revisions, reclassify the paper as ‘withdrawn’**



S1M Roles: differentiate responsibilities within S1M workflow

- **Author:** the person who writes and submits a manuscript
- **Reviewer:** a person who reviews a manuscript



S1M Roles: differentiate responsibilities within S1M workflow

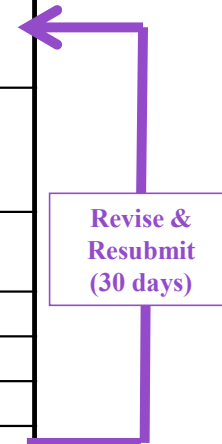
- **Associate Editor (AE)** – manages reviews of assigned papers
 - Selects and invites reviewers
 - Determines a consensus recommendation based on reviewer input
- **Technical Committee Paper Review Chair (TCPRC)** – manages review process for an entire Committee
 - Selects and assigns AE
 - Records final decision; notifies author
- **Committee Administrator (CA or Admin):**
 - Invites authors to submit m/s

Functions May Be Combined Based on Committee Traditions and Workload



Workflow: Tasks (with owners) and Deadlines

Step	Task	Deadline	BIC
1	Stub creation; invitation		Committee Admin
2	Submission <ul style="list-style-type: none"> Identify coauthors and sequence of names Upload electronic manuscript & abstract Execute copyright transfer on behalf of all authors 	Date specified in invitation	Corresponding Author
3	Administrative Process Check <ul style="list-style-type: none"> Copyright transfer CrossRef similarity scores Prohibited author check 		Society Administrator Pete Wung
4	Checklist; Verify that the submission is complete, assign the AE, Immediate Decision (optional – special cases only)	14 days	TCPRC
5	Select & invite reviewers	14 days	AE
6	Read paper; complete on-line review form	30 days	Reviewers
7	Form consensus recommendation	14 days	AE
8	Record the decision	14 days	TCPRC
9	Acceptances Only – Submission of ‘final files’	30 days	Corresponding Author
10	Acceptances Only – Schedules publication in a future issue <ul style="list-style-type: none"> Electronic transfer of files to IEEE Publications staff Advance posting in IEEE Xplore (e-Pub) – Transactions only Final layout by IEEE staff editors Authors review/approve page proof Actual publication per EiC’s schedule 		Editor-in-Chief



Automatic E-Mail Notifications of Required Actions



- **Most deadlines are ‘soft’**
 - **Intended to maintain timely flow through the process**
 - **Trigger reminders**
 - **Tasks can be completed after a soft deadline has passed**
- **Two exceptions:**
 - 1. Deadline for resubmission of a revised manuscript (30 days)**
 - 2. Deadline for resubmission of MSDAD papers from the Annual Meeting (~180 days)**
 - **If the author doesn’t act – presume paper to be abandoned**
 - **Eventually reclassified as ‘withdrawn’**

All Deadlines can be Extended



Generating the S1M submission invitation -

- **Information required by the CA:**
 1. **Corresponding author's first and last names**
 2. **Corresponding author's e-mail address**
 3. **Name of sponsoring committee**
 4. **Manuscript title**
 5. **Submission deadline (soft)**
 6. **Conference information:**
 - ✓ **Conference name**
 - ✓ **Year of presentation**
- **Time Required:**
 - **3-5 minutes per manuscript**
- **Author invitation:**
 - **Standard submission invitation e-mail templates in S1M**

“Creating the Stub”



- **Invitation followup:**
 - S1M automatically sends reminders to authors
- **Post-presentation submissions**
 - Actual submission timing is not critical
 - But generally expect submission <1 year of conference presentation
- **Pre-presentation submissions:**
 - Submission feeds preparation of the conference record
 - Timeliness is critical
 - Automated biweekly conference m/s submission report
- **CA Challenges:**
 - Defective e-mail addresses & spam filters
 - Authors who fail to ‘accept’ the invitation
 - Authors who delay/forget actual submission

Allow 15 minutes per week for followup



TCPRC: Manages the review process for a Committee

- **TCPRC Checklist** – verifies that the submission is ready for review
- **Automatically notified when a manuscript is submitted**
 - There is one TCPRC in each committee – designated in S1M configuration.
 - But, if the TCPRC is the author of the paper, they can not see the manuscript. They must ask the S1M administrator to assign someone else as TCPRC for that paper.
- **Immediate Decision (*special cases only*):**
 - use **ONLY** to reject papers for procedural reasons
 - IEEE policies prohibit TCPRCs from rejecting papers based on content
- **Select and Assign the AE**
 - There is only one AE list in S1M – you must know your committee AEs
 - Balance workload among Aes in your committee
 - Bimonthly report from S1M listing AEs and workload
- **Record the final decision**
- **Notify authors using standard decision e-mail templates**
- **Timing**
 - ✓ **Routine ‘post-presentation’ submissions**
As soon as possible
 - ✓ **Routine ‘pre-presentation’ submission**
at
 - IAS-sponsored conferences, eg, REPC, CIC,
 - I&CPS, PPIC, PCIC, Annual Meeting < 2 weeks after conference



- **TCPRC: problems and challenges**

- **Correctable defects**

- Return to the author for corrections ('unsubmit' – NOT reject). Like not citing references.

