



# IEEE

## Publication Services and Products Board Operations Manual

IEEE Publications  
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This document incorporates changes to the PSPB Operations Manual approved by the *IEEE Publication Services and Products Board* through the 12 February 2010 meeting and incorporates revisions approved by the *IEEE Board of Directors* through 15 February 2010.

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# OPERATIONS OF THE IEEE PUBLICATION SERVICES AND PRODUCTS BOARD

## INTRODUCTION

### **IEEE Incorporation**

IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action that relates to that law.

### **Governance**

#### **IEEE Bylaw I-300. Paragraphs 1 and 2**

**Governance.** The policies, procedures, rules and regulations by which the IEEE and its Organizational Units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific Organizational Units and their policies is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing Organizational Units such as operations manuals, policy statements and Organizational Unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

The IEEE Bylaws and Policies applying to the Publication Services and Products are proposed and amended by the IEEE Publication Services and Products Board (PSPB), with final approval by the IEEE Board of Directors.

### **PSPB Operations Manual**

#### **IEEE Bylaw I-303.9**

**Major Board Operating Procedures.** Each Major Board shall adopt operating procedures that are responsive to the needs of such Major Board for the purpose of governing its operations and administration. These operating procedures shall be maintained in an Operations Manual and shall conform to and not conflict with the IEEE governance documents described in Bylaw I-300. The Operations Manuals or any amendments to its procedures shall not be adopted until such Operations Manuals or any amendments have been submitted to and reviewed by the IEEE Governance Committee. The minimum required information to be contained in the Major Board Operations Manuals shall be specified in the IEEE Policies.

The PSPB Operations Manual follows the mandate of IEEE Bylaw I-303.9 and is arranged in eight sections, each covering a different facet of PSPB. The Manual contains only those items that directly affect the operations of PSPB and the decisions of PSPB on matters delegated to it by the IEEE Board of Directors, including guidelines for publication services and products of IEEE and its Organizational Units. These guidelines amplify the requirements of IEEE Policies.

### **Approval of and Changes to the PSPB Operations Manual**

The first edition of this document was authored by a PSPB focus group chaired by Pete Morley with Ken Dawson, Murray Eden, and Josephine Germano as members and approved by PSPB on 16 November 2001. The version approved by PSPB on 23 June 2006 and by the IEEE Board of Directors on 11 August 2006 represented a major revision from previous editions. This current version includes approved amendments through 12 February 2010. The PSPB document working group responsible for the editorial changes was chaired by Pete Morley with Ken Dawson, Josephine Germano, Bill Hagen, Michael Lightner, Jon Rokne, Ken Moore, and Steve Yurkovich as members. The PSPB Operations Manual is intended to be continuously updated. Modifications to this document shall be approved by PSPB in accordance with Section 5.2.2 of this manual and IEEE Bylaw I-300.4(5).

## SECTION 1 — PSPB MANDATE

### 1.1 PSPB Mandate from the IEEE Board of Directors

#### 1.1.1 Mission

##### From IEEE Bylaw I-303.4

**Publication Services and Products Board (PSPB).** The IEEE Publication Services and Products Board shall report to the Board of Directors and shall be responsible for formulating and recommending information-related, published services and products policies to the Board of Directors, establishing and maintaining standards and procedures for IEEE information dissemination, recommending policies and best practices as they relate to the IEEE website, and otherwise coordinating and assisting those activities of the IEEE and its various organizational units. It is expected that the IEEE organizational units will fulfill their obligations for their services and products. Once approved by the Board of Directors, these procedures become part of the policy and procedures of the IEEE. Other organizational units shall be responsible for administering those policies set by PSPB as they relate to the publications, services and products for which they are responsible.

- (a) The IEEE shall provide services and products which disseminate information on technical, scientific, professional, and newsworthy topics of interest to members, the engineering and scientific community, and the general public

### 1.2 Role

##### From IEEE Bylaw I-303.2. Major Boards

Major Boards and their organizational units may authorize newsletters, periodicals, magazines, proceedings, and other publications as they may deem necessary for effectively disseminating and publicizing their activities. In so doing, they shall administer the policies and standards set by the Publication Services and Products Board as they relate to publications.

##### IEEE Policy 6.1– Authority for IEEE Publication Products And Services

IEEE publications exist by Board of Directors directive or as Publication Services and Products Board initiatives with Board of Directors approval.

The Board of Directors shall specify those publications to be received by every IEEE member. Such publications are the direct responsibility of the Publication Services and Products Board. Policies and procedures applying to these publications shall be specified in the Publications Services and Products Board Operations Manual.

All published products and services, in any form that originates from an IEEE organizational unit or bear the IEEE Master Brand, are ultimately the responsibility of the IEEE Publication Services and Products Board. These published products and services shall conform to the policies and procedures that shall be specified in the IEEE Publications Services and Products Board Operations Manual.

The major organizational units may introduce new publications following the approval policies and procedures which shall be specified in the Publications Services and Products Board Operations Manual.

Organizational units may specify additional policies and procedures which shall conform to and do not conflict with these policies.

### 1.3 Objectives

Publications play a major role in implementing the purposes of the IEEE as defined by its Constitution and in its vision and mission. Throughout the world, IEEE publications serve to advance the theory and practice of electrical, electronics, communications and computer engineering, as well as computer

science and the allied branches of engineering and the related arts and sciences and technologies, and their applications for the benefit of IEEE members worldwide and for the general public.

To carry out these responsibilities, the IEEE shall:

- A. Provide archival publications of lasting value to the profession. Archival publications contain material that has been appropriately evaluated and published for preservation as a record of the field.
- B. Ensure that the material published by the IEEE is readily accessible and retrievable and that the needs of libraries and other important information services are met.
- C. Present, in appropriate publications, information on matters of professional and social concern to the membership.
- D. Enhance communication between the Institute and its members, among its members, and with the public on matters of mutual interest and concern.
- E. Develop and use new media and processes for information dissemination and exchange.
- F. Develop and implement new products and services that enhance IEEE's ability to provide information to members and the public.
- G. Optimize the use of the technical and financial resources of the Institute and its members in support of information dissemination activities.
- H. Ensure the widest possible dissemination of IEEE material consistent with maintaining the economic viability of IEEE's publication operations.

To help attain these objectives, PSPB shall propose for adoption by the IEEE Board of Directors policies, criteria and procedures governing all IEEE publications and related products and services.

Revisions to the PSPB Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **1.4 PSPB Responsibility for IEEE Publications**

The IEEE Publication Services and Products Board shall be responsible for IEEE SPECTRUM and THE INSTITUTE, as defined in Sections 8.3.2 and 8.3.3. The IEEE mandates for IEEE SPECTRUM and THE INSTITUTE are as follows:

##### **From IEEE Bylaw I-303.4. Publication Products and Services Board (PSPB)**

- (b) The IEEE shall publish a magazine entitled IEEE SPECTRUM, which contains technical and scientific articles of general interest to the entire membership.
- (c) The IEEE shall publish a newspaper entitled THE INSTITUTE, which contains news of current events in the IEEE itself, the industry, and the engineering and scientific community.
- (d) IEEE SPECTRUM and THE INSTITUTE shall be distributed to all Honorary Members, Fellows, Senior Members, Members, and Associate Members, Graduate Student Members and Student Members.

Revisions to the PSPB Responsibility for IEEE Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **1.5 Oversight Responsibilities for Publications**

The IEEE Publication Services and Products Board shall have oversight responsibilities for the IEEE publications listed in this section.

##### **1.5.1 Periodicals**

- A. PROCEEDINGS OF THE IEEE

The IEEE Publication Services and Products Board shall oversee the publication of a monthly publication entitled PROCEEDINGS OF THE IEEE, as defined in Section 8.3.1. This publication shall be available to all IEEE members at a subscription fee set during the PSPB annual budget development process.

**B. TRANSACTIONS, JOURNALS, AND LETTERS**

The IEEE shall publish periodicals incorporating papers of lasting value to the profession and produced by the various IEEE Organizational Units named IEEE TRANSACTIONS ON \_\_\_\_\_, or IEEE JOURNAL OF \_\_\_\_\_, or IEEE \_\_\_\_\_ LETTERS, as defined in Section 8.2.3.

**C. MAGAZINES**

The IEEE and its Organizational Units may publish magazines incorporating papers on technical and professional topics as well news articles, as defined in Section 8.2.4.

**D. NEWSLETTERS**

The IEEE and its Organizational Units may publish newsletters, as defined in Section 8.2.6.

**E. OTHER PERIODICALS**

The IEEE may publish periodicals, other than the transactions, magazines, and letters sponsored by one or more IEEE Organizational Units and subject to the approval of the Publication Services and Products Board. Proposals for new categories of publications must be submitted to the Publication Services and Products Board for review and approval.

**1.5.2 Other Publications**

**A. IEEE PRESS**

The IEEE shall establish an IEEE Press to publish books and monographs, as described in Section 8.3.4.

**B. CONFERENCE PUBLICATIONS**

The IEEE may publish convention and conference publications, as described in Section 8.3.5.

**C. ANNUAL DIRECTORY**

The IEEE may publish an annual Directory containing lists of its members, subject to the approval of the IEEE Board of Directors.

**D. SPECIAL PUBLICATIONS**

The IEEE may issue other special publications, such as abstracts and indexes, when warranted.

Revisions to the PSPB Oversight Responsibilities for Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

**1.6 Subscription Periods**

The IEEE Publication Services and Products Board shall have oversight responsibilities for member subscription periods.



## SECTION 2 - PSPB MEMBERSHIP AND KEY POSITIONS

### **2.1 PSPB Membership**

#### **From IEEE Bylaw I-303.4. Publication Products and Services Board (PSPB)**

**PSPB Membership.** The Publication Services and Products Board shall consist of not more than 29 members, which shall include the Vice President of PSPB, who shall serve as Chair; nine Members-at-Large appointed by the IEEE Board of Directors for three-year staggered terms, for which PSPB shall recommend nominees; one GOLD member appointed by the Chair for a one-year term; the Editors-in-Chief of IEEE Press, Proceedings, and Potentials; one member from each of the Spectrum and Advisory Boards; one current or past member of the Computer Society Board of Governors, appointed by that Board; one member appointed by each of the other Major Boards; the Chairs of the Standing Committees and other appointments, as specified in the PSPB Operations Manual; and the Staff Secretary, who shall serve without vote.

#### **2.1.1 Voting Members**

The voting members of PSPB shall consist of:

- A. The PSPB Chair, who is the IEEE Vice President - Publication Services and Products.
- B. The PSPB Vice Chair, who is a member of, and appointed by, the Technical Activities Board.
- C. Nine members-at-large appointed by the IEEE Board of Directors.
- D. The immediate PSPB Past Chair.
- E. One GOLD member, who has obtained his or her first collegiate degree within the last 10 years at the time of appointment, shall be appointed by the Chair of PSPB for a one-year term.
- F. The lead volunteers for publications and classes of publications available to all members of the IEEE, who shall include:
  - Editor-in-Chief, IEEE PRESS
  - Editor-in-Chief, *PROCEEDINGS OF THE IEEE*
  - IEEE Spectrum Editorial Advisory Board Representative
  - THE INSTITUTE Editorial Advisory Board Representative
  - Editor-in-Chief, IEEE POTENTIALS
  - IEEE Thesaurus Editorial Board Representative.
- G. One current or past member of the Computer Society Board of Governors who shall to be appointed by that Board.
- H. An additional member from each of the following Major Boards (who shall either be a current or past voting member of such Organizational Unit or, in the case of Member and Geographic Activities and Technical Activities, may be a Director-Elect) to be named by, and at the option of, the respective Chairs of these Major Boards:
  - Educational Activities Board
  - Member and Geographic Activities Board
  - Standards Association
  - Technical Activities Board
  - IEEE United States of America.
- I. Chair, IEEE Conference Committee.
- J. The Chair of each PSPB Standing Committee.

#### **2.1.2 Staff Secretary**

The Staff Executive - Publications shall serve as a non-voting member and Staff Secretary to PSPB, with

the title of PSPB Secretary.

## **2.2 PSPB Officers and Roles**

The Officers of the IEEE Publication Services and Products Board shall be the IEEE Vice President – Publication Services and Products, who serves as the PSPB Chair, the immediate PSPB Past Chair, the PSPB Vice Chair, and the PSPB Treasurer. The PSPB Secretary, as designated by the IEEE Executive Director, shall be the Managing Director of the PSPB, who shall serve as an ex-officio member without vote.

### **2.2.1 PSPB Chair**

The IEEE Vice President – Publication Services and Products is elected by the Assembly and shall serve as the Chair of the Publication Services and Products Board.

#### **A. FUNCTIONS**

1. Serves as the presiding officer of PSPB.
2. Oversees the activities in support of publication services and products.
3. Represents the IEEE as an elected official.
4. Represents the IEEE in its publication services and products activities and shall act on behalf of the IEEE President whenever requested by that individual.
5. Serves as the coordinator for all publication services and products activities of IEEE and on the IEEE Board of Directors.
6. Serves as an ex officio member of all PSPB Committees and Editorial Boards.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Presides over the meetings of PSPB and the PSPB Operating Committee.
2. Makes appointments to PSPB-related Committees as appropriate, (such as, TAB/ PSPB Products and Services Committee, IEEE Global Activities, IEEE Meetings and Services, Women in Engineering, and IEEE Strategic Planning committees).
3. Informs PSPB of important IEEE Board of Directors and ExCom matters.
4. Acts as the volunteer coordinator for the financial operation of IEEE PSPB.
5. Appoints one GOLD (Graduate of the Last Decade) member for a one year term, to serve on PSPB.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Senior Member or Fellow.
2. Must be able to commit a significant amount of time to the position.
3. Should have the support of his/her employer in meeting the obligations of the position.

### **2.2.2 PSPB Vice Chair**

The PSPB Vice Chair is a PSPB member of, and shall be appointed by, the Technical Activities Board for a one-year term, beginning 1 January.

#### **A. FUNCTIONS**

1. Serves as a PSPB Vice Chair and a member of the PSPB Operations Committee.
2. Reports administratively to the PSPB Chair.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Chairs meetings in the absence of the PSPB Chair.
2. 3 duties as requested by the PSPB Chair.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Member, Senior Member, or Fellow.

2. Must be able to commit a significant amount of time to the position.
3. Should have the support of his/her employer in meeting the obligations of the position.
4. Must be a member of the IEEE Technical Activities Board.

### **2.2.3 PSPB Past Chair**

#### **A. FUNCTIONS**

1. Serves as Chair of PSPB Nominations and Appointments (N&A) Committee.
2. Serves as a member of PSPB and the PSPB Operating Committee.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Manages the Nominations and Appointments process of PSPB
2. Attends all meetings of PSPB and the PSPB Operations Committee, and submits reports on the progress and activities of PSPB N&A, keeps informed on all PSPB issues, and participates in discussions.
3. Carries out other duties as requested by the PSPB Chair.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Senior Member or Fellow.
2. Must be able to commit a significant amount of time to the position.
3. Should have the support of his/her employer in meeting the obligations of the position.

### **2.2.4 PSPB Treasurer**

The PSPB Treasurer shall be appointed by the PSPB Chair for a one-year term, beginning 1 January.

#### **A. FUNCTIONS**

1. Serves as the chief financial officer of PSPB, and chairs the PSPB Finance Committee.
2. Serves as a member of PSPB and the PSPB Operations Committee.
3. Serves as the PSPB financial representative to the IEEE Finance Committee.
4. Reports administratively to the PSPB Chair.

#### **From IEEE Bylaw I-305.8. Finance Committee**

**Membership.** The Finance Committee shall consist of not more than nine members including the Treasurer, Past Treasurer; and the financial representatives from the Awards Board, Educational Activities Board, Publication Services and Products Board, Member and Geographic Activities Board, Standards Association, Technical Activities Board and IEEE-USA. Travel support for these representatives shall be the responsibility of the appointing organizational unit. All members of the Finance Committee shall have voting rights. The Treasurer shall act as Chair.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Ensures that there is sound financial management of Publication funds.
2. Develops the PSPB budget and reviews the budgets of appropriate PSPB entities.
3. Participates in and attends IEEE Finance Committee (FinCom) and submits a report on those activities to PSPB.
4. Ensures compliance with IEEE policies and procedures in all financial matters relating to PSPB.
5. Assures that specific issues of financial concern are brought to the attention of IEEE Finance Committee.
6. Attends all meetings of PSPB and the PSPB Operations Committee and submits a report on the progress and activities of the PSPB Finance Committee, keeps informed on all PSPB issues, and participates in discussions.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Member, Senior Member, or Fellow.

2. Must be able to commit a significant amount of time to the position.
3. Should have the support of his/her employer in meeting the obligations of the position.

### **2.2.5 PSPB Secretary**

The IEEE Executive Director shall designate the member of staff who shall serve as the PSPB Secretary; normally the Staff Executive - Publications shall serve in that capacity.

#### **A. FUNCTIONS**

1. Serves as a non-voting member of PSPB and on other bodies as appropriate.
2. As Staff Executive - Publications, serves as the Chief Publications Staff Executive in areas related to the publication functions of the IEEE.
3. Organizes, directs, and guides Publications staff operations in support of PSPB.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Assumes responsibility for the logistical and administrative support of PSPB and its Committees.
2. Assists the PSPB Chair in determining the administrative needs of PSPB and its entities.
3. Advises appropriate IEEE Organizational Units of PSPB actions and plans. Assures that the administrative needs of PSPB members are appropriately met.
4. Attends appropriate meetings of PSPB and its committees to enhance their interaction with IEEE Headquarters.
5. Reports to PSPB on important publications, products, and services matters affecting IEEE. Also reports to PSPB on activities within the IEEE Publications department.

#### **C. QUALIFICATIONS**

1. Must have a broad knowledge of technical publishing business and operations.
2. Has professional or operations experience in publishing for industry, academe, or association activities.
3. Has a working knowledge of publishing functions.

## **2.3 Roles of Other PSPB Members**

### **2.3.1 Representatives Assigned by other IEEE Organizational Units**

#### **A. FUNCTIONS**

1. Represents the interests of the assigning Organizational Unit on PSPB.
2. Serves as the communication link between PSPB and the other Organizational Unit.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Determines whether the major concerns of IEEE Publication services and products are appropriately addressed by the assigning Organizational Unit.
2. Keeps PSPB informed of the important decisions made by the represented Organizational Unit.
3. Attends meetings of PSPB, keeps informed on all PSPB issues, and participates in discussions.
4. Helps to identify and clarify issues common to PSPB and to the represented Organizational Unit in order to foster and improve cooperation, and to improve service to members and customers.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Member, Senior Member, or Fellow.
2. Must be able to commit time to the position.

3. Should have the support of his/her employer in meeting the obligations of the position.

### **2.3.2 PSPB Committee Chairs**

#### **A. FUNCTIONS**

1. Chairs the Committee to which this individual is assigned or elected, in accordance with the Committee Charter.
2. Represents that Committee on PSPB, if so specified in the Committee Charter.
3. Reports administratively to the PSPB Chair.
4. Serves as a member of PSPB, if so specified in the IEEE Bylaws.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Conducts business of that Committee to achieve its purpose and functions defined in its Charter.
2. Establishes subcommittees and Ad Hoc Committees as needed.
3. Calls and chairs meetings of that Committee.
4. Recommends to PSPB any proposed changes to the Committee Charter in order to insure it meets current needs and objectives.
5. Carries out other tasks assigned to that Committee by the PSPB Chair.
6. Brings appropriate Committee items to the attention of PSPB.
7. Reports the status of Committee activities to PSPB.
8. Prepares and presents the Committee budgets (if any).
9. Approves and forwards to IEEE Publications staff all Committee expenditures.
10. Attends PSPB meetings, becomes informed on the issues, and participates in the discussions.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Member, Senior Member, or Fellow.
2. Previous experience as a member of the Committee is preferred.
3. Must be able to commit sufficient time to carry out his/her duties and responsibilities.
4. Should have the support of his/her employer in meeting the obligations of the position.

### **2.3.3 PSPB Members-at-Large**

The PSPB Members-at-Large shall be appointed by the IEEE Board of Directors for a three-year term beginning 1 January. There shall be nine Members-at-Large and their terms shall be staggered.

