



Special Sections

Detailed information for Guest Editors

The initial proposal for the special section should be sent to EIC office and it should include

- Proposed CFP (see <http://tie.ieee-ies.org/tie/ss/SStemplate.doc>)
- Rationale (1-2 pages) with indication of the name of the coordinating GE
- Excel file with the list of potential authors
- Biographical forms for all proposed Guest Editors
(see the template at <http://tie.ieee-ies.org/tie/ss/AEform.doc>)

After conditional approval of SS the Guest Editors should search the market for potential authors. Once the market is recognized and EXCEL database with potential authors is established the final CFP must be prepared to properly address the market. Also, time table of the SS has to be modified. The final proposal for SS should be sent to EIC office and it should include:

- Final CFP
- List of related papers published recently (last two years) in TIE
- EXCEL file with potential authors database

At this point SS is formally established:

- CFP are broadcasted (by Guest Editor)
- CFP are distributed on various conferences (by Guest Editors)
- SS is opened in Manuscript Central (by EIC)
- SS is publicized on the TIE web page and potentially in IE Magazine (by EIC)
- Manuscript collection is started

We should start the review process as soon as manuscripts are submitted so authors can receive a fast feedback. It would be advisable to use other authors of SS as reviewers. But we can do it only if we are sure that a reviewer already submitted his/her paper and that he/she is not submitting another one. In other words we should not reveal content of submitted papers to authors whose papers are not yet submitted.

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 of the Special Section. Authors of these papers may serve as

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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) Seven 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 months separation time.

3. Time table

- (1) Preparation of proposal of SS (3 months)
milestone – EXCEL database file and publicity of CFP
- (2) Collection of Manuscripts (4-6 months)
milestone – deadline for manuscript submission
- (3) Review Process (3-4 months)
milestone – EIC receives proposed list of accepted manuscripts
- (4) Preparation of final manuscript for publications (2 months)
milestone – Publication of papers on IEEE Xplore

It is expected that special section papers will be published within 6 to 9 months from the date of submission.

4. The acceptance rate for the Special Section should be the same as the acceptance rate for entire Transactions (currently 25 to 30%)

5. 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. The leading Guest Editor may assign all manuscripts to other Guest Editors as reviewers. This way other Guest Editors may have an access to all manuscripts of the Special Section, even that may not need to perform review. Also, in order to be able to have enough reviews the default value of 4 should be changed to larger number.

POLICY FOR GUEST EDITORS OF SPECIAL SECTIONS

1. *There should be only one Corresponding Guest Editor, who will have the temporary role of Associate Editor. The Corresponding Guest Editor will be the only Guest Editor to be able to access all papers in this Special Section as Associate Editor.*
2. *All Guest Editors must have accounts in Manuscript Central. They may establish such accounts themselves or such accounts can be established by the Corresponding Guest Editor.*
3. *The Corresponding Guest Editor will use his Associate Editor Center to process the papers. The Corresponding Guest Editor will assign the other Guest Editors of said Special Section the role of Reviewers (they cannot be named as Associate Editors).*
4. *It is recommended that all SS papers be assigned to Guest Editors as Reviewers so Guest Editors will have access to all papers*
5. *Guest Editors need not to act as Reviewers; instead they can suggest to Corresponding Guest Editor other individuals as reviewers.*

6. *Under NO circumstances are duplicate accounts to be established because doing so creates significant disturbance in the Manuscript Central operations. Each person should have access to only one account.*
7. *The other Guest Editors will be noted as Guest Editors when the Special Section is published in the TIE journal.*

6. Each manuscript requires at least two in-depth reviews and GE 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)

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.

7. Each Special Section should include the state-of-the-art paper describing **recent** development in the area. It is important that this state-of-the-art paper will link the special section to the previously published work in TIE. It is the responsibility of Guest Editors to know all recently published papers in TIE on the subject area.

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

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

10. 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) and very few people are actually reading hard copies of the journal. It is imperative that we will use also other means of the SSs publicity.

11. It is the responsibility of Guest Editors to publicize Special Section. Intensive topic searches should be performed on IEEE XPLORE (<http://ieeexplore.ieee.org/Xplore/dynhome.jsp>), on Google Scholar (<http://scholar.google.com/>) and on ISI Web of Knowledge (<http://isiwebofknowledge.com/>). Average Special Section may have about 10 papers. With the acceptance rate smaller than 25% we should receive for review minimum of about 40 manuscripts. If we assume that only 5 to 10% of people will respond to our invitation email, we should send 400 to 800 emails to individuals who published research results in last 3 years. However, a prime reason for this extensive search is to assure that Guest Editors are aware of all recent developments in the Special Section area. Please create an EXCEL file with the following columns:

salutation, first name, last name, area of interest, email, event where work was published, and year.

Once the database is established, please send it with other documents to the EIC office.

12. Each Guest Editor should have a valid account at the MC (<http://mc.manuscriptcentral.com/tie-ieee>) which can be used to serve as a reviewer.

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