- **Paper outside the committee scope**

- Ideal solution – transfer to another IAS committee (ask Admin for help)
 - if no obvious committee – use the 'immediate decision' to reject without review

- **CrossRef anomaly**

- Excessive similarity with previously published material
 - Usually resolved during administrative checks
 - Green square (■) in the tracking ID accompanied by an e-mail to the TCPRC

Allow 15 minutes per week for followup



• TCPRC: problems and challenges

– Copyright transfer issues

- Note stating ‘copyright ok’ indicates that the copyright transfer requirement has been met
- Red dot (●) in the tracking ID indicates that the copyright transfer requirement has NOT been met
- Indicators are manual and can take several days to appear
 - Do not hold up review waiting for confirmation that the copyright transfer has been completed
 - Do not approve papers for publication until the transfer status has been resolved


– Authors who are unhappy with a rejection decision

- Check that all mandated procedures have been followed
- Check that the decision letter provided adequate explanation for the decision
- May rescind the decision to request an additional review if authors present a reasonable argument
- Escalate to EiCs or IAS Pubs Chair if necessary

Allow 15 minutes per week for followup



AE: Manages review of specific assigned papers

- **Select and Invite reviewers** (currently >30,789 users in the S1M database)
- **Minimum of **two** reviewers for every paper**
 - ✓ Avoid conflicts of interest
 - ✓ Reviewers are invited and may decline invitation
- **People who **MAY NOT** review a paper**
 - ✓ An author of the paper (*hardcoded In S1M*)
 - ✓ Prohibited authors 
 - ✓ The AE and TCPRC assigned to the paper
 - ✓ EiC-T, EiC-M and Soc Admin
 - ✓ IEEE Staff

Allow 15 minutes per week for followup



AE: Manages review of specific assigned papers

- **Formulate a consensus recommendation to the TCPRC**

- AE may have to be a ‘tie breaker’
 - Must verify that reviewers have offered appropriate comments
- } ✓ Specific & actionable
✓ Anonymous
✓ Polite

- **AE challenges**

- recruiting enough qualified reviewers
- reviewers who fail to submit promised reviews
 - ✓ repeated reminders
 - ✓ AE must take action

Allow 15 minutes per week for followup



The Review Leads to a Decision

1. Accept for Transactions

- Final file instructions to the author in an attachment to the decision letter

2. Accept for Magazine

- Final file instructions to the author in an attachment to the decision letter

- Paper cannot be identical to the conference version
- Approval is unconditional; no additional changes allowed

3. Revise & Resubmit

- Reviewer comments are automatically appended to the decision letter
- Revision instructions **MUST** be specific and actionable
- Subsequent review should focus on revisions
- 30 day resubmission deadline (**HARD**) – extendable upon request

4. Reject

- Reviewer comments automatically appended to decision letter
- No quotas or targets – overall acceptance rate has been running 55-60%



Arriving at Consensus

- **Transactions Papers**
 - No limit to the number that may be published
 - Research papers
 - ✓ Lots of math
 - ✓ Long list of references
 - Niche interest within IAS
 - e-Pub < 2 weeks after final files
- **Magazine Papers**
 - Magazine can only publish 40-45 papers per year
 - ✓ EiC-M makes final selection
 - ✓ Overflow transferred to Transactions
 - Application papers
 - Broad interest within IAS
 - Publication can take a year or more



Subjective Judgment – No Formula!



Revise & Resubmit (30 day deadline)

- **Revise to meet republication requirements**
- **Improve marginal papers**
- **Require authors to address specific concerns raised by reviewers**
- **Effective compromise when reviewers disagree**
- **Subsequent reviews should focus on requested changes**
- **No guarantee that a revised paper will eventually be accepted**

Rejection

- **Paper is seriously flawed**
- **Issues raised by reviewers would require too much rework**
- **Paper does not offer any significant new information; content already ‘in the literature’**
- **Paper is not understandable**



Subjective Judgment – No Formula!



ScholarOne Manuscripts

<http://mc.manuscriptcentral.com/ieee-ias>