#### **A. FUNCTIONS**

1. Represents the interests of all IEEE members.

#### **B. DUTIES AND RESPONSIBILITIES**

1. Attends all PSPB meetings, becomes informed on the issues, and participates in the discussions.
2. Ensures, through PSPB participation, that its actions benefit the profession at large.

#### **C. QUALIFICATIONS**

1. Must be an IEEE Member, Senior Member, or Fellow.
2. Previous experience as a member of one of the PSPB Standing or ad hoc Committees is preferred.
3. Must be able to commit sufficient time to carry out his/her duties and responsibilities.
4. Should have the support of his/her employer in meeting the obligations of the position.

## **2.4 Editor-in-Chief of any IEEE Refereed Publication**

### **2.4.1 Functions**

- A. Editor-in-Chief has the highest authority on the publication on editorial matters, as defined in Section 2.4.2.
- B. Assures that the content follows the approved scope of the publication.

### **2.4.2 Duties and Responsibilities**

- A. Manages the editorial aspects of the publication under a peer review process in order to publish high-quality articles consistent with accepted IEEE standards and the scope of subject areas approved for the publication.
- B. Assures the sponsoring Organizational Unit does not interfere or influence the editor's procedures or decisions regarding the acceptance or rejection of individual submissions.
- C. Provides written acknowledgment of the receipt of a submission to the author. This acknowledgment should include the date by which the author can expect to receive the decision of the Editor on the suitability of the submission for publication, which shall be no longer than 90 days from the date of the receipt of the manuscript by the Editor.
- D. Advises the submitting author of the relevant principles concerning material submitted for publication, especially the contents of Section 8.2 Publication Principles and Guidelines.
- E. Examines the comments of the referees and exercises his or her best judgment, in the light of the referees' recommendations, on whether or not to publish. Reviewers' comments and annotated manuscripts are normally returned to the author in any case.
- F. Assures that the anonymity of the referees is protected during the review process.
- G. Attends and participates in the annual meeting of the IEEE Panel of Technical Editors.

### **2.4.3 Qualifications**

- A. Must be an IEEE Member, Senior Member, or Fellow.
- B. Must be able to commit a significant amount of time to the position.
- C. Should have the support of his/her employer in meeting the obligations of the position.

## **2.5 Editor-in-Chief of Non-Refereed IEEE Publications**

### **2.5.1 Functions**

- A. Determines the editorial content of the publication.
- B. Determines scope of the publication.

### **2.5.2 Duties and Responsibilities**

- A. The Editor-in-Chief has the highest authority on the publication.
- B. Delivers publications with high-quality articles consistent with IEEE standards and the approved scope of publication.
- C. Assures the sponsoring Organizational Unit does not interfere or influence the editor's procedures or decisions on individual submissions.
- D. Provides written acknowledgment of the receipt of a submission to the author. This acknowledgment should include the date when the author can expect to receive the decision of the Editor on the suitability of the submission for publication, which will be no longer than 90 days from the date of the receipt of the manuscript by the Editor.
- E. Advises the submitting author of the relevant principles concerning material submitted for

publication, especially the contents of Section 8.2 Publication Principles and Guidelines.

- F. Exercises his or her own best judgment on whether or not to publish.

### **2.5.3 Qualifications**

- A. Must be an IEEE Member, Senior Member, or Fellow.
- B. Must be able to commit a significant amount of time to the position.
- C. Should have the support of his/her employer in meeting the obligations of the position.

## **2.6 Volunteer Responsibilities and the IEEE Code of Ethics**

### **IEEE Policy 7.8 – IEEE Code of Ethics**

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. to accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
3. to be honest and realistic in stating claims or estimates based on available data;
4. to reject bribery in all its forms;
5. to improve the understanding of technology; its appropriate application, and potential consequences;
6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
8. to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
9. to avoid injuring others, their property, reputation, or employment by false or malicious action;
10. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Volunteers carry out a very wide range of duties and responsibilities on behalf of IEEE. In special cases formal orientation is provided for new Volunteers, but all Volunteers, particularly leaders, are required to acquaint themselves appropriately with IEEE Policies, Procedures, and Practices. For example, newly elected members of the IEEE Board of Directors receive specific guidance on their fiduciary responsibilities. Each year, in the membership renewal pack, all members affirm their intention to adhere to the IEEE Code of Ethics. This Code also applies to nonmembers who are serving the IEEE in some capacity. The Code comprises 10 articles that aim to address in concise terms ethical issues encountered in professional engineering activity. Beyond this, there is also an obligation for Volunteers to abide by the *spirit* of the Code, especially in respect of Articles 2, 7, 8, 9, and 10. One aspect of adherence to the Code is to treat others with respect. For instance, editors and reviewers should avoid the use of ad hominem and deprecating comments in their review and judgment statements for communications with authors.

### **2.6.1 Conduct as an Officer or a Member of an IEEE Board or Committee**

Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that Volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The Chair has the prime responsibility for the conduct of the meeting, but the co-operation of all members present are also important factors in ensuring that the business is conducted in a fair and harmonious manner.

## 2.6.2 Conflict of Interest

### IEEE Policy 9.8 – Conflict Of Interest

- A. **Definition.** A conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests.
- B. **Responsibility.** It is the responsibility of all IEEE members in any elected, appointed, or other decision-making position of an IEEE activity to consider each item of business where they have a vote or decision-making authority to determine if a real or perceived conflict of interest may exist. Any such recognized conflict shall be disclosed in writing immediately to the person in charge of the activity (or the next higher authority if the member is in charge) who, after consultation with other individuals in the activity, shall advise the member of the proper course of action and cause a notation of the action to be entered in the activity's record. A copy of the disclosure statement shall be reviewed by the Audit Committee.
- C. **Conflict of Interest Disclosure Statement.** IEEE members or non-members in an elected or appointed position and volunteers, editors and others involved in making procurement decisions or other activities that could represent a potential conflict of interest as determined by the IEEE Audit Committee shall submit annually a completed Conflict of Interest Disclosure Statement to the Director, Operations Audit, at the Operations Center. Forms shall be on file within 30 days of assuming his/her position or, in the case of elected positions, within 30 days of acceptance of the nomination, or as otherwise determined by the IEEE Audit Committee. The IEEE staff shall notify every individual requested to file a Conflict of Interest of the applicable deadline. Failure to submit a form shall result in automatic removal from service on the committee, board or election slate, as the case may be. It shall be the responsibility of the Board or Committee Chair or, in the case of nominations, the Chair of the appropriate nominations committee to inform such individuals that they have been removed from service or an election slate, as the case may be, for failure to complete the form and to notify the IEEE Audit Committee of such action. The IEEE Audit Committee shall notify the IEEE Board of Directors of all individuals removed from service or an election slate, as the case may be, at the next regularly scheduled Board meeting. Staff who have authority to make or incur financial expenditures or who have other responsibilities that could represent a potential conflict of interest as determined by the Audit Committee shall submit a Conflict of Interest Disclosure Statement by 1 February of each year.

A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for Volunteers is to follow IEEE Policies, Procedures, and Practices, and be seen by their peers to be acting ethically in their decision-making.

## 2.6.3 Acceptance of Position Obligations

Election or appointment of a Volunteer to a position, such as a Board or Committee chair or member, Editor, Reviewer, etc., implies that there is an expectation that that person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the Board or Committee. Accepting a Board or Committee position also requires that the Volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

## 2.6.4 Transfer of Position

An orderly and regular turnover of Board or Committee membership, including that of the officers or editors, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE Organizational Units. Sections of this document define the terms of office for PSPB Volunteers and the procedures for their election or appointment. It is the responsibility of the PSPB Chair and the PSPB Operating Committee to ensure that these practices are followed. It is a duty of all PSPB Officers, PSPB Committee Chairs, and IEEE editors, to transfer all documents and other resources necessary for their successors to carry out their work effectively.



### **2.6.5 Legal Aspects**

In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, Policies, Procedures, and Practices, provides a measure of protection to both IEEE and to individual members.

The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE Volunteers should conduct themselves in their service on behalf of the IEEE, but it provides a sound basis on which high ethical standards can be established.

## **2.7 Removal of a Member of PSPB or a PSPB Committee**

### **IEEE Bylaw I-111. Removal or Suspension of Delegates, Directors, and Officers**

7. **Vote to Remove a Member of an IEEE Standing Board or Committee or a Member of a Board or Committee of an Organizational Unit.** A member of an IEEE Standing Board or Committee may be removed as a member of that Board or Committee, with or without cause, by the affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present. A member of a board or committee of an organizational unit may be removed as a member of that board or committee, with or without cause, by either, as applicable, (i) the affirmative vote of two-thirds of the members of the appointing body, present at the time of the vote, provided a quorum is present, or (ii) the individual then currently holding the office that made the appointment.

Vacancies resulting from removal or suspension shall be filled following the methodology used to make the original appointment.

## **SECTION 3 - STRUCTURE OF PUBLICATION SERVICES AND PRODUCTS BOARD**

### **3.1 General Structure of PSPB**

The IEEE Publication Services and Products Board is a Major Board whose membership is defined by the IEEE Bylaws and this Operations Manual. It is supported by PSPB Standing Committees, Joint Standing Committees with other Major Boards, PSPB Editorial Boards, and Ad Hoc Committees. The IEEE Panel of Editors also reports to PSPB. This section describes the mandated PSPB membership, covers the establishment of PSPB Organizational Units, and lists the current standing PSPB Organizational Units. Section 4 of this manual will present details about each PSPB Organizational Unit.

### **3.2 Responsibility of Individuals Holding PSPB Positions**

The holders of all PSPB positions, whether elected or appointed, should be familiar with the IEEE Constitution, IEEE Bylaws, and IEEE Policies as well as this PSPB Operations Manual. They shall, at all times when carrying out their duties, adhere to the requirements of these documents.

### **3.3 PSPB Standing Committees**

#### **3.3.1 Establishment**

To facilitate the performance of its duties, PSPB may establish Standing Committees. With the exception of the PSPB Nominations and Appointments Chair, who shall be the PSPB Past Chair, the members of the Standing Committees shall be appointed by the PSPB Chair with the concurrence of PSPB.

#### **3.3.2 Current PSPB Standing Committees**

The Current Standing Committees reporting to the PSPB are:

- PSPB Publishing Conduct Committee
- PSPB Finance Committee
- PSPB Nominations and Appointments Committee
- PSPB Operating Committee (OpCom)
- PSPB Strategic Planning Committee.

#### **3.3.3 Vacancies**

Vacancies in PSPB appointed positions shall be filled by the PSPB Operating Committee for the balance of the term of the vacated position.

### **3.4 Joint Standing Committees**

#### **3.4.1 Establishment**

The Publication Services and Products Board may establish Joint Standing Committees with other IEEE Organizational Units. The choice of the chairs of such committees shall be made jointly by the PSPB Chair and the Chairs of the other IEEE Organizational Units involved with each such committee. The PSPB members of such Joint Standing Committees shall be appointed by the PSPB Chair with the concurrence of PSPB.

#### **3.4.2 Current Joint Standing Committees**

The current Joint Standing Committee reporting to the Publication Services and Products Board is:

- TAB/PSPB Products and Services Committee (in collaboration with the Technical Activities Board).

### **3.5 Editorial Boards**

#### **3.5.1 Establishment**

In order to help fulfill its mission with respect to IEEE-wide publication activities, PSPB may establish volunteer Editorial Boards. The Editorial Boards shall be appointed by PSPB on the advice of the individual Editorial Boards as given to the PSPB Nominations and Appointments Committee.

#### **3.5.2 Current PSPB Editorial Boards**

The Editorial Boards appointed by and reporting to PSPB are:

- IEEE PRESS Board
- IEEE Spectrum Editorial Advisory Board
- PROCEEDINGS OF THE IEEE Editorial Board
- THE INSTITUTE Editorial Advisory Board
- IEEE Thesaurus Editorial Board.

#### **3.5.3 Appointment of Editor-in-Chief**

The Editor-in-Chief of the PROCEEDINGS OF THE IEEE and the Editor-in-Chief of the IEEE PRESS are nominated by their respective boards. Their names shall be submitted to PSPB Nominations & Appointments Committee who shall in turn submit to PSPB for appointment.

### **3.6 PSPB Ad Hoc Committees**

The PSPB Chair may authorize the formation of Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. An Ad Hoc Committee shall only be appointed for the calendar year in which it was formed. The Committee's mandate must be renewed on an annual basis. If the Chair of the Ad Hoc Committee is not a voting member of PSPB, the principal financial support for the Chair of such an Ad Hoc Committee shall be provided through the normal budgetary processes of PSPB.

### **3.7 IEEE Panel of Technical Publication Editors**

The IEEE Panel of Technical Publications Editors consists of the Editors of PROCEEDINGS OF THE IEEE; the IEEE PRESS; the transactions, journals, magazines, and newsletters of Societies and Technical Councils; and any other technical publications published by the IEEE or its Organizational Units. The Panel is chaired by the Chair of the TAB Periodicals Committee, and reports to PSPB and to TAB.

## SECTION 4 - PSPB COMMITTEE AND EDITORIAL BOARD CHARTERS

### **4.1 PSPB Standing Committees**

#### **4.1.1 PSPB Publishing Conduct Committee Charter**

##### **A. GENERAL**

The PSPB Publishing Conduct Committee is an organizational unit of, and reports operational matters to, PSPB. The Committee shall only report confidential matters to the PSPB Chair.

##### **B. SCOPE**

The PSPB Publishing Conduct Committee primarily assists the PSPB Chair on handling or interpreting misconduct cases as identified by appropriate sections of the PSPB Operations Manual. Activities are restricted to those assigned by the PSPB Chair.

##### **C. FUNCTIONS**

The PSPB Publishing Conduct Committee shall:

1. Assist PSPB Chair for handling editorial misconduct cases, including but not limited to:
  - Facilitating or conducting investigations
  - Providing expertise on related science and technology subjects
  - Making sure all individuals are treated fairly
  - Interpreting, with legal assistance if necessary, IEEE Procedures and Operations that apply to these misconduct cases
  - Providing other advice as needed by the PSPB Chair.
2. Through the PSPB Chair, keep IEEE abreast of the current ethics and protocols of scholarly publishing in the science and technology community (outside IEEE).
3. Maintain a confidential case archive, where each entry outlines the nature of each complaint, the committee's findings, and the reasons for the committee's findings.
4. Ensure confidentiality on all committee issues.

##### **D. COMPOSITION**

The PSPB Publishing Conduct Committee shall consist of up to five voting members and two non-voting members as follows:

Voting Members

- Committee Chair appointed by the PSPB Chair
- Committee Past Chair
- Three (3) Members-at-Large appointed by the PSPB Chair

Non-Voting Members

- PSPB Chair
- Staff Executive – Publications, appointed by the IEEE Executive Director

##### **E. MEMBERSHIP REQUIREMENTS**

All voting members of the PSPB Publishing Conduct Committee must be IEEE Members.

##### **F. TERMS OF OFFICE**

1. The Committee Chair shall be appointed for a two-year term, starting 1 January, with no reappointment.
2. The Members-at-Large shall be appointed for three-year terms, beginning 1 January, with the possibility of reappointment for one three-year term. The terms shall be staggered such that only one Member-at-Large is appointed each year. To commence this process during the first year of Committee Operation, the PSPB Chair shall appoint one Member-at-Large for one year, one Member-at-Large for two years, and one Member-at-Large for three years.

- G. COMMITTEES REPORTING TO THE PSPB PUBLISHING CONDUCT COMMITTEE  
None
- H. FINANCIAL AND ADMINISTRATIVE SUPPORT  
The principal financial support for the PSPB Publishing Conduct Committee shall be provided through the normal budgetary processes of PSPB. Administrative support for the Committee will be provided by the IEEE\_Publications department.
- I. MEETINGS  
PSPB Publishing Conduct Committee normally meets monthly via teleconference and holds one face-to-face meeting each year.
- J. REPORTS  
The PSPB Publishing Conduct Committee is responsible for the following.  
Provide a written information report at the last PSPB meeting of the calendar year summarizing the Committee's operational activities during the current year. This report shall not contain any confidential information.
- K. CHANGES TO CHARTER  
Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

#### **4.1.2 PSPB Finance Committee Charter**

- A. GENERAL  
The Finance Committee is an organizational unit of, and reports to, PSPB, with administrative responsibility assigned by PSPB to the PSPB OpCom.
- B. SCOPE  
The PSPB Finance Committee shall be responsible for ensuring that there is sound financial management of the IEEE Publications department operating units and all editorial advisory boards that report to PSPB. The PSPB Finance Committee shall be responsible for budget review and endorsement for IEEE SPECTRUM, THE INSTITUTE, IEEE PRESS, PROCEEDINGS OF THE IEEE, the IEEE Publications department, and the charge rates for services provided to other IEEE Organizational Units.
- C. FUNCTIONS  
The PSPB Finance Committee shall:
1. Review annual operating and capital budgets as well as monthly financial forecasts for the current year.
  2. Review new initiatives requests for funding for financial viability.
  3. Endorse page rates for services provided to other IEEE entities.
  4. Ensure compliance with IEEE policies in all financial matters.
- D. COMPOSITION  
The PSPB Finance Committee shall consist of members appointed by the PSPB Chair and approved by PSPB as follows:
- Voting Members
- Chair, who shall be the PSPB Treasurer and is appointed by PSPB Chair
  - PSPB Chair
  - PSPB Chair(s) for prior two years
  - PSPB Vice Chair
  - Chair of the PSPB Strategic Planning Committee
  - Chair of the TAB/PSPB Products and Services Committee
  - Up to three Members at-large selected from the PSPB Members-at-Large by the Committee Chair in consultation with the PSPB Chair.
- Non-Voting Members

- The Staff Executive – Publications, appointed by the IEEE Executive Director
- Other staff as designated by the Staff Executive-Publications with the concurrence of the Committee Chair.

E. MEMBERSHIP REQUIREMENTS

All voting members of the PSPB Finance Committee shall be IEEE Members, Senior Members, or Fellows

F. TERMS OF OFFICE

Each voting member serves a one-year term, beginning at the start of the calendar year.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the PSPB Finance Committee shall be provided through the normal budgetary processes of PSPB. Administrative support will be provided by the IEEE Publications department.

H. REPORTS

The Finance Committee Chair shall report on Committee activities and the current status of the budget at each PSPB meeting.

I. MEETINGS

The PSPB Finance Committee normally meets three times per year during the IEEE Board of Directors series before each date scheduled for a PSPB meeting. Additional meetings are normally held via teleconferencing.

J. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

#### **4.1.3 PSPB Nominations and Appointments Committee Charter**

A. GENERAL

The PSPB Nominations and Appointments Committee is an organizational unit of, and reports to, PSPB.

B. SCOPE

The PSPB Nominations and Appointments Committee is responsible for managing the nominations and appointments process of the PSPB.

C. FUNCTIONS

The PSPB Nominations and Appointments Committee shall:

1. Make recommendations to PSPB for nominees to fill upcoming Member-at-Large vacancies.
2. Make recommendations to an incoming PSPB Chair for pending appointments on PSPB Standing Committees and task assignments for Members-at-Large.
3. Make recommendations to PSPB for Editorial-Board members on the IEEE SPECTRUM Advisory Board, PROCEEDINGS OF THE IEEE Editorial Board, IEEE PRESS Board, and THE INSTITUTE Editorial Advisory Board.
4. Make recommendations to PSPB for editors-in-chief of the PROCEEDINGS OF THE IEEE and the IEEE PRESS.
5. Following consultation with PSPB, make recommendations to the IEEE Nominations and Appointments Committee for individuals qualified to be considered for Vice President –Publication Services and Products.

D. COMPOSITION

The PSPB Nominations and Appointments Committee shall consist of five voting members, the majority of whom shall be voting members of PSPB as follows:

Voting Members

- The Committee Chair who shall be the Immediate PSPB Past Chair. If this person cannot serve as Chair, the most recent Past PSPB Chair available shall be Committee Chair. With extenuating circumstances and on the recommendation of the PSPB Chair, PSPB may appoint another person to this position.
- Four members appointed by PSPB.

**From I-307. Nominations and Elections**

1. **Nominations and Appointments Committees.** The following requirements shall govern the Nominations and Appointments (N&A) Committees of the six Major Boards and the IEEE Awards Board N&A Committee:
  - a. The Chair of each of these N&A Committees shall be either the past past chair or the immediate past chair of the governing body of that organizational unit as specified in the governing documents of that organizational unit. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit's N&A Committee available shall be the Chair of that respective N&A Committee. With extenuating circumstances an organizational unit may appoint a different individual to this position.
  - b. Chairs shall not be eligible to be elected to the Board of Directors during their term of service.
  - c. At least two-thirds of the voting members of each N&A Committee shall be elected or appointed by the governing body of their respective organizational unit.
  - d. A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in which the nomination shall be made.

**E. MEMBERSHIP REQUIREMENTS**

All voting members of the PSPB Nominations and Appointments Committee shall be IEEE Members, Senior Members, or Fellows.

**F. TERMS OF OFFICE**

All PSPB Nominations and Appointments Committee members serve one-year, renewable terms, beginning at the start of the calendar year.

**G. COMMITTEES REPORTING TO PSPB NOMINATIONS AND APPOINTMENTS COMMITTEE**

None

**H. FINANCIAL AND ADMINISTRATIVE SUPPORT**

The principal financial support for the PSPB Nominations and Appointments Committee shall be provided through the normal budgetary processes of PSPB. If needed, administrative support for the committee will be provided by the IEEE Publications department.

**I. MEETINGS**

The PSPB Nominations and Appointments Committee normally meets three times per year either via prearranged teleconferences or during the IEEE Board of Directors series before each date scheduled for a PSPB meeting. Additional meetings may be held via teleconferencing.

**J. REPORTS**

The PSPB Nominations and Appointments Committee will issue the following reports:

1. Lists of proposed candidates for the various PSPB positions at the appropriate times for consideration by PSPB.

**K. CHANGES TO CHARTER**

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

**4.1.4 PSPB Operating Committee Charter**

A. GENERAL

The PSPB Operating Committee (OpCom) reports to, and is a Standing Committee of, PSPB.

B. SCOPE

The PSPB OpCom is an implementation oversight body for PSPB.

C. FUNCTIONS

The PSPB OpCom shall:

1. Function as the executive committee of the PSPB between PSPB meetings. However, any actions taken by the PSPB OpCom are subject to ratification by PSPB at its next meeting. The PSPB OpCom shall meet at least once during each PSPB meeting series and may hold additional meetings as needed (e.g., following PSPB Strategic Planning Committee meetings).
2. Monitor, review and prioritize IEEE Publications department resources, activities and facilities through reports by the Staff Executive - Publications.
3. Coordinate and monitor the activities of PSPB Standing and Ad Hoc Committees as necessary between meetings.
4. Name replacements to complete the term of office for PSPB positions, that are appointed by PSPB, left vacant because of illness, death, or inability to serve for whatever reason.
5. The PSPB may, by majority vote, rescind any act or decision of the PSPB OpCom.

D. COMPOSITION

The PSPB OpCom shall consist of up to nine voting members and one non-voting member as follows:

Voting Members

- Committee Chair, who is the PSPB Chair
- PSPB Vice Chair
- PSPB Finance Committee Chair
- Immediate Past PSPB Chair
- PSPB Strategic Planning Committee Chair
- TAB/PSPB Products and Services Committee Chair
- Up to three members-at-large selected from the PSPB Members-at-Large by the PSPB Chair.

Non-Voting Members

- Staff Executive – Publications, appointed by the IEEE Executive Director

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE Members, Senior Members, or Fellows.

F. TERMS OF OFFICE

The Members-at-Large shall serve one-year terms, beginning 1 January, with reappointments permissible. Other members shall serve by virtue of their position on PSPB.

G. COMMITTEES REPORTING TO THE PSPB OPERATING COMMITTEE

The PSPB Operating Committee shall have administrative responsibility for the following committees of PSPB:

1. PSPB Standing Committees
  - a. PSPB Finance Committee
  - b. PSPB Strategic Planning Committee
2. PSPB Joint Committees
  - a. TAB/PSPB Products and Services Committee.



### 3. PSPB Ad Hoc Committees

The Committee Chair may create Ad Hoc Committees which have a maximum tenure of two years to address specific issues or deal with special situations as deemed appropriate. The Chair of such an Ad Hoc Committee must be a member of PSPB or one of its Standing Committees and shall be appointed by the PSPB Chair.

#### H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the PSPB OpCom shall be provided through the normal budgetary processes of PSPB. Administrative support for the Committee will be provided by the IEEE Publications department.

#### I. MEETINGS

The PSPB Operating Committee normally meets three times per year approximately one month before a scheduled PSPB meeting. Additional meetings may be called by the PSPB Chair to facilitate the Committee meeting its charge.

#### J. REPORTS

The PSPB Chair shall report all activities and actions of the PSPB OpCom to PSPB at each PSPB meeting immediately following an OpCom meeting.

#### K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

### **4.1.5 PSPB Strategic Planning Committee Charter**

#### A. GENERAL

The PSPB Strategic Planning Committee is an organizational unit of, and reports to, PSPB, with administrative responsibility assigned by PSPB to the PSPB OpCom.

#### B. SCOPE

The PSPB Strategic Planning Committee shall make recommendations to PSPB for strategic initiatives in publications and related products and services.

#### C. FUNCTIONS

The PSPB Strategic Planning Committee shall be responsible for originating and recommending to PSPB a plan that responds to the goals and objectives of the IEEE Strategic Plan that are related to the mission of the PSPB. The Committee shall also monitor and report upon progress in implementing the plan as approved by PSPB.

#### D. COMPOSITION

The members of the PSPB Strategic Planning Committee shall be IEEE members appointed by the PSPB Chair and approved by PSPB. The majority of the members shall be Members-at-Large of PSPB.

#### E. MEMBERSHIP REQUIREMENTS

All voting members of the PSPB Strategic Planning Committee shall be IEEE Members, Senior Members, or Fellows.

#### F. TERMS OF OFFICE

Terms of office for members of the PSPB Strategic Planning Committee are in all cases for one year, beginning at the start of the calendar year, but with the possibility for reappointment.

#### G. COMMITTEES REPORTING TO PSPB STRATEGIC PLANNING COMMITTEE

Reporting to the PSPB Strategic Planning Committee shall be a number of Focus Groups whose focus and charters change from year to year. The Chairs of such Focus Groups must be members of the PSPB Strategic Planning Committee and shall be appointed by the Strategic Planning Committee Chair.

#### H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the PSPB Strategic Planning Committee shall be provided through the normal budgetary processes of PSPB. Administrative support for the committee will be provided by the IEEE Publications department.

I. MEETINGS

The PSPB Strategic Planning Committee normally meets approximately one month before a scheduled PSPB meeting. These meetings are normally coordinated with the scheduled meetings of the PSPB Operating Committee.

J. REPORTS

The PSPB Strategic Planning Committee will issue the following reports:

1. A progress report at each PSPB meeting, except the last meeting of the calendar year
2. A final report at the last PSPB meeting of the calendar year detailing recommendations for strategic initiatives in the following year.

K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

## **4.2 PSPB Joint Committees**

### **4.2.1 TAB/PSPB Products and Services Committee Charter**

A. GENERAL

The TAB/PSPB Products and Services Committee is a Joint Standing Committee of and reports directly to both the IEEE Technical Activities Board (TAB) and the IEEE Publication Services and Products Board (PSPB). Administrative responsibility within PSPB has been assigned by PSPB to the PSPB OpCom.

B. SCOPE

The TAB/PSPB Products and Services Committee serves as a policy and operational procedure formulating body. The Committee works in partnership with staff to define and recommend to TAB and PSPB proposals for dissemination of information and related products and services that are either freely available or offered for sale to members and non-members; such information includes, but is not limited to, material contained in the transactions, journals, magazines and conference proceedings. The medium of dissemination may be electronic, paper or other formats as may from time to time be considered appropriate.

The Committee is responsible for oversight of IEEE intellectual property (IP) products including recommending actions concerning products and marketing to TAB and/or PSPB, long-range planning, reviewing budgets and marketing plans, and monitoring compliance with IEEE policies and procedures.

In general, products are understood to be marketable items produced by a Society/Council (S/C) or new ventures. Products and services may also include summaries, abstracts and indices of such materials, as well as algorithms, software, multimedia, tutorial and video products produced on behalf of all Societies.

The objective of the Committee is to identify and stimulate generation of products and services that meet the needs of members and/or the profession at large while generating revenue from the sale of such products and services.

C. FUNCTIONS

The TAB/PSPB Products and Services Committee shall:

1. Formulate and recommend products and services and their marketing to TAB and PSPB. Cooperate with staff in the preparation of proposals and business plans for new electronic information products and services and in the presentation of those proposals and plans to TAB and PSPB for approval.

2. Define goals and objectives for all programs under the Committee's jurisdiction. Develop and recommend strategies for the market positioning and pricing of information in electronic form both to maintain IEEE's preeminence as a publisher of choice and to continue the economic viability of IEEE's overall publications operations.
3. Monitor all activities and programs in support of products and services to ensure that they comply with applicable IEEE policies and procedures.
4. Monitor the progress of the implementation and sale of electronic products and services and report regularly to both TAB and PSPB.
5. Identify new products and services. This effort is to include but not to be restricted to:
  - Guiding the determination of opportunities to better serve member and non-member customer needs with new electronic information products, taking full advantage of input from the Societies, Councils of TAB and all other IEEE organizational units.
  - Developing business and operational plans.
  - Overseeing the implementation of programs to handle these products and services after they are approved by TAB and PSPB.
6. Review results and evaluate the effectiveness of programs as measured against goals. This effort is to include but not to be restricted to:
  - Reviewing annually the costs and pricing structure for products and services offered to members and non-members.
  - Reviewing annually any reimbursements made to a S/C and/or to activities sponsored by these entities, such as meetings.
  - Monitoring the operational aspects of all programs.
  - Reviewing and evaluating marketing studies.
7. Interact with S/Cs to secure their support for the activities under the Committee's jurisdiction.
8. Coordinate with the appropriate Committees efforts directed at assuring the quality of products and services.
9. Manage migration of IEEE products and services to fully electronic distribution. Monitor and guide efforts to influence on going developments in technology and standards relating to information dissemination by electronic means, including magnetic and optical media and communications networks.
10. Work toward a unified overall architecture for all IEEE information databases, including the methods and permissions for access, and the information flow between the internal IEEE network and Internet as well as any commercially available data networks.
11. Perform other functions relating to Products and Services as directed by TAB and PSPB.

#### D. COMPOSITION

The TAB/PSPB Products and Services Committee shall consist of up seventeen (17) voting and three non-voting members as follows:

##### Voting Members

1. Committee Chair
2. Eight (8) members representing the Technical Activities Board as follows:
  - a. Conference Publications Committee Chair
  - b. TAB Periodicals Packages Committee Chair
  - c. Six (6) sitting division directors or S/C Presidents (or their designees).
3. Four (4) members representing the Publications Services and Products Board.
4. One member representing each of the following: Educational Activities Board (EAB), Member and Geographic Activities Board (MGAB), Standards Association, and IEEE-

USA.

#### Non-Voting Members

- Immediate Past Chair of the Committee
- Corresponding members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

Staff positions as appointed by the IEEE Executive Director

- Managing Director, Technical Activities (or designee)
- Staff Executive – Publications (or designee)

#### E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

#### F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be elected by paper ballot using Single Transferable Vote (STV) by both TAB and PSPB from a slate prepared by the Nominations and Appointments Committees of TAB and PSPB. Nominees may be past or present Division Directors, Society/Council Presidents, past or present members of PSPB, or individuals with past service on the Committee or one of its predecessors (TAB Products Committee, PSPB/TAB Electronic Services & Products Committee). Nominations may be added by petition of at least 20% of the electorate, but not from the floor. The ballots shall not be tallied until both TAB and PSPB have voted.  
The Committee Chair shall serve a two-year term.
2. The eight (8) members representing the Technical Activities Board are appointed as follows:
  - a. The two (2) additional TAB representatives, who serve as the Chairs of the Conference Publications Committee and TAB Periodicals Packages Committee, shall be appointed by the Committee Chair, in consultation with the Vice President, Technical Activities.
  - b. The six (6) sitting Division Directors or S/C Presidents (or their designees) shall serve a one-year term starting 1 January, with reappointment permissible for a maximum tenure of three (3) years. These six (6) appointees, which could include incoming Division Directors and S/C Presidents that would take office 1 January, shall be sitting Directors or Presidents and active members of TAB during their tenure on the Committee. Each of the three (3) largest Societies may elect to be among the six (6) appointees; otherwise the Division Directors' Forum shall attempt to establish the broadest S/C representation among these six (6) appointees. An appointed Division Director or S/C President may designate a substitute representative.
3. The four (4) members representing Publications Services and Products Board are appointed by the Vice President, Publications Services and Products.
4. The Committee Chair shall serve as a voting member on TAB and the TAB Finance Committee and shall also serve as a voting member on PSPB.
5. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
6. The representatives from EAB, MGAB, IEEE-SA, and IEEE-USA shall be appointed the respective Chairs of these Major Boards.

#### G. VACANCIES

1. In the event of the incapacity of the Chair, the most recent Past Chair shall serve as Acting Chair until a successor is elected (using the methodology originally used to fill that position as noted in section F). The Acting Chair shall notify TAB and PSPB in a timely manner and continue to serve until further directed. The replacement will serve

for the remainder of the original term.

2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

#### H. COMMITTEES REPORTING TO THE TAB/PSPB PRODUCTS AND SERVICES COMMITTEE

Reporting to the Committees shall be the following Committees:

1. Standing Committees
  - Conference Publications Committee
  - TAB Periodicals Packages Committee
2. Ad Hoc Committees
 

An Ad Hoc Committee may be appointed to address a specific issue or activity within the scope of the Committee.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

#### I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

#### J. REPORTS

The Committee Chair will provide a highlight report to PSPB and TAB at each of their meetings and will provide additional reports as requested by the PSPB and TAB Chairs.

#### K. FINANCIAL AND ADMINISTRATIVE SUPPORT

##### FINANCIAL

Meeting accommodation costs for the TAB/PSPB Products and Services Committee shall be provided two-thirds by TAB and one-third by PSPB, in an amount to be determined through the normal budgetary processes of the respective boards. Since the Committee meetings are normally scheduled to be in conjunction with IEEE Board of Directors Series meetings, those attending shall have their personal expenses covered by their respective OUs.

##### ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities department with the support of the Publication Activities department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination, subject matter expert and strategic analysis.

#### L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and be approved by both TAB and PSPB.

As Approved by TAB November 2009

As Approved by PSPB November 2009

### **4.3 PSPB Editorial and Advisory Boards**

#### **4.3.1 IEEE PRESS Board Charter**

##### **A. GENERAL**

The IEEE PRESS Board is an organizational unit of, and reports to, PSPB.

##### **B. SCOPE**

1. Duties. The IEEE PRESS Board shall be responsible for defining and overseeing the mission of the Press, as specified in Section 8.3.4.
2. Meetings. Meetings shall occur at least once per year and be chaired by the Editor-in-Chief.

##### **C. FUNCTIONS**

The IEEE PRESS Board consists of experts in their own field and as such it collectively:

1. Reviews and approves the policies of the IEEE PRESS and makes recommendations for operational improvements.
2. Complements the IEEE PRESS staff by adding scientific perspective on the activities of the IEEE PRESS.
3. Provides scientific expertise and guidance.
4. Provides input on "Emerging and Hot Topics" and areas of interest for potential book titles as well as potential authors
5. Provides input on the importance and quality of proposed titles.
6. Proposes potential reviewers.

##### **D. COMPOSITION**

###### **Voting Members**

- Board members may be proposed to the PSPB Nominations and Appointments Committee by the Board itself, by the Editor-in-Chief, or by the publisher, and shall be approved by PSPB. The minimum number shall be seven and no more than 13.
- The Board shall be chaired by the Editor-in-Chief, who shall represent the IEEE PRESS Board on PSPB.

###### **Non-Voting Members**

- PSPB Chair
- Staff positions as appointed by the IEEE Executive Director
- Staff Executive - Publications

###### **Corresponding Members**

- Society Liaisons to IEEE PRESS are delegated by the officers of IEEE Technical Societies to work with IEEE PRESS staff and volunteers. They are invited to attend the annual IEEE PRESS Board Meeting. The Society Liaisons identify promising projects and authors, and recommend projects to be sponsored by the Society for publication by IEEE PRESS. Each society shall define the term of service for their respective Liaison.

##### **E. MEMBERSHIP REQUIREMENTS**

All voting members of the IEEE PRESS Board shall be IEEE Members, Senior Members, or Fellows.

##### **F. TERMS OF OFFICE**

The Editor-in-Chief shall serve a two-year term, which may be renewed. All other voting members serve three-year terms, which may be renewed for a maximum of nine years total service. Coverage of all technical areas of the IEEE shall be considered when choosing members.

#### G. COMMITTEES REPORTING TO IEEE PRESS BOARD

Reporting to the IEEE PRESS Board shall be the following Committees:

1. Standing Committees

None

2. Ad Hoc Committees

The Chair of the IEEE PRESS Board may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chair of each such Ad Hoc Committees must be a member of IEEE PRESS Board and shall be appointed by the IEEE PRESS Board Chair.

#### H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the IEEE PRESS Board shall be provided through the normal budgetary processes of. Administrative support for the IEEE PRESS Board will be provided by the IEEE Publications department.

#### I. MEETINGS

Meetings of the IEEE PRESS Board shall occur at least once per year and be chaired by the Editor-in-Chief.

#### J. REPORTS

The IEEE PRESS Board will issue the following reports:

1. Minutes of the annual IEEE PRESS Board Meeting.
2. Informational reports by the IEEE PRESS Publisher to each PSPB meeting.

#### K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

### **4.3.2 IEEE SPECTRUM Editorial Advisory Board Charter**

#### A. GENERAL

The IEEE SPECTRUM Editorial Advisory Board is an organizational unit of, and reports to, PSPB.

#### B. SCOPE

The IEEE SPECTRUM Editorial Advisory Board is responsible for overseeing the editorial mission of the IEEE SPECTRUM, as defined in Section 8.3.2.

#### C. FUNCTIONS

1. Broad editorial policies of IEEE SPECTRUM are determined by PSPB. These policies must be in accordance with the editorial objective of IEEE SPECTRUM, which is to present timely articles of high quality, written to be meaningful to a wide audience to ensure that members can keep abreast of important developments in the IEEE's diverse fields of interest. The implementation of these policies is the responsibility solely of the Editor, the Publisher, and the Staff Executive - Publications.
2. The Editorial Advisory Board's main mission is to assist with forward planning for the magazine, providing leads for possible articles and suggesting possible authors.
3. The Editorial Advisory Board is also called upon from time to time to assist with the review of or to help find reviewers for IEEE SPECTRUM's feature articles.

#### D. COMPOSITION

Voting Members

- IEEE SPECTRUM Editorial Advisory Board members may be proposed to the PSPB Nominations and Appointments Committee by the Editorial Advisory Board itself or by the Editor of IEEE SPECTRUM and shall be approved by the PSPB. The number of members shall be between 18 and 27. They should reflect the diversity of the IEEE membership. In consultation with the Editor of IEEE SPECTRUM, the PSPB Chair

appoints one member of the Editorial Advisory Board as the board's liaison to PSPB.

#### Non-Voting Members

- PSPB Chair
- Editor of IEEE SPECTRUM
- Staff positions as appointed by the IEEE Executive Director
- Staff Executive – Publications

#### E. MEMBERSHIP REQUIREMENTS

All voting members of the IEEE SPECTRUM Editorial Advisory Board shall be IEEE Members, Senior Members, or Fellows.

#### F. TERMS OF OFFICE

Members of the Editorial Board shall serve a term of service of two years, beginning at the start of the calendar year, with the possibility of re-appointment to two additional two-year terms. The number of consecutive terms shall not exceed three.

#### G. COMMITTEES REPORTING TO THE IEEE SPECTRUM EDITORIAL ADVISORY BOARD

##### 1. Ad Hoc Committees

The Chair of the Editorial Advisory Board may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such Ad Hoc Committees must be members of the Editorial Advisory Board and shall be appointed by the IEEE SPECTRUM Editorial Advisory Board Chair.

#### H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the IEEE SPECTRUM Editorial Advisory Board is provided by IEEE SPECTRUM through the normal budgetary processes of the PSPB. Administrative support for the Editorial Advisory Board will be provided by IEEE SPECTRUM.

#### I. MEETINGS

The IEEE SPECTRUM Editorial Advisory Board shall meet at least once each year in the spring, along with the editorial staff of IEEE SPECTRUM. During meetings, Editors and Board members exchange ideas on present and future content and format of IEEE SPECTRUM.

#### J. REPORTS

The Editorial Advisory Board will provide status reports for each PSPB meeting.

#### K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

### **4.3.3 PROCEEDINGS OF THE IEEE Editorial Board**

#### A. GENERAL

The PROCEEDINGS OF THE IEEE Editorial Board is an organizational unit of, and reports to, PSPB.

#### B. SCOPE

The PROCEEDINGS OF THE IEEE Editorial Board shall be responsible for overseeing the mission of the PROCEEDINGS, as defined in Section 8.3.1.

#### C. FUNCTIONS

The PROCEEDINGS OF THE IEEE Editorial Board shall:

1. Generate and convey ideas for Invited Papers and Special Issues to the Editor-in-Chief, usually via the Managing Editor. This activity includes recommending authors and potential Guest Editors who are knowledgeable in the subject area.
2. Comment upon manuscripts as requested.



3. Suggest names of qualified reviewers for appropriate manuscripts.
4. Provide opinions on all proposals for papers and special issues.
5. Offer informed counsel and advice in support of all publishing objectives.
6. Support special projects and objectives as delineated by the Editor-in-Chief.

#### D. COMPOSITION

The PROCEEDINGS OF THE IEEE Editorial Board shall consist of a minimum of seven voting members, as well as non-voting members as follows:

##### Voting Members

- Board members may be proposed to the PSPB Nominations and Appointments Committee by the Board itself, by the Editor-in-Chief, or by the Managing Editor, and shall be approved by PSPB.
- The Editor-in-Chief shall chair the PROCEEDINGS OF THE IEEE Editorial Board and shall represent the Board on PSPB.
- The Editor-in-Chief shall have served as a member of the PROCEEDINGS OF THE IEEE Editorial Board prior to being elected the Editor-in-Chief.
- The Editor-in-Chief shall have the highest authority of the publication on editorial matters.

##### Non-Voting Members

- PSPB Chair
- Staff positions as appointed by the IEEE Executive Director
- Staff Executive - Publications
  - Director, Publications Operations
- Managing Editor, PROCEEDINGS OF THE IEEE.

#### E. MEMBERSHIP REQUIREMENTS

All voting members of the Editorial Board must be IEEE Senior Members or Fellows who have served as recent Guest Editors of an issue of the PROCEEDINGS.

#### F. TERMS OF OFFICE

1. The Editor-in-Chief shall serve a term of service of three years, beginning at the start of the calendar year, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.
2. Members of the Editorial Board shall serve a term of service of three years, beginning at the start of the calendar year, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two. Members may be chosen from any technical area of the IEEE.
3. The total number of consecutive years that a member may serve shall not exceed 12 years.

#### G. COMMITTEES REPORTING TO PROCEEDINGS OF THE IEEE EDITORIAL BOARD

Reporting to the PROCEEDINGS OF THE IEEE Editorial Board shall be the following Committees:

1. Standing Committees
  - a. Awards Committee: charged with nominating PROCEEDINGS OF THE IEEE papers for IEEE awards.
  - b. Readership Service Committee: Examines the readership profile (i.e., academia versus industry), the appropriate level of coverage (theory versus practical application, etc.), and makes recommendations accordingly.

2. Ad Hoc Committees

The Chair of the PROCEEDINGS OF THE IEEE Editorial Board may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such Ad Hoc Committees must be members of the PROCEEDINGS OF THE IEEE Editorial Board and shall be appointed by the

#### Editorial Board Chair.

#### H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the PROCEEDINGS OF THE IEEE Editorial Board shall be provided through the normal budgetary processes of PSPB. Administrative support for the Editorial Board will be provided by the IEEE Publications department.

#### I. MEETINGS

Meetings of the PROCEEDINGS OF THE IEEE Editorial Board shall occur at least once per year and be chaired by the Editor-in-Chief.

#### J. REPORTS

The Editor-in-Chief will issue the following reports:

1. The PROCEEDINGS OF THE IEEE Status Report will be conveyed to PSPB in advance of each meeting.
2. Proposals for new Editorial Board Members shall be conveyed to the PSPB Nominations and Appointments Committee in advance of each annual nomination cycle.

#### K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

### **4.3.4 THE INSTITUTE Editorial Advisory Board Charter**

#### A. GENERAL

THE INSTITUTE Editorial Advisory Board is an organizational unit of, and reports to, PSPB.

#### B. SCOPE

The editorial mission of THE INSTITUTE is defined in Section 8.3.3.

#### C. FUNCTIONS

THE INSTITUTE Editorial Advisory Board shall provide advice and counsel to the Editor of THE INSTITUTE through individual discussion and during Editorial Board meetings.

#### D. COMPOSITION

THE INSTITUTE Editorial Advisory Board shall consist of up to nine voting members and three non-voting members as follows:

##### Voting Members

- Up to three members shall be appointed annually. Board members may be proposed by the Board itself or by the Editor of THE INSTITUTE subject to approval by PSPB. An effort should be made to assemble a Board that reflects many different elements of the IEEE membership.
- Voting members are appointed because of their deep interest in the publication, their understanding of the publishing business, writing experience, their representation of membership outside of the United States which provides a global perspective; and their representation of an IEEE Affinity group, Chapter, Society, Section or Region.

##### Non-Voting Members

- PSPB Chair
- Staff positions as appointed by the IEEE Executive Director
- Editor of IEEE SPECTRUM
  - Staff Executive - Publications
  - Editor of THE INSTITUTE shall serve as the non-voting Chair of the Editorial Advisory Board.

#### E. MEMBERSHIP REQUIREMENTS

All voting members of THE INSTITUTE Editorial Advisory Board shall be IEEE Members, Senior Members, or Fellows.

F. TERMS OF OFFICE

Each voting member serves a three-year term, beginning at the start of the calendar year, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for THE INSTITUTE Editorial Advisory Board shall be provided through the normal budgetary processes of PSPB. Administrative support is provided by the editorial staff of THE INSTITUTE

H. MEETINGS

THE INSTITUTE Editorial Advisory Board shall hold at least one meeting a year and be chaired by the Editor of THE INSTITUTE.

I. REPORTS

THE INSTITUTE Editorial Advisory Board will issue the following reports:

1. Activity reports from THE INSTITUTE's Editor are made at each PSPB meeting.

J. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

#### **4.3.5 IEEE Thesaurus Editorial Board Charter**

A. GENERAL

The IEEE Thesaurus Editorial Board is an organizational unit of, and reports to, PSPB.

B. SCOPE

The editorial mission of the IEEE Thesaurus Editorial Board shall be to maintain and update the IEEE Thesaurus so it remains current with IEEE's technical areas of interest.

C. FUNCTIONS

The IEEE Thesaurus Editorial Board shall:

1. Periodically review and make recommendations for changes to the IEEE Thesaurus.
2. Complement the Publications Operations staff by providing scientific, engineering, and technology perspective to the on-going development of the IEEE Thesaurus.
3. Provide input on the special vocabulary used in existing and potential IEEE technical periodicals and conference proceedings.
4. Share the Board's efforts and results with interested IEEE OUs, such as the IEEE Standards Association.

D. COMPOSITION

The IEEE THESAURUS Editorial Board shall consist of a minimum of 11 voting members, as well as non-voting and corresponding members as follows:

Voting Members

- The voting members shall consist of no more than one voting member from each IEEE Division, plus the Chair.
- The Chair shall have served as a member of the IEEE Thesaurus Editorial Board prior to being elected the Chair.
- Board members may be proposed to the PSPB Nominations and Appointments Committee by the Board itself, by the Chair, or by the Director, Publications Operations, and shall be approved by PSPB.
- The Chair of the IEEE Thesaurus Editorial Board shall represent the Board on PSPB.

#### Non-Voting Members

- PSPB Chair
- No more than one Corresponding Member from each of the IEEE Societies and Technical Councils.

Staff positions as appointed by the IEEE Executive Director:

- Staff Executive - Publications
- Staff Director, Publications Operations
- Manager, IEEE Indexing.

#### E. MEMBERSHIP REQUIREMENTS

All voting members of the IEEE Thesaurus Editorial Board shall be IEEE Senior Members or Fellows.

#### F. TERMS OF OFFICE

Each voting member serves a three-year term, beginning at the start of the calendar year, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.

#### G. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the IEEE Thesaurus Editorial Board shall be provided through the normal budgetary processes of PSPB. Administrative support is provided by the staff of Publications Operations.

#### H. MEETINGS

The voting members of the IEEE Thesaurus Editorial Board shall hold at least one meeting a year.

#### I. REPORTS

The IEEE Thesaurus Editorial Board will issue the following reports:

1. Activity reports from Editorial Board Chair shall be made at least annually at an PSPB meeting
2. Information reports to the Corresponding Members.

#### J. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.

### **4.4 IEEE Panel of Technical Publication Editors**

#### A. GENERAL

The Panel of Technical Publication Editors is an organization of, and reports to, PSPB and TAB. Panel members are also obligated to report to their sponsoring Organizational Units.

#### B. SCOPE AND FUNCTIONS

The Panel of Technical Publications Editors shall provide a means for coordinating publication activities, consult with the PSPB Nominations and Appointments Committee concerning candidates for PSPB members-at-large, and assist PSPB in determining general publication policy and procedure recommendations.

#### C. COMPOSITION

The Panel of Technical Publications Editors shall consist of voting and non-voting members and a Chair as follows.

##### Voting Members

- Voting members of the Panel shall be the Editors-in-Chief of PROCEEDINGS OF THE IEEE; IEEE PRESS; the transactions, journals, magazines, and newsletters of

Societies and Technical Councils; and any other technical publications published by the IEEE or its Organizational Units. In the event that there is a Society Editor-in-Chief responsible for all Society publications, then the Editors of the individual society publications shall also be voting members of the Panel.

#### Non-Voting Members

- PSPB Chair

Staff positions as appointed by the IEEE Executive Director

- Editor of IEEE SPECTRUM
- Staff Executive - Publications

#### Chair

- The Chair of the TAB Periodicals Committee shall serve as the Chair of the Panel.

#### D. MEMBERSHIP REQUIREMENTS

All voting members of the Panel of Technical Publication Editors shall be IEEE Members, Senior Members, or Fellows.

#### E. TERMS OF OFFICE

The terms of office of all members of the Panel of Technical Publication Editors is limited to the period in which they hold their editorial positions.

#### F. FINANCIAL AND ADMINISTRATIVE SUPPORT

Excluding room and travel expenses, the principal financial support for the annual meeting of the Panel of Technical Publication Editors shall be provided through the normal budgetary processes of PSPB, as well as TAB. Room and travel expenses of each Panel member are the responsibility of the organization unit that the member represents. Administrative support is provided by the IEEE Publications department.

#### G. MEETINGS

IEEE Panel of Technical Publications Editors shall hold at least one meeting a year and be chaired by the PSPB Vice Chair.

#### H. REPORTS

The Panel of Technical Publication Editors, through its Chair, will issue an annual report of the Panel's activities, actions, and recommendations at the PSPB and TAB meetings immediately following the annual meeting of the Panel.

#### I. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB and TAB.

#### J. Approved by PSPB, 16 November 2001, amended 17 February 2006

## SECTION 5 - PSPB AND COMMITTEE OPERATIONAL PROCEDURES

### **5.1 PSPB Meetings**

There shall be at least three meetings per year of PSPB. The meetings should normally be held in conjunction with the IEEE Board of Directors meeting series.

Robert's Rules of Order (latest revision) shall be used to conduct business at PSPB meetings.

### **5.2 PSPB Actions**

#### **5.2.1 Actions**

Unless otherwise provided in the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, the Not-for-Profit Corporation Law of the State of New York, or elsewhere in this Operations Manual, the vote of a majority of the voting members present at the time of the vote, provided a quorum is present at such time, shall be the act of PSPB and any committee thereof.

#### **5.2.2 Revision of the PSPB Operations Manual**

##### **From IEEE Bylaw I-303.9, Major Board Operating Procedures**

**The Operations Manuals or any amendments to its procedures shall not be adopted until such Operations Manuals or any amendments have been submitted to and reviewed by the IEEE Governance Committee.**

Proposed changes to the PSPB Operations Manual and reasons therefore shall be distributed to all voting members of PSPB at least 20 days before the stipulated meeting of the Board at which the vote shall be taken. An affirmative vote of two-thirds of the members present and entitled to vote, provided there is a quorum shall be required to approve any new Operations Manual statement, amendment, or revocation. The IEEE Board of Directors shall be informed about these actions.

Additionally, the IEEE Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units shall be reviewed and approved by the Board using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the sections of this manual for which PSPB is responsible which shall follow that process and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

<b>PSPB Manual Section/Activity</b>	<b>Involved OU(s) Review/Consent</b>
1.3 Objectives	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
1.4 PSPB Responsibility for IEEE Publications	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
1.5 Oversight Responsibilities for Publications	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
6.3 Publication Administration Charge	Deliberation : PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
6.5 Page Paper Charges	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
6.6 IEEE PRESS Business and Financial Arrangements	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB

8.1.1 General (under 8.1 Publication Policies)	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.3 Presentation of Nontechnical Material	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.6 Titling Protocols for IEEE Publications	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.8 Advertising in IEEE Publications	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2 Publication Guidelines (for any changes in the introductory paragraph)	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.1.A Authorship	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.1.B Responsibilities of Manuscript Authors	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.2 Review Process	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.3 Appeal of Editorial Decisions	Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.A Handling of Complaints	Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.B Investigation Possible Misconduct	Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.C Corrective Actions	Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.5 Transactions, Journals and letters	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.6 Magazines	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.7 Conference Publications	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.8 Newsletters	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.1 THE PROCEEDINGS OF THE IEEE	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.2 IEEE SPECTRUM	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.3 THE INSTITUTE	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.4 THE IEEE PRESS	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.4.1 Approval of New Periodicals	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.4.2 Major Changes to an Existing Publication Product or Service	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA, IEEE-USA Approval: PSPB
8.4.4 Publication of Periodicals Outside the IEEE	Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB

### **5.3 PSPB Quorum**

The majority of the voting members of PSPB and any committee thereof shall constitute a quorum in accordance with the IEEE Bylaws.

### **5.4 Agenda and Minutes of Meetings**

#### **5.4.1 Meeting Agendas**

The preparation of a PSPB Agenda is a multi-step process. A “Call for Agenda Items” is sent to all members of PSPB, including all PSPB Committee Chairs and liaison representatives, approximately seven weeks before the meeting to solicit action/ discussion/ information items. Within the “Call for Agenda Items” will be a deadline for submitting material, which is approximately two weeks later. The Agenda and attachments are made available to PSPB via e-mail or posted on the IEEE website.

The Agenda will contain action items with the relevant background material to allow PSPB members to be informed about the issue at hand. All action items shall include a statement of the financial impact the action might have on the PSPB Budget. Reports of each of the PSPB Committees, PSPB Liaison representatives, the PSPB Chair and PSPB Secretary will be included in the Agenda.

After the Agenda has been set for each PSPB meeting, the Staff Executive - Publications shall consult with the PSPB Chair concerning the appropriate staff to invite to the meeting. The staff selected will depend on the anticipated needs of the items on the agenda.

If an individual (not directly associated with PSPB) wishes to present an information item to PSPB, a written report must be included with the Agenda. The individual must obtain permission from the PSPB Chair, in order to have an item placed on the PSPB Agenda. These individuals are urged to work through the PSPB Vice Chair or the appropriate PSPB Committee.

#### **5.4.2 Meeting Minutes**

At all PSPB meetings, an IEEE Publications department staff member should be present to record the minutes of the meeting. If no IEEE Publications department staff member is available, the PSPB Chair shall appoint an appropriate person to record the minutes. The minutes need not be verbatim, but a summary of the actions with a reasonable amount of detail to insure the intent of the action taken will be understood by those who have not attended the meeting. Appendices containing all materials handed out during the PSPB Meeting but not included in the Agenda book/diskette shall accompany the minutes. A list of attendees shall be included in the appendices. Copies of minutes shall be distributed to all PSPB members within a reasonable amount of time after the close of each meeting.

PSPB Committees shall produce a meeting summary, which contains an attendance list and reports on all actions taken during the meeting. Appendices containing material distributed at or before the Committee meeting may be included. The meeting summary shall be distributed electronically to each PSPB Committee member (including Corresponding Members, where applicable) within a reasonable amount of time after the close of the meeting.

The PSPB Secretary shall maintain copies of all PSPB Meeting Agendas, Minutes and Committee Meeting summaries.

### **5.5 PSPB Nominations and Appointments Process**

#### **5.5.1 Nominations and Appointment Direction and Oversight**

The appointment, election, and recommendation process of PSPB shall be volunteer driven and overseen. The PSPB Nominations and Appointments Committee (PSPB N&A) shall assist the Vice President – Publication Services and Products (PSPB Chair) in making appointments and shall advise PSPB in regard to the PSPB’s appointments and elections.



### **5.5.2 Committee Consultation with IEEE Staff**

It is expected that the PSPB N&A Committee will consult with the Staff Executive - Publications, as well as the Staff Editors of IEEE SPECTRUM, PROCEEDINGS OF THE IEEE, IEEE PRESS, and THE INSTITUTE, in regard to member and Editor-in-Chief recommendations.

### **5.5.3 Minimum Number of Nominees**

The PSPB N&A Committee shall normally submit at least two nominees for each position recommendation.

### **5.5.4 Criteria for Each Nominee**

Willingness to serve shall be a mandatory selection criterion for any nominee. The PSPB N&A Committee shall also consider the following non-prioritized criteria for each nominee:

- A. Publication experience or interest.
- B. Active volunteer and/or contributor experience.
- C. Skills or interest areas.
- D. Geographic, technical, gender, and age diversity.
- E. For Members-at-Large, a balance of IEEE entity/customer balance.

### **5.5.5 Solicitation of Prospective Nominees**

The PSPB N&A Committee shall solicit from PSPB members, and appropriate PSPB customers, the names of suitable persons to be considered, particularly for Member-at-Large and Vice-President nominees.

### **5.5.6 Nomination Coordination with other Organizational Units**

The PSPB N&A Committee and the TAB N&A Committee shall jointly prepare the slate of recommended nominees for Chair, TAB/PSPB Products and Services Committee.

### **5.5.7 Nomination and Election Process for PSPB Positions**

- A. NOMINATION PROCESS FOR PSPB POSITIONS
  - 1. Recommendations by the PSPB N&A Committee for PSPB Members-at-Large and Vice President – Publication Services and Products, as well as the joint TAB/PSPB recommendation for Chair, TAB/PSPB Products and Services Committee, shall be presented to PSPB at the second PSPB meeting of the year. All other nominees for PSPB positions shall be presented at the last PSPB meeting of the year.
  - 2. The PSPB N&A Committee shall distribute the names and credentials of recommended nominees for each slate to PSPB members at least 20 days prior to the scheduled PSPB Meeting at which the nomination shall be considered.
  - 3. Nominations by petition for PSPB positions may be made on signed requests by at least five voting members of PSPB. Nominations by petition for the Chair, TAB/PSPB Products and Services Committee must be signed by at least 20% of the voting members of PSPB and TAB. Biographies and position statements for nominees by petition shall accompany each nomination. Petitions for PSPB positions shall be received by the PSPB Chair no later than 10 days prior to the scheduled PSPB meeting. Petitions for the Chair, TAB/PSPB Products and Services Committee, shall be received at least 10 days prior to the scheduled PSPB or TAB meeting, whichever occurs first. These petitions can be received by either the PSPB or TAB Chair, and both chairs shall jointly share the receipt and verification of such nominations. The PSPB Chair shall distribute the name, nominated position, and credentials of each verified candidate to

PSPB members no later than seven days prior to the scheduled PSPB meeting.

4. Position statements from candidates shall not exceed a maximum word-length requirement of 200 words. The following will be used to determine the number of words:
  - Precede IEEE by an article and count both as one word;
  - Count an acronym as one word;
  - Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
  - Titles and other properly hyphenated words shall be counted as one word.
5. Nominations from the floor to add candidates to a slate shall not be accepted during the scheduled PSPB meeting.

#### B. ELECTION PROCESS DURING PSPB MEETINGS

1. Each candidate for the Chair of the TAB/PSPB Products and Services Committee, PSPB Member-at-Large, and Vice President – Publication Services and Products may speak for up to five minutes prior to voting by PSPB voting members. An advocate may speak for up to five minutes in support of the nomination of a candidate who is unable to participate. A period of up to five minutes is allowed in order for each candidate or advocate to answer questions. Presentations by each candidate or advocate shall be done individually with others candidates or advocates absent from the room. Following the last candidate or advocate presentation, PSPB voting members may discuss all candidates in executive session with no candidates present.
2. Tellers shall be selected as follows. For the Chair, TAB/PSPB Products and Services Committee, the tellers shall be The Staff Executive – Publications and the Managing Director – Technical Activities, or their designees. For all other PSPB elections, the PSPB Chair shall appoint two or three non-voting PSPB members as tellers.
3. Voting shall be conducted by secret ballot.
  - a. For the Chair, TAB/PSPB Products and Services Committee, the election by PSPB and TAB shall use Single Transferable Voting (STV). The tellers shall collect and confidentially maintain completed ballots from each meeting. Following the final board voting, the tellers shall tally the completed ballots and determine the successful candidate. The Staff Executive – Publications, or that person's designee, shall announce the election results to PSPB without divulging tallies.
  - b. For all other PSPB positions, a simple majority vote of those PSPB members voting is required to declare a candidate successful. When there are three or more candidates for a position, the election shall utilize Single Transferable Voting (STV). The Tellers shall collect and tally the completed ballots, then report election outcomes without divulging tallies to the Chair of the PSPB N&A Committee. The N&A Chair will announce the outcome of votes to PSPB.

#### **5.5.8 N&A Recommendations to Incoming Vice President**

The PSPB N&A Committee shall provide an appointment-recommendations report to the incoming Vice President – Publication Services and Products before that person takes office.

### **5.6 PSPB Publishing Conduct Committee**

#### **5.6.1 Confidentiality**

Due to the sensitive nature of complaints concerning editorial conduct, all Committee correspondence, discussions, and deliberations shall be kept confidential.

**5.6.2 Assigned Activities**

- A. Activities handled by the PSPB Publishing Conduct Committee are restricted to assignments made by the PSPB Chair.
- B. Activities involving misconduct are restricted to non-staff individuals involved in the editorial processes of creating intellectual property. IEEE staff members are bound by publication conduct concerns, but the Executive Director or that person's designee handles their matters.

## SECTION 6 - PSPB FINANCIAL MATTERS

### **6.1 PSPB Annual Budgeting Process**

The IEEE Publications department and PSPB shall adhere to the IEEE annual budgeting procedures and guidelines documented in the IEEE Finance Operations Manual (FOM).

#### **6.1.1 Budget Cycle**

The IEEE annual budget development process and timelines are established annually by the IEEE Finance Committee and disseminated to IEEE staff. Budget reviews are conducted throughout the year and the overall budget is reviewed at the June and September IEEE Finance Committee meetings. The Budget is then presented for approval to the IEEE Board of Directors at its last scheduled meeting for the year (normally in November).

### **6.2 Administration of PSPB Finances**

The IEEE Publications department shall be responsible for the overall management of IEEE Publications department and PSPB finances, which include the coordination of the annual budget cycle, management of actuals against budget, and preparation of year-end forecasts versus budget. In addition, the IEEE Publications department supports the PSPB Treasurer and the activities of the PSPB Finance Committee.

### **6.3 Publication Administration Charge**

Publication sponsoring Organizational Units shall pay their appropriate share of the Publications Administration Charge. These charges are to recover the costs of providing services including, but not limited to: providing mailing lists, postal permits, microfiche, copyrighting of materials, permissions requests, PSPB support, library services, and archiving.

Revisions to Section 6.3 – Publication Administration Charge, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **6.4 Page Rates**

The IEEE Publications department is responsible for establishing and enforcing numerous service rates annually. They include, but are not limited to:

- Transactions/Journals/Letters
- Magazines
- IEEE Media
- Newsletters
- Publications produced outside the IEEE
- Manuscript Central
- Indexing
- Publications Administration (see Section 6.3)
- Voluntary-page and overlength-paper charges (see Sections 6.5.1 and 6.5.2, respectively)
- IEEE Xplore
- Conference Publishing.

All rates are developed annually in conjunction with the IEEE annual budget development process and reviewed by the PSPB Operating Committee and PSPB during their first two meetings in the calendar

year. More detailed information, including specific rates and service descriptions, is provided in the IEEE Approved Publications Rates Manual.

## **6.5 Page Paper Charges**

### **6.5.1 Voluntary Page Charges**

IEEE technical journals and magazines are authorized to adopt voluntary (standard) page charges under the following policies and conditions:

- A. The adoption of voluntary page charges by a publication is at the option of the publication and its sponsoring Organizational Unit.
- B. The payment of page charges is entirely voluntary. It is not to be a factor in the consideration or processing of a paper or a prerequisite for publication. Papers shall not be subjected to any additional publication delay because voluntary page-charge payment is not promised.
- C. The voluntary page-charge rate shall be set by the management of the publication subject to approval by the Major Board to which the Organizational Unit sponsoring the publication reports. The rate may vary for publications of a given type.
- D. Conference Records, Digests and author-typed or reprinted papers do not qualify for voluntary page charges.
- E. Voluntary (standard) page charges are different in philosophy and intent from the (mandatory) overlength paper charges described in Section 6.5.2.

### **6.5.2 Overlength-Paper Charges**

The overlength-paper charge is a mechanism for accommodating the maximum number of authors' papers within a given publication by requiring authors to pay a charge for each page that exceeds a specified limit. All IEEE technical publications, including Conference Records and Digests, are eligible to adopt overlength paper charges, subject to the following policies and conditions:

- A. The adoption of an overlength-paper charge by a publication is at the option of the publication and the Board to which the Organizational Unit responsible for the publication reports.
- B. The limit on the length of papers must be reasonable for most authors to meet and appropriate to the publication. The length limit may vary from one publication to another.
- C. Authors are to be given an opportunity to meet the length limit before being charged for excess pages.
- D. A mechanism must be provided for waiving the overlength-paper charge in special circumstances. The mechanism and the circumstances under which it is to be applied are to be determined by the management of the publication.
- E. The overlength-paper charge per page may differ for publications of the same type.
- F. Publications with voluntary page charges may also adopt an overlength-paper charge, in which the voluntary page charge would apply to the pages up to the length limit and the overlength-paper charge would apply to the pages exceeding the limit.

### **6.5.3 Charges for Withdrawal or Modification of Manuscripts**

If the author(s) of a manuscript request(s) modification or withdrawal subsequent to acceptance for publication and distribution, and if compliance with such a request involves significant costs, the IEEE may levy appropriate charges. All such cases shall be brought to the attention of the Staff Executive - Publications, who, in consultation with the PSPB Chair, shall adjudicate such cases and make decisions and agreements binding on IEEE.

### **6.5.4 Other Charges**

The sponsoring Organizational Unit of an IEEE publication is authorized to charge authors, at cost, extra expenses incurred when meeting acceptable author specified requirements not regularly supplied to authors. Authors shall be informed of the amount of such charges and be asked for a response prior to a specified date in which they state their acceptance or non-acceptance of the extra charges. If no response is received by the specified date, or if the authors refuse the charges, the article shall either appear using the publication's normal standards or be withdrawn.

Revisions to Section 6.5 – Page Paper Charges, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

## **6.6 IEEE PRESS Business and Financial Arrangements**

The PSPB is responsible for IEEE PRESS business and financial arrangements.

### **6.6.1 Funding**

The costs and financial risk for books and other products are borne predominately by John Wiley & Sons, a commercial publishing partner.

### **6.6.2 Book Pricing**

A list price is set for each book by John Wiley & Sons, in consultation with the IEEE PRESS. An IEEE member price is based on a discount from the list price.

Revisions to Section 6.6 – IEEE PRESS Business and Financial Arrangements, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

**SECTION 7 - PSPB AWARDS**

**RESERVED FOR FUTURE AWARD OPERATIONAL PROCEDURES**

## SECTION 8 - PSPB PROCEDURAL AND OPERATIONAL DECISIONS

### 8.1 Publication Policies

#### **IEEE Policy 6.1– Authority For IEEE Publication Products and Services**

**IEEE publications exist by Board of Directors directive or as Publication Services and Products Board initiatives with Board of Directors approval.**

**The Board of Directors shall specify those publications to be received by every IEEE member. Such publications are the direct responsibility of the Publication Services and Products Board. Policies and procedures applying to these publications shall be specified in the Publications Services and Products Board Operations Manual.**

**All published products and services, in any form that originates from an IEEE organizational unit or bear the IEEE Master Brand, are ultimately the responsibility of the IEEE Publication Services and Products Board. These published products and services shall conform to the policies and procedures that shall be specified in the IEEE Publications Services and Products Board Operations Manual.**

**The major organizational units may introduce new publications following the approval policies and procedures which shall be specified in the Publications Services and Products Board Operations Manual.**

**Organizational units may specify additional policies and procedures which shall conform to and do not conflict with these policies.**

#### **8.1.1 General**

All persons involved with any aspect of IEEE publications should be cognizant of the general policies that govern all IEEE publications and, particularly, to those that relate to their areas of responsibility.

- A. The IEEE is a transnational organization. Special care should therefore be taken in using the word “national” in connection with IEEE activities. For example references to a national Headquarters, a national President, or a national Society President, are all potentially inappropriate.
- B. Statements and opinions given in work published by the IEEE are the expression of the authors. Responsibility for the content of published papers rests upon the authors, not the IEEE.
- C. No letter or article received unsigned shall be published. It is acceptable for letters or articles to carry the notation “Name withheld on request.”
- D. No letter or article shall be published if it contains any pejorative ad-hominem remarks or any other material deemed inappropriate or offensive.
- E. Material of a nontechnical nature should conform with Section 8.1.3, Presentation of Nontechnical Material.
- F. Material involving the support or nonsupport of candidates for public office is not permitted.
- G. Unduly commercial material should also be avoided. For example “company profiles” and/or “industrial biographies” merit careful attention.
- H. The language used in all IEEE Journals, Transactions, and Letters, as well as the Proceedings of any IEEE conference designated as an international conference, shall be English. English style guidelines are specified in the *IEEE Editorial Style Manual*. The *IEEE Editorial Style Manual* contains references that should be consulted for guidance on spelling, grammar and usage.

All other IEEE publications should normally be produced in English, and the IEEE Editorial Style Manual shall be consulted for guidance on spelling, grammar, and usage. However, if Editors or Conference Organizers choose to accept submissions in languages other than English, abstracts for those submissions shall be provided in English using the recommended style guidelines specified by the *IEEE Editorial Style Manual*.

- I. IEEE defines the “date of publication” as the date that content was first made publicly available.



1. For IEEE periodicals, the date of publication will be cited as the date an article was made available to the public, either online through IEEE's content delivery platform, IEEE Xplore, or in print, whichever comes first. For example, IEEE journal articles may be published online prior to final copy editing of the content, assignment of that content to an issue, or final pagination of the content. The definition of publication, in this case, shall be the date that the article was first posted to IEEE Xplore, either as a pre-print (accepted as result of peer review, but not copyedited) or as a rapid post article (accepted as a result of peer review and copyedited, except for pagination).  
Consistent with Section 8.2.5, IEEE journals, transactions, and letters shall display the following series of dates in the first footnote of the article: manuscript received, manuscript revised. By 1 January 2011, articles in IEEE journals, transactions, and letters shall also include the following dates into the footnotes: date of manuscript acceptance, date of publication, date of current version.
2. The date of publication for an IEEE Standard shall be the same date that the editors transmit the document to IEEE Standards Online and IEEE Xplore.
3. For all other types of IEEE publications, the date of publication shall be cited as the date that each publication was made available to the public, whether distributed online through IEEE's content delivery platform, IEEE Xplore, in print, or on CD-ROM/DVD, whichever comes first.
4. All IEEE publications shall include the date of publication, unless the sponsoring organizational unit has requested and received an exception from the Vice President – Publication Services and Products.

Revisions to Section 8.1.1 – General, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.1.2 IEEE Organizational Unit Publications**

#### **IEEE Policy 6.6 – IEEE Organizational Unit Publications**

**Any IEEE Organizational Unit may issue a local publication. The publication's objective shall be consonant with the objectives of the IEEE.**

**Organizational Units shall inform the IEEE Publications Services and Products Board of such publication and provide copies as published to the appropriate member of the IEEE staff as designated by the Executive Director.**

Any IEEE Organizational Unit may issue a local publication, and shall inform the IEEE Publication Services and Products Board accordingly, and shall provide copies to the Secretary of the Publication Services and Products Board, as published. Advertising is permitted (see Section 8.1.8). The objective of the publication shall be consonant with the objectives of the IEEE.

### **8.1.3 Presentation of Nontechnical Material**

The discussion of technical matters will continue to be the primary function of the forum provided by the IEEE. However, today, with technical developments having a profound impact on society and social conditions shaping the course of technical developments, it is essential that discussions of the social as well as the purely technical aspects of the author's work be included. To enable the presentation of nontechnical material in a manner appropriate to the needs of the membership, and recognizing that the IEEE membership is widely divergent politically, the following guidelines are to be implemented by the PSPB and followed by editors and meeting organizers:

- A. The subject matter should be relevant to the IEEE fields of interest and their impact on society. If the relevance or appropriateness is not self-evident from the author's presentation, it should be made clear by the addition of a suitable introductory statement. The discussion of pertinent interrelated social, economic and technical aspects may lead to political conclusions on the part of the author. Since political conclusions ordinarily have particular relevance to a specific national environment, such limitations of the author's or speaker's conclusions should be made

clear if they are not self-evident.

- B. Reasonable efforts should be made to provide for adequate and timely presentations of differing viewpoints. This may be accomplished either by planned simultaneous presentations or by presentation of one side of an issue, clearly identified as such, with provision for prompt, subsequent presentation of representative audience discussion and rebuttal.
- C. It should be made evident to the audience that the opinions expressed are those of the author, and no endorsement by the IEEE, its officials or its members is implied.

Revisions to Section 8.1.3 – Presentation of Nontechnical Material, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.1.4 IEEE Copyright Policy and Procedures**

##### **IEEE Policy 6.3.1 - IEEE COPYRIGHT POLICIES**

- A. **General Policies.** In order to maximize the value of IEEE publications to authors, users and the IEEE, the following IEEE copyright policies shall be applied throughout the IEEE:
- 1) IEEE shall serve and protect the interests of its authors and their employers.
  - 2) All technical, educational and professional publications of the IEEE, except newsletters, but including Society and Technical Council Newsletters, are required to be copyrighted by the IEEE.
  - 3) Copyright shall be held by the IEEE and not any of its Organizational Units.
  - 4) The Intellectual Property Rights Office is responsible for the administration of all IEEE copyright matters under these policies and the procedures which shall be specified in the PSPB Operations Manual. This includes obtaining the copyright registration, handling reprint and republication requests, maintaining copyright records, and administering fees when appropriate. The Intellectual Property Rights Office may, at its discretion, delegate some or all of its copyright implementation responsibilities to other IEEE departments if they have significant publishing activity, subject to procedures approved by a member of the IEEE staff, as designated by the Executive Director.
  - 5) **Third-Party Rights to Reuse IEEE-Copyrighted Material.** Licenses and permissions to use IEEE copyrighted material (abstracts, full text, etc.) for commercial or other non-IEEE related purposes may be granted under terms approved by the IEEE Publication Services and Products Board.
  - 6) Fees for the reuse of IEEE material are appropriate for contributing to the cost of original publication, especially where the reuse involves the republication of material, or any commercial uses.
  - 7) Prior to publication by the IEEE, all authors or their employers shall transfer to the IEEE in writing any copyright they hold for their individual papers. Such transfer shall be a necessary requirement for publication, except for material in the public domain or which is reprinted with permission from a copyrighted publication.
  - 8) In return for the transfer of authors' rights, the IEEE shall grant authors and their employers' permission to make copies and otherwise reuse the material under terms approved by the Board of Directors which shall be specified in the PSPB Operations Manual.
  - 9) After IEEE accepts the work for publication and the copyright has been transferred, changes or revisions to the work shall not be made without further review and approval.
  - 10) For jointly sponsored conferences, which might require special copyright arrangements, those arrangements shall be made in accordance with the procedures which shall be specified in the PSPB Operations Manual.
  - 11) Copyrighting Electronic Information shall follow the electronic information dissemination procedures, which shall be specified in the PSPB Operations Manual.
  - 12) The PSPB or its authorized designee shall consider the allowance of any exceptions to these Copyright policies.

Procedures in regard to IEEE copyright policies are specified in this section, including A. General

Principles of the policies and procedures, B. Ownership and Rights of IEEE copyrighted material, and Implementation of IEEE policy.

A. GENERAL PRINCIPLES OF IEEE COPYRIGHT POLICIES AND PROCEDURES

1. Enhancing the accessibility, distribution and use of information is a major objective of the IEEE publication program, limited only by the requirements of viability and professional propriety.
2. To meet this objective and control the use of its good name, the IEEE is obligated to secure copyright ownership of the material it publishes.
3. In exercising its rights under copyright, the IEEE recognizes that it is acting in part to serve and protect the interests of its authors and their employers.
4. Fees for the reuse of IEEE material are appropriate for contributing to the cost of original publication, especially where the reuse involves a license to copy, or allows resale, or is of a magnitude that would tend to reduce subscription or other sales income.
5. Copyright policies shall be consistently applied throughout IEEE.

B. OWNERSHIP AND RIGHTS OF IEEE COPYRIGHTED MATERIAL

1. Copyright is held by IEEE itself and not any of its Organizational Units.
2. All technical, educational and professional publications of the IEEE, except newsletters, but including Society and Technical Council Newsletters and e-Newsletters, are required to be copyrighted by the IEEE.
3. Prior to publication by the IEEE, all authors or their employers shall transfer to the IEEE in writing any copyright they hold for their individual papers. Such transfer shall be a necessary requirement for publication, except for material in the public domain or which is reprinted from a copyrighted publication.
4. In return for the transfer of authors' rights, the IEEE shall grant authors and their employer's permission to make copies and otherwise reuse the material under terms approved by the Board of Directors.
5. In the case of jointly sponsored conferences, IEEE recognizes the right of another qualified sponsor to hold the copyright and administer all copyright matters on behalf of the IEEE and its author, provided, however, that such right shall be the subject of a written agreement between IEEE and the qualified sponsor. A conference is not considered a sponsor and may not hold a copyright to IEEE material, except in the case of a conference which is incorporated and maintains its own permanent administrative office.
6. Licenses and permissions to copy or republish IEEE material may be granted under terms approved by PSPB.

C. IMPLEMENTATION OF IEEE COPYRIGHT POLICY

1. The Editor or conference publication committee chair shall be responsible for obtaining the written transfer of author rights and for forwarding appropriate confirmations to the Intellectual Property Rights Office. A form for effecting the interchange of rights with the author per Sections 8.1.4.B.3 and 8.1.4.B.4 form shall be supplied by PSPB or its authorized representative. The wording used on the form shall be approved by PSPB or its authorized representative.
2. For journals and conference publications, an appropriate copyright notice shall appear on the first page of each technical contribution to simplify and facilitate reuse of individual articles.
3. Should the need for isolated exceptions to any of the above policies and procedures arise, PSPB or its authorized representative is authorized to deal with them on a case-by-case basis.

**8.1.5 Guidelines for Use of IEEE Logo and "IEEE"**

**IEEE Policy 6.3.2 - Guidelines for Use of IEEE Logo and “IEEE”**

The following are guidelines on the use of the IEEE logo, i.e., the diamond-shaped emblem which is registered with the U.S. Patent and Trademark Office as the trademark of the IEEE, and on the use of “IEEE,” the recognized following are guidelines on the use of the IEEE logo, i.e., the diamond-shaped emblem which is registered with the U.S. Patent and Trademark Office as the trademark of the IEEE, and on the use of “IEEE,” the recognized abbreviation of The Institute of Electrical and Electronics Engineers, Inc.

- A. The IEEE logo should be used on IEEE’s wholly owned publications and also on meeting notices, programs and other promotional literature and products. On any of these, the logo should be displayed prominently at least once accompanied by the registration mark, i.e., the R in a circle ( ® ) shown at the lower right of the emblem. On publications, it is recommended that the logo appear on the front cover and title page, if any.
- B. When used with a logo of an Organizational Unit within IEEE, the IEEE logo should be at least the same size as the other logo, preferably larger or in a more prominent position. In publications produced in cooperation with groups outside the IEEE all logos should be the same size. (It may be acceptable to use logos in different sizes to reflect unequal participation.)
- C. In every use, the integrity of the logo must be preserved. For example:
  - (1) Only the complete, official logo in either solid or outline form may be used. (Hand drawn or deformed versions are not permitted.)
  - (2) Neither the whole nor recognizable parts may be incorporated into another logo whether designed by an IEEE Organizational Unit or not.
  - (3) The logo may be printed in any color with another color as background, but should not be printed in several colors.
  - (4) The logo should not be obscured by any other design, lettering, etc.
  - (5) The logo should not be used frivolously.
- D. The logo shall be used only in connection with official business of the IEEE.

(See also Section 8.1.6 – Titling Protocols for IEEE Publications.)

**8.1.6 Titling Protocols for IEEE Publications**

To maintain excellence in publishing practices and to minimize the possibility of legal problems, IEEE volunteers and staff must assure, to the extent possible, that IEEE publication titles are not knowingly selected, formatted or used in a way which might promote confusion with any other publication title or compromise the integrity of an IEEE title.

Proposals for new journals and magazines must include a statement that the proposers themselves are aware of the literature in the field and either perceive no potential title problems or have clearly identified (for further advice or examination) any points of potential conflict. For magazines, the proposal must also include evidence that a legal title search has been performed through the Intellectual Property Rights Office and shows no title conflicts. The expense of the legal title search shall be borne by the sponsoring Organizational Unit.

The design and formatting of new (or changed) magazine titles, as used on covers and in promotional or advertising material, will be subject to review by appropriate Publications staff at the earliest possible opportunity prior to public use.

This requirement must be observed by all periodicals and is of particular importance to magazines. The spirit of the requirement is also applicable to other classes of IEEE publications.

The IEEE Intellectual Property Rights Office shall take all appropriate measures, including registering qualifying magazine titles through the U.S. Patent and Trademark Office, to protect its titles from infringement by others. The expense of title registration will be borne by the sponsoring Organizational Unit.

(See also IEEE Policy 6.3.2 – Guidelines on the Use of the IEEE Logo and “IEEE”. This policy is also stated under Section 8.1.5 for convenience.)

(See also Section 8.4.7 for information on Conference Proceedings titles.)

Revisions to Section 8.1.6 – Titling Protocols for IEEE Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.1.7 Multiple Publication of Original Technical Material in IEEE Periodicals**

#### **IEEE Policy 6.4 - Multiple Publication of Original Technical Material in IEEE Periodicals**

IEEE's technical publications shall include original material which appears only once in the archival literature. Unusual circumstances may allow for exceptions to this policy. The appropriate procedures to be followed shall be specified in the PSPB Operations Manual.

The publication of a conference paper or papers in an IEEE periodical is permitted at the discretion of the Editor provided that all the papers have undergone the standard peer review for the specific periodical in question.

Exceptions to IEEE Policy 6.4 shall be restricted to the following.

#### **A. REPUBLICATION OF INDIVIDUAL PAPERS**

The occasional republication of an individual paper from another IEEE (or non-IEEE) publication is permitted at the discretion of the Editor, provided:

1. Such republication will significantly benefit the readers of the second publication.
2. The author's permission is sought and obtained by the Editor.
3. Permission is also cleared through the IEEE Intellectual Property Rights Office or, in the case of a non-IEEE publication, the other publisher's Permissions Department.
4. The republished paper is printed with an appropriate copyright/credit line indicating the original source.

#### **B. SPECIAL DISSEMINATION VIA "BONUS" ISSUE**

Collaboration between two or more IEEE or Society periodicals in jointly sponsoring a special issue on an interdisciplinary subject of mutual interest is permissible provided that the papers appear in only one periodical, hereafter identified as the Bonus Periodical.

In such cases, the issue of the Bonus Periodical would be overprinted with the additional copies provided as a bonus to the member and nonmember subscribers of the collaborating publication(s).

Although no formal approval is required, the Editors involved must jointly notify the Vice President - Publication Services and Products (via the PSPB Secretary of their intent to produce a Bonus Issue at least six months prior to the proposed publication date. The notification must clearly specify the agreed upon arrangements for distribution and cost-sharing.

#### **C. JOINT PUBLICATION OF A WHOLE ISSUE**

Joint publication of an entire issue (or of a substantial section of an issue) is not encouraged, and requires the approval of a Multiple Publication Proposal by PSPB and the Board to which the sponsoring IEEE Organizational Unit reports. Approval must be obtained prior to the beginning of the annual IEEE budgeting cycle of the year preceding the anticipated publication date.

The Multiple Publication Proposal must include:

1. Statistics about overlapping members and subscribers;
2. A statement relative to the novelty of the topic; and
3. A joint agreement signed by the Editor of each of the periodicals indicating which will be the "primary" and which the "secondary" or reprint publication.

#### **D. JOINT PUBLICATION OF SPECIAL ISSUES WITH NON-IEEE PUBLICATIONS**

Joint publication of special issues between an IEEE periodical and a non-IEEE periodical is not encouraged and should be considered only in the spirit of the above requirements. The "Bonus" issue approach is recommended over the traditional joint issue. However, if a joint issue is finally agreed to be desirable, the IEEE Editor is required to follow the procedures of Section

8.1.7C for approval of IEEE involvement. The IEEE Editor should strive to arrange that the IEEE publication be the “primary” publication. In this case additional information should be supplied concerning which publisher is responsible for editorial handling, composition, printing, mailing/other distribution; which will hold copyright and handle reprint/republication permissions; how expenses and income are to be handled, etc. Early consultation with Publications, Products, and Services is highly recommended.

E. **PUBLICATION OF IEEE CONFERENCE PAPERS IN IEEE PERIODICALS**

The publication of a conference paper or papers in an IEEE periodical is permitted at the discretion of the Editor provided that all the papers have undergone the standard peer review for the specific periodical in question.

(See also Section 8.2.4.F. “Guidelines for Editorial Reuse of Previously Published Material, and Adjudicating Inappropriate Reuse of Previous Work or the Failure to Inform Editors of Previous Publications or Multiple Submissions.”)

### **8.1.8 Advertising in IEEE Publications**

A. **GENERAL**

Technical advertising is an important means of disseminating scientific information concerning electrical and electronics engineering and related fields. It does this by presenting for the engineering profession descriptions concerning the availability and capabilities of new or improved equipment, components, instruments and services. The presence of such advertising in a technical publication thus adds significantly to its usefulness and general attractiveness. The acceptance of advertising by journals of the IEEE and its predecessor societies and the use of the resulting income to support publication services and thereby further the dissemination of scientific information has a long tradition dating back more than half a century.

It is, therefore, entirely fitting that the IEEE should permit the inclusion of technical advertising in those of its publications where it is appropriate, as specified further below, subject to the following requirements and procedures.

The intent of these requirements is to ensure that the benefits afforded by such advertising are achieved within the bounds of good taste and in a manner consonant with IEEE’s scientific and educational objectives. It is a further intent to establish a mechanism for maintaining and monitoring the balance among the sometimes conflicting elements of a vigorous advertising program. As a matter of policy, advertisers should not be approached to buy advertising in an IEEE-wide publication from a feeling of responsibility to support the IEEE.

For the purposes of this policy statement, “advertising” is defined as display advertising and not institutional listings, which are regarded by the IEEE as acknowledgments of contributions supporting a particular publication activity rather than descriptions of products or services.

All IEEE Publications are subject to the following general requirements. (See also IEEE Policy Statement 13.3, Elections and Electioneering.)

1. The advertising should serve the reader of the publication. It should contain substantive technical content or be of informational usefulness to the reader.
2. The advertising shall be appropriate to the publication and to the IEEE. The appearance and usefulness of the publication should not be impaired.
3. Advertising considerations shall not be used as a criterion by the Editor or his/her staff in judging the merits of technical and editorial material for publication.
4. In the case of Transactions, Journals and Letters publications, the pagination shall permit separation of advertising copy from bound volumes.
5. Authorization for a class of IEEE Publications to carry advertising shall not be granted if, in the judgment of the PSPB with the concurrence of the IEEE Board of Directors, the result would cause an overall reduction of publication services to the IEEE membership.
6. When the sale of advertising requires the services of paid professional advertising sales people, it will be handled through the Institute staff for all publications having more

than Regional distribution. Advertising may be sold through volunteer members if the advertising sales of other IEEE publications are not affected. Volunteer sales efforts should be fully coordinated with the IEEE staff.

**B. REGION/SECTION PUBLICATIONS**

1. Advertising is permitted in Section publications on the basis that it provides a worthwhile service to readers in a particular geographical area and to advertisers, and that the publication's distribution and method of selling advertising is sufficiently localized so as not normally to interfere with the advertising programs of other IEEE publications having more than Section distribution. However, Section publications containing advertising may be distributed to the members of more than one Section only with the approval of the other Sections involved and the IEEE Board of Directors.
2. An advertiser is free to buy advertising separately in two or more Section publications. However, two or more Section publications may sell advertising to the same advertiser at combination rates only with the prior approval of the PSPB Chair.

**C. TRANSACTIONS JOURNALS AND LETTERS**

Paid advertising in these periodicals is limited to advertising which must be positioned only on the inside front cover or the inside or outside back covers, or at the back of the issue. All paid advertising is subject to the general IEEE advertising requirements stated in Section 8.1.9A.

**D. MAGAZINES**

Advertising is permitted in Magazines subject to the general IEEE requirements stated in Section 8.4.3.

**E. NEWSLETTERS**

Advertising is permitted in newsletters, including free ads, when approved by the sponsoring Organizational Unit's governing body. Such advertising is subject to the general IEEE advertising requirements stated in Section 8.4.3.

**F. IEEE SPECTRUM, THE INSTITUTE AND PROCEEDINGS OF THE IEEE**

1. All advertising arrangements will be handled by IEEE staff.
2. The advertising rates shall be set as part of the budget development process of each publication.
3. The net income from advertising will revert to the general treasury of IEEE.
4. PSPB is assigned the responsibility of monitoring the suitability of the advertising and its adherence to the above requirements.

**G. CONFERENCE PUBLICATIONS**

Conference publications, such as programs, digests and Conference Records, may carry advertising.

**H. INTERSOCIETY CONFERENCES**

These procedures are guidelines for IEEE representatives to intersociety conference committees.

1. No advertising should be placed in a conference publication unless authorized by the conference management. If the conference management wishes to have advertising in a conference publication, the request may be made a part of the conference budget approval procedures.
2. To enable the IEEE to act as a clearinghouse for advertising information and to provide guidance to other conferences, it is desired that the following information be included with the request:
  - a. The number of copies to be printed and to whom they will be distributed.
  - b. Advertising rates to be charged.
  - c. The method of soliciting advertising.
  - d. In the event that there will be exhibits as a part of the conference, an assurance that there will be no tie-in between advertising rates and rental charges for exhibit booths.

3. All advertising arrangements will be handled by the conference management or its designated agent.
4. The advertising rates will be set by the conference management.
5. The net income from advertising will revert to the treasury of the conference.
6. The conference management is assigned the primary responsibility of monitoring the suitability of the advertising and its adherence to the above requirements.

#### I. WORLD WIDE WEB

Advertising is permitted on any IEEE Webpage with the permission of the Webpage owner. The PSPB shall be responsible for monitoring the suitability of the advertisements. Advertising is subject to the general IEEE policy on advertising, which is specified in this section, and shall conform to the procedures, approved by the IEEE Board of Directors, which are specified in Section 8.4.3 (Advertising Procedure).

#### J. OTHER PUBLICATIONS

IEEE publications not specifically mentioned in the foregoing may carry advertising only with the consent of PSPB.

(See also Section 8.4.3 - Advertising Procedures.)

Revisions to Section 8.1.8 – Advertising in IEEE Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.1.9 Electronic Information Dissemination**

#### A. COPYRIGHT NOTICE

The following copyright notice must be displayed on the initial screen displaying IEEE-copyrighted material electronically

“© 20xx IEEE. Personal use of this material is permitted. Permission from IEEE must be obtained for all other uses, including reprinting/republishing this material for advertising or promotional purposes, creating new collective works for resale or redistribution to servers or lists, or reuse of any copyrighted component of this work in other works.”

#### B. ELECTRONIC PREPRINTS

Upon submitting an article to the IEEE for review and possible publication, the author must add the following notice to the first screen of any of his/her previously posted electronic preprint versions of the paper:

“This work has been submitted to the IEEE for possible publication. Copyright may be transferred without notice, after which this version may no longer be accessible.”

When IEEE accepts the work for publication, the author must add the IEEE copyright notice shown in Section 8.1.10A to any previously posted electronic versions of the particular paper submitted and provide IEEE with the electronic address (URL, ftp address, etc.) of the primary electronic posting.

When IEEE publishes the work, the author must replace the previous electronic version of the accepted paper with either (1) the full citation to the IEEE work or (2) the IEEE-published version, including the IEEE copyright notice and full citation. Prior or revised versions of the paper must not be represented as the published version.

#### C. COLLECTED WORKS

IEEE-copyrighted collected works, such as Transactions, Journals, Magazines, and conference proceedings (full text and/or abstracts) and collections of published papers (including collections distributed from a single server or created through a collection of pointers that refer to versions posted by IEEE authors), may not be posted for electronic distribution without prior written permission from IEEE. Such permission will be contingent upon the placement of prominently displayed copyright and reuse notices. Another condition in granting permission will be that the posted collected work includes a monitoring mechanism for authorizing access



to the material and for the reporting of usage data. Finally, it is recommended that IEEE Organizational Units wishing to place IEEE-copyrighted conference proceedings on the Web/Internet also refer to the “TAB Book Broker Policy Statement on Conference Proceedings Disseminated Electronically”. The Policy Statement can be obtained by sending an e-mail request to [tab.proceedings@ieee.org](mailto:tab.proceedings@ieee.org) (Technical Activities Department, Conference-Proceedings Products).

**D. PERSONAL SERVERS**

Authors and/or their companies shall have the right to post their IEEE-copyrighted material on their own servers without permission, provided that the server displays a prominent notice alerting readers to their obligations with respect to copyrighted material and that the posted work includes the IEEE copyright notice as shown in Section 8.1.9.A. An example of an acceptable notice is:

“This material is presented to ensure timely dissemination of scholarly and technical work. Copyright and all rights therein are retained by authors or by other copyright holders. All persons copying this information are expected to adhere to the terms and constraints invoked by each author’s copyright. In most cases, these works may not be reposted without the explicit permission of the copyright holder.”

**E. CLASSROOM USE**

Instructors are free to post their own IEEE-copyrighted papers on their institution’s servers, provided that appropriate copyright, credit, and reuse notices appear prominently with the posted material. Other electronic distribution of IEEE-copyrighted works on university servers may be done only with prior written permission from IEEE.

**F. FINALITY OF WORK**

After IEEE accepts the work for publication and the copyright has been transferred, IEEE will not allow changes or revisions to the work without further review and approval.

**G. LINKING TO IEEE**

The IEEE and many affiliated societies provide publication and society information via Internet servers. Links to society servers are encouraged and prior consent is not required.

**H. THIRD-PARTY RIGHTS TO REUSE IEEE-COPYRIGHTED MATERIAL**

Licenses and permissions to use electronic versions of IEEE-copyrighted material (abstracts, full text, etc.) for commercial or other non-IEEE-related purposes may be granted under terms approved by PSPB.

## **8.2 Publication Guidelines**

The IEEE supports the highest standards of intellectual discourse in its publications. All members of the publication process -- authors, editors and reviewers -- should be treated with fairness and balance, and adhere to the principles in this Section. These principles represent a minimum set of requirements. Individual publications may have additional requirements.

Revisions to the above paragraph require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

Except where statements are limited to a specific publication type, this Section applies to all IEEE publications, such as Journals, Transactions, Magazines, Letters, Conference Proceedings, Newsletters, and so forth. The person responsible for the IEEE publication, as determined by the body of the sponsoring IEEE Organizational Unit, is termed “the Editor.”

### **8.2.1 Publication Principles**

**A. AUTHORSHIP**

Authorship and co-authorship should be based on a substantial intellectual contribution. It is assumed that all authors have had a significant role in the creation of a manuscript that bears their names. Therefore, the list of authors on an article serves multiple purposes; it indicates

who is responsible for the work and to whom questions regarding the work should be addressed. Moreover, the credit implied by authorship is often used as a measure of the contributors' productivity when they are evaluated for employment, promotions, grants, and prizes.

1. The IEEE affirms that authorship credit must be reserved for individuals who have met each of the following conditions:
  - a. Made a significant intellectual contribution to the theoretical development, system or experimental design, prototype development, and/or the analysis and interpretation of data associated with the work contained in the manuscript;
  - b. Contributed to drafting the article or reviewing and/or revising it for intellectual content; and
  - c. Approved the final version of the manuscript as accepted for publication, including references.

Inclusion of deceased persons is deemed appropriate, as authors should be so included with a footnote reporting their death.
2. In papers with multiple authorship, the order of the authors shall be at the discretion of the authors.
3. Once the list and order of authors has been established, the list and order of authors should not be altered without permission of all living authors.
4. Any part of an article essential to its main conclusions must be the responsibility of at least one author.
5. In the case of papers with multiple authors, a "corresponding" author must be designated as having responsibility for overseeing the publication process and ensuring the integrity of the final document. The corresponding author accepts the responsibility for:
  - a. Including as co-authors all persons appropriate and none inappropriate;
  - b. Obtaining from all co-authors their assent to be designated as such, as well as their approval of the final version of the manuscript as accepted for publication; and
  - c. Keeping all co-authors apprised of the current status of a manuscript submitted for publication, including furnishing all co-authors with copies of the reviewers' comments and a copy of the published version, as appropriate.
6. Co-authors have responsibility for work submitted under their names. They should remain knowledgeable in so far as possible regarding the contents and status of the manuscript, including the nature of any revisions.
7. If a manuscript is revised and resubmitted to the same journal, co-authors should be asked by the corresponding author to reaffirm their assent to be listed as co-authors and to approve the revised version. In addition, if the manuscript is rejected or withdrawn from a journal and then submitted to a different IEEE journal, the co-authors should be asked again by the corresponding author to affirm their assent to authorship even if no substantive changes have been made.
8. Co-authors have the right to withdraw their names from a manuscript at any time before acceptance of the manuscript by the editor. However, an author's or co-author's name should not be removed from a manuscript without his or her permission. The responsible editor shall be notified of any change in authorship.

Revisions to the Section 8.2.1.A - Authorship, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### B. RESPONSIBILITIES OF AUTHORS OF ARTICLES PUBLISHED BY IEEE

1. Peer review is essential to discourse. Authors are encouraged to have the first formal publication of their results be a peer-reviewed paper.
2. Financial support of the work being reported and of the authors should be clearly

- acknowledged in the manuscript, as well as any potential conflict of interest.
3. Methods and materials should be described in sufficient detail to permit evaluation and replication.
  4. All data should be presented upon request by the editor, to facilitate the review process.
  5. When submitting a manuscript, authors shall disclose whether or not the manuscript has been published previously or if it is still under active consideration by another publication. In addition, if an author submits a manuscript to a non-IEEE publication while that manuscript is under review by IEEE, the author shall immediately notify IEEE about the additional submission.
  6. Authors have an obligation to correct errors promptly.
  7. IEEE defines plagiarism as the use of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences. Section 8.2.4.D provides detailed guidelines for a) handling allegations of plagiarism, b) applying appropriate corrective actions when findings of plagiarism have been reached, and c) referencing previously published material.
  8. Fabrication or falsification of any aspect of a manuscript is unacceptable.
  9. Except as indicated in IEEE Policy 6.4 (Multiple Publication of Original Technical Material in IEEE Periodicals), authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another publication. If authors have used their own previously published work(s) as a basis for a new submission, they are required to cite the previous work(s) and very briefly indicate how the new submission offers substantive novel contributions beyond those of the previously published work(s). Section 8.2.4.F provides guidelines for handling instances of inappropriate multiple submission and prior publication.
  10. Authors should not discuss any aspect of a manuscript under evaluation with reviewers of the submitted manuscript.
  11. Only those articles of a researcher's publication record that are directly relevant to the subject matter of the paper under consideration should be included in the bibliography. Furthermore, an article shall be appropriately labeled as "submitted" when still in the review process or "in press" when it has been accepted for publication but has not yet appeared in print.
  12. The IEEE assumes that the material submitted to its publications is properly available for general dissemination to the readership of those publications. It is the responsibility of the authors, not the IEEE, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. If authors make use of charts, photographs, or other graphical or textual material from previously published material, the authors are responsible for obtaining written permission to use the material in the manuscript.
  13. An author, in offering a paper for presentation at an IEEE conference, or accepting an invitation to present a paper, is expected to be present at the meeting to deliver the paper. In the event that circumstances unknown at the time of submission of a paper preclude its presentation by an author, the program chair should be informed on time, and appropriate substitute arrangements should be made. IEEE reserves the right to exclude a paper from distribution after the conference (e.g., not placed on IEEE Xplore) if the paper is not presented at the conference.

Revisions to the Section 8.2.1.B - Responsibilities of Manuscript Authors, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### C. REVIEWERS OF MANUSCRIPTS

1. Reviewers should be chosen for their high qualifications and objectivity regarding a

particular manuscript.

2. Reviews should be prompt and thorough.
3. Anonymity of reviewers of a given manuscript shall be preserved to the extent possible, unless the reviewer and editor agree to disclosure.
4. Information contained in a manuscript under review is confidential and shall not be shared with others, nor shall reviewers use non-public information contained in a manuscript to advance their own research or financial interests.

#### D. EDITORS OF IEEE JOURNALS, TRANSACTIONS, LETTERS, AND MAGAZINES

1. The sole responsibility for acceptance or rejection of a manuscript rests with the editor.
2. Editors should generally grant the request of an author who asks, when submitting a manuscript, that particular individual(s) be excluded from the review of that manuscript.
3. Editors shall establish a review process that minimizes bias.
4. Editors shall subject all manuscripts of a given type to equivalent and unprejudiced reviews. Decisions about acceptance for publication should occur in a reasonable time frame, and (except for issues devoted to special topics) manuscripts should, to the editor's best ability, be published in the chronological order of acceptance.
5. Editors should provide to the authors a written rationale for editorial decisions regarding a manuscript submitted for publication. This is especially important if the manuscript is being rejected.
6. Unpublished manuscripts must be treated as confidential documents by all individuals involved in the editorial process.
7. Editors shall correct errors in a manuscript if the errors are detected or reported before publication, or publish corrections if they are detected afterward.
8. Papers submitted by an editor or associate editor shall be handled by another member of the editorial board.

### **8.2.2 The Review Process**

#### A. PERIODICALS

The review process shall ensure that all authors have equal opportunity for publication of their papers. Acceptance and scheduling of publication of papers in these periodicals shall not be impeded by added criteria and procedures beyond those contained in the IEEE review requirements contained in this Section 8.2.2.A.

1. Responsibilities of Editors. The policies contained in this Section 8.2.2.A shall apply to the Editors of all regular technical periodical IEEE publications, except IEEE SPECTRUM and Society newsletters. At no time should a manuscript be accepted or published in an archival journal without prior review of the complete manuscript by two or more independent referees conversant with the pertinent subject area.  
  
It is the responsibility of the office of Editor of each publication to see to it that the corresponding author receives a prompt written acknowledgment of the receipt of his or her manuscript. This acknowledgment should include the date when the corresponding author can expect to receive the decision of the Editor on the suitability of the submission for publication, which will be no longer than 90 days from the date of receipt of the manuscript by the Editor.  
  
It is also the responsibility of the Editor to advise the corresponding author of the relevant IEEE policy concerning material submitted for publication, especially the contents of Section 8.2.1.A (Authorship) and 8.2.1.B (Responsibilities of Authors).
2. Handling of Manuscripts Authored by Publications Volunteers. Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's publication shall be delegated to some other another qualified person. Editorial consideration of the manuscript in any way or form by the author-editor shall constitute a conflict of interest and is therefore improper. All editors and referees shall

immediately disqualify themselves from review of papers in which there exists a conflict of interest.

Editors and other volunteers involved in IEEE periodicals shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers. Intentional unauthorized access to confidential information about an IEEE publication shall be considered an act of misconduct, and suspected misuse of access shall be reported to the volunteer leader of the sponsoring Organizational Unit and to the PSPB Chair. The PSPB Chair shall be the IEEE Officer with cognizance of the case process, will oversee any investigation, and will be responsible for adjudication.

Organizational Units shall establish procedures for their periodicals so that no one can acquire unauthorized access to privileged information and submit these procedures to the IEEE Intellectual Property Rights Offices for filing. Documentation of these procedures shall include a statement about how manuscripts by editors and other publication volunteers are handled.

3. Prescreening of Manuscripts by Editors. Editors may prescreen manuscripts immediately after they are submitted and before they are transmitted to referees for evaluation. The purpose of such prescreening is to verify that the manuscript adheres to minimum criteria set forth by IEEE, as well as by the Organizational Unit responsible for the specific publication. Typical prescreening measures include the following:

- The subject and contents of the paper meet the scope of the periodical or a specific issue.
- The author(s) have followed the IEEE guidelines for style.
- The author(s) have not obviously violated IEEE Policies.
- The manuscript is comprehensible (in other words, not so poorly written that it is unreadable).
- The manuscript meets a minimum criterion for technical substance established for the periodical.

A manuscript is considered in review if it passes the prescreening process and is forwarded to referees. An “administrative reject” refers to a manuscript that does not meet the prescreening measures and is, therefore, returned to the author(s) with explanation.

4. Review of Manuscripts by Referees. For all scientific papers and communications published in regular IEEE publications, the Editor shall select at least two referees who are competent and have experience in the area of the subject matter of the paper. Editors of a specific periodical cannot act as formal referees for papers being considered for publication in their area of responsibility of that periodical. It shall be clearly stated by the Editor when the Editor submits the paper to the referee that the recipient is a formal reviewer and that his or her comments and opinions, with those of other formal reviewers, will form the basis upon which the Editor will decide whether or not to publish the paper, and with what changes. Submission of manuscripts to referees for “informal review” is to be avoided. The Editor shall state that the referee is expected to return comments and opinions within a specified time, not longer than 90 days or else request that the manuscript be returned immediately for submission to another referee. The use of a standard review form for each periodical is recommended. The Editor’s office shall maintain all records pertinent to submitted papers for a period of two years from the date of final disposition.

IEEE requires that referees treat the contents of papers under review as confidential information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate use of the special knowledge that access provides. Contents of abstracts submitted to conference program committees should be regarded as confidential as well, and handled in the same manner.

The Editor examines the comments of the referees and exercises his or her own best judgment, in the light of the referees’ recommendations, on whether or not to publish.

Reviewers' comments and marked manuscripts are normally returned to the author in any case. It is essential that the Editor assure that the anonymity of the referees is protected during this process. The Editor's decision is always based on all the reviews received, but mixed reviews present the need for the exercise of editorial judgment. Thus, the final decision for acceptance or rejection lies with the Editor.

Everything within this review process must be done openly, except that the referees are protected from personal interactions with the authors by withholding their names. The Editor in any event, should be guided in technical matters by the reviewers' comments. The Editor must not arbitrarily withhold the referees' comments from the corresponding author, or vice-versa, unless the Editor deems them clearly to be irrelevant, incorrect, or otherwise inappropriate. In particular, Editors should not arbitrarily ignore referees' suggestions for modifications of the paper without sufficient technical cause to do so. If a paper is returned for revision, it is important to make clear to the corresponding author whether on the one hand the paper will be accepted if the indicated changes are made or, on the other hand, the paper will be resubmitted to the referee for further review.

The Editor's decision is always based on all the reviews received, but mixed reviews present the need for the exercise of editorial judgment. Thus, the final decision for acceptance or rejection lies with the Editor.

Authors may request that their paper's review not be handled by specific editors and that their paper not be reviewed by specific individuals. All reasonable requests of this nature shall be complied with.

Periodicals which are published in cooperation with non-IEEE organizations must have a review policy that ensures the quality of the papers. The policies of the non-IEEE organizations should be generally consistent with the IEEE requirements contained in this Section 8.2.2.A.

#### B. CONFERENCE PUBLICATIONS

Submissions to IEEE conferences shall undergo a review process by independent referees who are knowledgeable in the pertinent subject area. The manner of implementation of the process shall be defined by the appropriate governing body (e.g., Society, Region, Section, etc.) of the IEEE major sponsor organization. It is strongly recommended that the governing body use Section 8.2.2.A as a basis for their review process.

Conferences that are held in cooperation with non-IEEE organizations are encouraged to have a review process that is consistent with the policy stated in the paragraph above. All conferences that intend to have their proceedings published in IEEE Xplore shall have a review policy as stated in the above paragraph and have a memorandum of understanding between the IEEE organizational unit (or organizational units) and the non-IEEE entity (or entities) that includes the requirement for the review process. The appropriate governing body of the cooperating IEEE organizational unit shall establish the review process in agreement with the non-IEEE organization.

Participants in the review process (i.e., referees and any one else who is authorized to handle conference submissions) shall treat the contents of conference submissions under review as confidential information not to be disclosed to others before publication. No one with access to a submission shall make any inappropriate use of the special knowledge that access provides.

Revisions to Section 8.2.2 – The Review Process, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.2.3 Appeal of Editorial Decisions**

The editorial IEEE Policy of an IEEE publication shall be determined by the Organizational Unit which sponsors or controls the publication, within the framework and policies set by PSPB and the IEEE Board of Directors. Implementation of these policies shall be the responsibility of the Editor-in-Chief of the publication. Disputes which arise over review or acceptance of material submitted for publication are expected to be resolved by the Editorial Board of the publication. The Editor-in-Chief shall be, in general, the final authority on matters of content and appropriateness of material in the publication.

In the event of a challenge to review or publishing actions which cannot be resolved at the sponsoring-Organizational Unit level, the Vice President - Publication Services and Products shall be the IEEE Officer with cognizance of the appeals process. An appeal of an editorial decision must be submitted within 60 days of final notification of the decision to the Staff Executive - Publications who will acknowledge receipt of appeal and inform the Vice President - Publication Services and Products within 30 days. The Vice President - Publication Services and Products shall, within 30 days of receipt of a written appeal, determine whether the dispute merits a formal arbitration process. For arbitration, the Vice President - Publication Services and Products shall appoint an individual who shall, in consultation with all the parties to the dispute and with the assistance of knowledgeable members of the professional community, assess the merits of the dispute and recommend a resolution. The recommendation shall be presented to the Vice President - Publication Services and Products for review within 120 days of the receipt of the complaint. The decision, which shall be binding on the IEEE Organizational Unit that is party to the dispute, shall be made within 15 days of the receipt of the recommendation by the Vice President - Publication Services and Products, and shall be reported to PSPB. The decision of the Vice President - Publication Services and Products shall be final and not subject to further appeal.

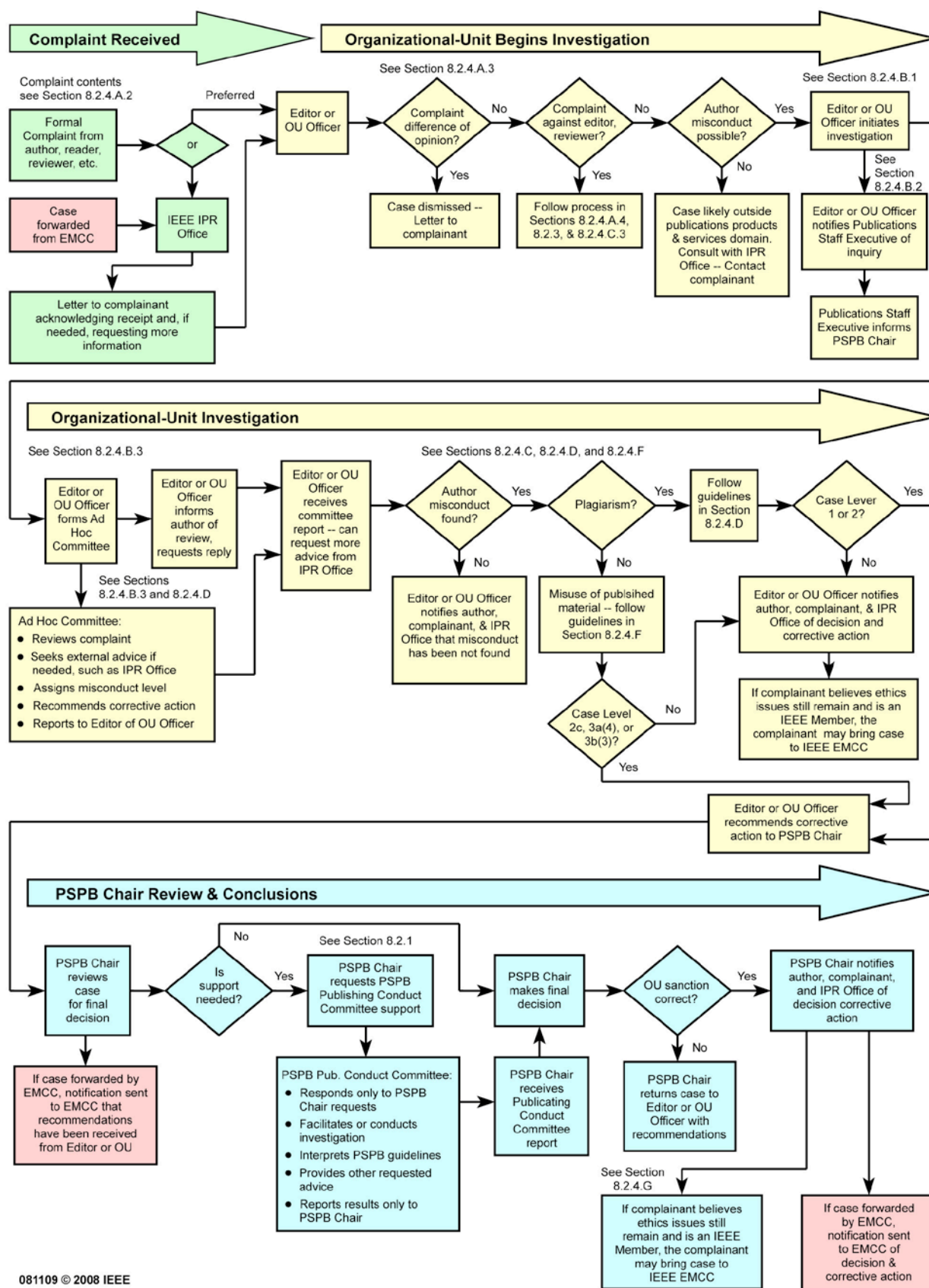
Revisions to Section 8.2.3 – Appeal of Editorial Decisions, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.2.4 Allegations of Misconduct**

A flowchart is available as Figure 8.2.4 to assist readers through the IEEE process for allegations of publishing misconduct.

##### **A. HANDLING COMPLAINTS**

1. During the handling of a complaint, the contents of the complaint, identity of the persons involved and the scope of the inquiry shall remain confidential to the extent practicable, consistent with the need for information and expeditious review.
2. In handling a case of alleged plagiarism, the editor should request the following basic information from the complainant on:
  - a. The original article:
    - (1) Title of article
    - (2) Full list of author names
    - (3) Publication title in which original appeared
  - b. The use of someone else's unpublished ideas:
    - (1) Title of idea
    - (2) Full list of creators
    - (3) Verifiable date of creation
  - c. The alleged plagiarized paper:
    - (1) Title of article
    - (2) Full list of author names
    - (3) Publication title in which the paper appeared
  - d. Copies of both articles or, if appropriate, documentation of an idea and the subsequent article, preferably with highlighted text showing all instances of inappropriate reuse
  - e. Full name and address of complainant.



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Figure 8.2.4. Flowchart illustrating the IEEE process for allegations of publication misconduct.



3. If a complaint is received concerning the accuracy or completeness of a paper published in an IEEE publication, the person responsible for that publication (e.g., editor, Organizational-Unit officer, etc.) shall investigate the complaint. If it is ascertained that the complaint stems from differences in opinion, the responsible person shall dismiss the complaint and notify the complainant of the conclusion. The responsible person may also recommend that the complainant prepare and submit a rebuttal for publication.
4. If a complaint is received against an editor, associate editor, or reviewer of an IEEE publication, one of the following steps applies depending on the complaint.
  - a. If the complaint concerns the editor's judgment in the rejection of a manuscript, then the author shall be informed that the editor has final decision-making authority over such matters.
  - b. If the complaint is against an associate editor or reviewer, the editor shall evaluate the merits of the complaint, determine the appropriate course of action in accordance with established policies, and respond to the author.
  - c. If the complaint involves an allegation of bias on the part of the editor, then the author may appeal directly to the designee of the Organizational Unit responsible for the publication (such as the Vice President of Publications, the Chair of the Publications Committee, etc.). If such a position does not exist, the complaint should be made to the PSPB Chair who shall then investigate the allegation in accordance with Section 8.2.3. In this case, upon completion of the investigation, the PSPB Chair's findings shall be sent to the editor as well as the responsible person(s) for the sponsoring IEEE Organizational Unit(s).

Revisions to Section 8.2.4.A – Handling Complaints, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### B. INVESTIGATING POSSIBLE AUTHOR MISCONDUCT

1. If the editor of an IEEE publication learns that an author may have acted improperly, which may include but is not limited to misrepresenting data, plagiarizing text, or not informing the editor that an article had been published, accepted for publication, or concurrently under review by another publication, then the editor shall investigate the alleged misconduct. All inquiries shall be handled promptly and fairly. All parties relevant to the allegation shall be given the opportunity to respond.
2. The editor will notify the IEEE Staff Executive - Publications or that person's designee that an inquiry has been undertaken. The purpose of this notification is to provide information and a record. The Office of the IEEE Staff Executive - Publications will inform the PSPB Chair about the inquiry.
3. In considering the allegation, the editor shall appoint an independent ad-hoc committee of experts in the topic to confidentially investigate and make a recommendation on the allegation to the editor. In addition to the material supplied by the editor, the ad-hoc committee may seek other sources of relevant information, such as the IEEE Intellectual Property Rights Office. However, the ad-hoc committee shall not contact the institution where the work was performed unless it has explicit information that such institution has already investigated the issue.

Revisions to 8.2.4.B – Investigating Possible Author Misconduct, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### C. CORRECTIVE ACTIONS FOR AUTHOR MISCONDUCT

1. If a finding of misconduct relevant to an IEEE publication (data misrepresentation/fabrication, plagiarism, multiple submission, or prior publication, etc.) is made by an editor, then appropriate corrective and/or disciplinary actions shall

be initiated.

2. For all cases involving alleged plagiarism or the multiple submission/publication of the same manuscript, the editor shall inform the PSPB Chair of the investigating committee's conclusions or recommend action(s) to the PSPB Chair in accordance with Section 8.2.4.D "Guidelines for Adjudicating Different Levels of Plagiarism" and Section 8.2.4.F "Guidelines for Adjudicating Prior Publication, Multiple Submission, and Reuse of Previous Publications."
3. Except for cases involving allegations of plagiarism or multiple submission/publication (see Sections 8.2.4.D and 8.2.4.F below for more specific information), the PSPB Chair shall notify the individual(s) named in the editor's recommendation that an action is being reviewed. The PSPB Chair shall offer the named individual(s) the opportunity to respond within 30 days to the recommended action, and the Chair may choose to request additional information from the editor and/or the named individual(s).
4. No sooner than 30 days and no later than 90 days after notifying the individual(s) named in the editor's recommendation, the PSPB Chair will issue a final determination of corrective action(s) to be taken. The decision of the PSPB Chair is final and not subject to further appeal within the process and guidelines specified by Section 8.2.4.

Revisions to Section 8.2.4.C – Corrective Actions, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### D. GUIDELINES FOR ADJUDICATING DIFFERENT LEVELS OF PLAGIARISM.

The following guidelines require or recommend appropriate corrective actions to be taken by editors of IEEE publications for each of five defined levels (or degrees) of plagiarism. Plagiarism includes, but is not limited to, (a) uncredited copying of someone else's work, (b) using someone else's material without clear delineation or citation, and (c) uncited reuse of an author's previously published work that also involves other authors. Guidelines for referencing of other peoples' work are covered in Section 8.2.9. It should be noted that plagiarism is a type of copyright infringement, and as such may also subject the author(s) to legal liability. These Guidelines apply to all manuscripts at any point in the publication process, from initial submission to final publication.

The following corrective actions must be taken, absent special circumstances that provide good cause for varying some or all of the specified measures. Such special circumstances must be identified in writing to, and the variation approved by, the PSPB Chair.

Proposed corrective actions related to level 1 or 2 of the following shall be approved by the PSPB Chair. Furthermore, a number of the corrective actions below either require or allow notice of the offense to be placed in the IEEE electronic database and/or in the relevant publication.

1. Uncredited Verbatim Copying of a Full Paper. [The most extreme case of plagiarism is when a full paper is copied and any name of the original author list is replaced with another person.], or  
Uncredited Verbatim Copying of a Major Portion (more than 50%) within a Single Paper. [An instance is where a large section of the original paper is copied without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of plagiarized material is more 50%.], or  
Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s). [This case includes instances where more than one paper by the offending author(s) has been found to contain plagiarized content, and all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%.]
  - a. Corrective actions to be taken for level-1 violations involving only one paper are:
    - (1) Publication of a notice of violation of Publication Principles, as

- specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the appropriate IEEE publication where the author(s) and the specific paper have been found to be in violation of IEEE Principles against plagiarism
  - (3) Prohibition of publication in all IEEE-copyrighted publications by the offending individual(s) for three to five years as determined by PSPB Chair
  - (4) Rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication queue (papers may be re-submitted after prohibition term has expired).
- b. Recommended corrective actions for level-1 violations involving only one paper may also include the following:
    - (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor(s).
    - (2) Publication of the offending author's apology.
  - c. If the action recommended by Section 8.2.4.D.1.b.(1) is taken, and the offending individual(s) fail to apologize in writing, the following corrective action shall be taken:
    - (1) The duration of the prohibition of publication in all IEEE-copyrighted publications specified by Section 8.2.4.D.1.a.(3) shall be increased by one or two years as determined by PSPB Chair.
  - d. Corrective actions for level-1 uncredited verbatim copying within more than one paper by the offending author(s) shall include the following.
    - (1) For instances where all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%, corrective actions shall follow the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, noting that different authors and multiple editors might be involved.
    - (2) For instances where percentages of plagiarized material in one or more of the discovered papers is greater than 50%, corrective actions shall be assigned to each offense following the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, and the PSPB Chair has the discretion of applying any combination of the assigned corrective actions that the Chair considers appropriate.
  - e. A repetitive level-1 misconduct by authors previously found guilty of level-1 offense shall result in an increase by one or two years of the duration of suspension of publication privileges specified by Section 8.2.4.D.1.a.(3) as determined by PSPB Chair. For multiple repetitive level-1 misconducts, the PSPB Chair can administer up to and including a lifetime prohibition of publication in all IEEE-copyrighted publications.
2. Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper. [An instance is where a section of the original paper is copied from another paper without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of copying results in a large portion of plagiarized material (up to 50%) in the paper.], or Uncredited Verbatim Copying within More than One Paper by the Same Author(s). [This case includes instances where the sum of plagiarized material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper with the fewest words.]
    - a. In this case corrective actions that must be taken are:
      - (1) Publication of a notice of violation of Publication Principles, as

- specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the appropriate IEEE publication where the author(s) and the specific paper have been found to be in violation of IEEE Principles against plagiarism
  - (3) Prohibition of publication in all IEEE-copyrighted publications by the offending individual(s) for one to three years as determined by the Organizational Unit's publications officer
  - (4) Rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication queue (papers may be re-submitted after prohibition term has expired).
- b. Recommended corrective actions for uncredited verbatim copying of large portions of papers may also include the following:
    - (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor
    - (2) Publication of the offending author's apology.
  - c. If the corrective action recommended by Section 8.2.4.D.2.b.(1) is taken, and the offending individual(s) fail to apologize in writing, the following corrective action shall be taken:
    - (1) The duration of the prohibition of publication in all IEEE-copyrighted publications specified by Section 8.2.4.D.2.a.(3) shall be increased by one or two years as determined by the Organizational Unit's publications officer.
  - d. Level-2 uncredited verbatim copying within more than single paper by the offending author(s) is equivalent to a level-1 offense, and corrective actions shall follow the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, noting that different authors and multiple editors might be involved.
  - e. A repetitive level-2 misconduct by authors previously found guilty of level-1 or level-2 offense shall result in an increase by one or two years of the duration of suspension of publication privileges specified by Section 8.2.4.D.2.a.(3) as determined by PSPB Chair. Sequential instances of level-2 plagiarism will be determined using the same definition specified in Section 8.2.4.D.1.d.(2). For multiple repetitive level-2 misconducts, the PSPB Chair can administer up to and including a lifetime prohibition of publication in all IEEE-copyrighted publications.
3. Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (up to 20%) within a Paper. [An instance could be where portions of original paper are used in another paper without quotation marks, credit notice, reference, and bibliography.]
    - a. In this case corrective actions that shall be taken are:
      - (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and to the editor of the publication where the plagiarized work was submitted.
      - (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.
    - b. If the offending individual(s) fail to apologize in writing, the following corrective actions shall be taken:
      - (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for the next one or two years of the publication or, if appropriate, the next one or two volumes of the conference proceedings, as determined by the editor

- (2) Rejection and return of all papers for that publication by the author(s) that are currently in review or the queue for that publication (papers may be re-submitted after prohibition term has expired).
  - c. The following action may also be taken:
    - (1) Publication of the offending author's apology.
  - d. Repeated offenses for uncredited verbatim copying of individual elements of papers shall result in suspension of publication privileges in any IEEE Publications for one year and suspension of all papers by the author(s) that are currently in review or in any IEEE publication's queue.
- 4. Uncredited Improper Paraphrasing of Pages or Paragraphs. [Instances of improper paraphrasing occur when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.]
  - a. In this case corrective actions that shall be taken are:
    - (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor.
    - (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.
  - b. If the offending individual(s) fail to carry out the above actions, the following corrective actions shall be taken:
    - (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for one year of the publication or, if appropriate, the next volume of the conference proceedings.
  - c. The following action may also be taken:
    - (1) Publication of the offending author's apology.
  - d. Repeated offenses for uncredited improper paraphrasing shall result in suspension of publication privileges in all IEEE Publications for one year and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after prohibition term has expired).
- 5. Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation. [Instances could include sections of an original paper copied from another paper; credit notice is used but absence of quotation marks or offset text does not clearly reference or identify the specific, copied material.]
  - a. In this case corrective actions that shall be taken are:
    - (1) Offending individual(s) prepare and submit an apology to the original author(s) and publication editor
    - (2) Offending individual(s) prepare correction or retraction and submit this document to the editor for publication.
  - b. If the offending individual(s) fail to carry out the above actions, the following corrective actions shall be taken:
    - (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for one year of the publication or, if appropriate, the next volume of the conference proceedings.
  - c. The following action may also be taken:
    - (1) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.
  - d. Repeated offenses for improper credited verbatim use shall result in suspension of publication privileges in all IEEE Publications for one year and

rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after prohibition term has expired).

(See also IEEE Policy 7.11 – Procedures for Member Conduct Complaints.)

#### E. VIOLATION NOTICES FOR PLAGIARISM

1. The following plagiarism notice shall be used to precede any IEEE publication where publication of a notice for a violation is required by Sections 8.2.4.D.1 and 8.2.4.D.2.

**“Notice of Violation  
of IEEE Publication Principles**

After careful and considered review of the content and authorship of this paper by a duly constituted expert committee, this paper has been found to be in violation of IEEE's Publication Principles.

This paper is a duplication of the original text from the paper cited below. The original text was copied without attribution (including appropriate references to the original author(s) and/or paper title) and without permission.

Due to the nature of this violation, reasonable effort should be made to remove all past references to this paper, and future references should be made to the following article:

[FULL CITATION FOR ORIGINAL PAPER]”

2. The following plagiarism notice shall be used to precede any IEEE publication where publication of a notice for a violation is required by Section 8.2.4.D.3.

**“Notice of Violation  
of IEEE Publication Principles**

After careful and considered review of the content and authorship of this paper by a duly constituted expert committee, this paper has been found to be in violation of IEEE's Publication Principles.

This paper contains significant portions of original text from the paper cited below. The original text was copied without attribution (including appropriate references to the original author(s) and/or paper title) and without permission.

[FULL CITATION FOR ORIGINAL PAPER]”

3. The following plagiarism notice shall be used to precede any IEEE publication where publication of a notice for a violation is required by Section 8.2.4.D.4.

**“Notice of Violation  
of IEEE Publication Principles**

After careful and considered review of the content and authorship of this paper by a duly constituted expert committee, this paper has been found to be in violation of IEEE's Publication Principles.

This paper contains significant portions of text from the paper cited below that were paraphrased without attribution.

4. The following plagiarism notice shall be used to precede any IEEE publication where publication of a notice for a violation is required by Sections 8.2.4.D.5.

**“Notice of Violation  
of IEEE Publication Principles**

After careful and considered review of the content and authorship of this paper by a duly constituted expert committee, this paper has been found to be in violation of IEEE's Publication Principles.

This paper contains portions of text from the paper(s) cited below. A credit notice is used, but due to the absence of quotation marks or offset text, copied material is not clearly referenced or specifically identified.

[FULL CITATION FOR ORIGINAL PAPER(S)]”

F. GUIDELINES FOR EDITORIAL REUSE OF PREVIOUSLY PUBLISHED MATERIAL, AND ADJUDICATING INAPPROPRIATE REUSE OF PREVIOUS WORK OR THE FAILURE TO INFORM EDITORS OF PREVIOUS PUBLICATIONS OR MULTIPLE SUBMISSIONS.

It is common in technical publishing for material to be presented at various stages of its evolution. As one example, this can take the form of publishing early ideas in a workshop, more developed work in a conference and fully developed contributions as journal or transactions papers. The IEEE recognizes the importance of this evolutionary publication process as a significant means of scientific communication and fully supports this publishing paradigm. At the same time the IEEE requires that this evolutionary process be fully referenced. The following procedures are presented in light of these principles.

1. Editorial Reuse of Previously Published Material. The Editor of a publication may choose to re-publish existing material for a variety of reasons including promoting wider distribution and serving readers by aggregating special material in a single publication. This practice is recognized and accepted by the IEEE. When such a re-publication occurs, the papers must be annotated as being republished, and their original publication venue cited. As necessary, appropriate permission shall be obtained.
2. Author Obligations to Cite Previous Work. If author(s), within the evolutionary publishing paradigm, have used their own previously published or submitted material as a basis for a new submission, Section 8.2.1.B.9 requires that the author(s) cite the previous work(s) and very clearly indicate how the new submission differs from the previously published work(s). Guidelines for referencing of author's previous work are covered in Section 8.2.9. Authors who do not properly cite their previous work and who are found not to be in compliance with the requirements of Section 8.2.1.B.9 are also subject to corrective actions.
  - a. In these cases corrective actions that shall be taken are:
    - (1) Offending individual(s) will be reminded that the practice is considered inappropriate scholarly practice, referred to Sections 8.2.1.B.9 and 8.2.9, and notified that repeated offenses could result in correction actions as specified in Section 8.2.4.F.3.b.
  - b. In cases of a second offense, corrective actions that shall be taken are:
    - (1) A formal warning to offending individuals stating that, if additional offenses are discovered, action 2c shall occur
  - c. An additional offense following action 2b shall result in suspension of publication privileges in all IEEE Publications for one year and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after suspension term has expired).

Proposed corrective actions related to level-2c violations of Section 8.2.4.F.2 shall be approved by the PSPB Chair.
3. Author Obligations to Inform Editors of Previous Work. As described in Section 8.2.1.B.9, authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another refereed publication. Multiple submission is defined as a given manuscript being concurrently under active consideration by two or more publications. It is at the discretion of each IEEE Organization Unit whether or not to allow multiple submission. Authors shall inform editors of multiple submissions of manuscripts. Authors in violation of these multiple-submission guidelines are subject to corrective actions.
  - a. At the time of manuscript submission, or during the review of a manuscript, the editor was not informed that the manuscript had been published.
    - (1) In this case, corrective actions that shall be taken are:
      - (i) A formal warning to offending individual(s)
    - (2) In this case, corrective actions that may also be taken are:

- (i) Offending individual(s) prepare and submit an apology to the publication editor
    - (ii) Publication of the offending author's apology.
  - (3) Discovery of a second offense shall result in:
    - (i) Another formal warning to offending individuals stating that, if additional offenses are discovered, action a(4) shall occur
    - (ii) Suspension of publication in the IEEE publication where the offense took place by the offending individual(s) for one year of the publication or, if appropriate, the next volume of the conference proceedings.
  - (4) An additional offense following action a(3) of Section 8.2.4.F.3 shall result in suspension of publication privileges in all IEEE Publications from three to five years as determined by the PSPB Chair and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after suspension term has expired).
- b, Lack of disclosure to the editor by the author(s) that the manuscript is under active consideration by another publication. Individual publications can choose to either accept or reject outright concurrent consideration of manuscripts. Authors should be made aware of the publication's policy on this matter.
- (1) In case authors fail to inform the editor of other consideration of the paper, corrective actions that shall be taken are:
    - (i) Offending individual(s) will be reminded that the practice is considered inappropriate scholarly practice, referred to Sections 8.2.1.B.9 and 8.2.7, and notified that repeated offenses could result in correction actions as specified in 8.2.4.F.2.b.
  - (2) Discovery of a second offense shall result in:
    - (i) Another formal warning to offending individuals stating that, if additional offenses are discovered, action a(3) of Section 8.2.4.F.3 shall occur
  - (3) An additional offense following action b(2) of Section 8.2.4.F.3 shall result in suspension of publication privileges in all IEEE Publications for one year and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after suspension term has expired).

Proposed corrective actions related to level a(4) or b(3) of Section 8.2.4.F.3 shall be approved by the PSPB Chair.

(See also Section 8.1.7 – Multiple Publication of Original Technical Material in IEEE Periodicals and Section 8.2.1.B – Responsibilities of Manuscript Authors.)

#### G. RELATIONSHIP TO THE IEEE CODE OF ETHICS

Violations of Section 8.2.4 may also constitute violations of the IEEE Code of Ethics. Beyond the application of adjudication guidelines of Section 8.2.4.D, the complainant, if an IEEE member, may bring the case to the IEEE Ethics and Member Conduct Committee upon the completion of all appropriate investigations and actions through the respective Organizational Unit and PSPB.

### **8.2.5 Transactions, Journals and Letters**

- A. Periodicals with TRANSACTIONS, JOURNAL or LETTERS in the title are the primary means for publication of technical papers concerning original work in IEEE fields of interest. These periodicals may also contain reviews and tutorial papers concerning such work. The primary



purpose of these periodicals is to disclose, and provide a permanent archival record of original technical work that advances the state of the art or provides novel insights. Papers in these periodicals should be of lasting value to the profession as judged by the authors' peers through a formal review process.

- B. All papers that appear in TRANSACTIONS, JOURNAL or LETTER periodicals must list the author(s) and affiliation(s) and must undergo peer review according to the process set forth in Section 8.2.2. Papers are to be selected strictly on the basis of merit and appropriateness.
- C. Editorials, instructions, copyright forms, lists of referees, announcements of special issues and other material concerning the publication may be included in these periodicals.
- D. The following standards apply to all TRANSACTIONS, JOURNAL, and LETTER periodicals.
  - 1. All of these periodicals shall have a uniform format and style and should be fully and uniformly edited, including quality graphics and text.
  - 2. The front cover shall have a header containing the full name of the periodical, as well as the ISSN, volume and issue numbers.
  - 3. Flexibility in the use of the area underneath the front cover header is allowed, such as placement of the table of contents or the use of appropriate photographs or graphical designs.
  - 4. A cover spine, when used, shall contain the full name of the periodical, as well as volume and issue numbers.
  - 5. Minimum Activity. These publications must be published periodically, and at a rate not less than quarterly.
  - 6. Volume Numbering. The volume number shall increase successively by one each calendar year.
  - 7. Indexing. Only the technical material will be indexed. Indexing will be left to the discretion of the indexing staff of the IEEE Publications department.
  - 8. For internal consistency, the title of these periodicals will normally be IEEE TRANSACTIONS ON \_\_\_\_\_, or IEEE JOURNAL OF \_\_\_\_\_, or IEEE \_\_\_\_\_ LETTERS.
  - 9. All papers published in IEEE Transactions, Journals, and Letters shall have printed on the first page the date that the manuscript was initially received and the date on which the manuscript was received in finalized form from the authors for publication. These two dates shall serve to define the start and end of the review process.

(See also Section 8.1.6 – Titling Protocols for IEEE Publications.)

Revisions to Section 8.2.5 – Transactions, Journals and Letters, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.2.6 Magazines**

- A. IEEE Magazines are characterized by regular and continuing issues with significant technical content in addition to general news and regular columns. Magazines are made available to libraries, institutions and individuals on a subscription basis. They are so organized that material within them can be referenced.
- B. Minimum Activity. The Magazine shall be published periodically, and at a rate not less than quarterly.
- C. The technical content shall constitute a significant component of the Magazine and shall be refereed as described in Section 8.2.2 before publication.
- D. Volume Numbering. The volume number shall increase successively by one each calendar year.
- E. Stable Titles. The title of the Magazine and any later revisions shall be approved by the sponsoring IEEE Organizational Unit and PSPB. The title shall normally begin with "IEEE" and end with "Magazine." If an exception is desired, a reason for it must accompany the title

application to PSPB. Title changes are to be avoided unless clearly needed.

- F. Indexing. Only the technical material will be indexed. Indexing will be left to the discretion of the indexing staff in the IEEE Publications Department, with the agreement of the Magazine editor.

(See also Section 8.1.6 – Titling Protocols for IEEE Publications.)

Revisions to Section 8.2.6 – Magazines, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.2.7 Conference Publications**

Papers presented at IEEE meetings sponsored wholly or in part by any IEEE Organizational Unit may be published in IEEE Conference Records or Proceedings. Prior permission to do so shall be obtained from the sponsoring IEEE Organizational Unit who shall be responsible for ensuring that appropriate IEEE copyright (see Section 8.1.4) is obtained for each paper published and that the publication is correctly titled (see Sections 8.1.5 and 8.1.6). Conference publications may require peer review as specified by Section 8.2.2.B.

Allegations of misconduct by authors of papers in IEEE conference proceedings shall be investigated by the publication's editor, i.e., the person responsible for the conference publication, or by the Publication Officer of the IEEE Organizational Unit that sponsored the conference if the allegation is made after the publication of the conference proceedings. The procedures prescribed in Section 8.2.4 shall be used in any such allegation involving conference proceedings.

All inquiries regarding publication by an agency outside of IEEE of papers presented at any IEEE meeting shall be directed to the IEEE Intellectual Property Rights Manager, and no representative of a Section, Society, or any other IEEE Organizational Unit is authorized to grant such permission.

Revisions to Section 8.2.7 – Conference Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.2.8 Newsletters**

Newsletters are usually published by IEEE Organizational Units (Boards, Committees, Societies, Councils, Sections, and Chapters). Newsletters are not considered archival periodicals, although they may be archived by the Organizational Units.

Newsletters are normally distributed only to members of the Organizational Unit as a member benefit, and are intended to communicate news and information deemed of interest to the members. Typical information includes: reports on Organizational-Unit activities, messages from officers and the editor, letters from the readers, calls for papers, news from chapters, meeting notices, conference reports, awards publications of interest to the readers.

Newsletters may also contain technical articles of general interest to the members. Documents for the purpose of informing members about a conference, meeting, special event, or any other items of interest shall not be titled a Newsletter. Such publications should be titled bulletin, announcement, news release, Organizational-Unit notice, or other descriptive term preceded by the Organizational-Unit name.

#### **A. QUALITY ASSURANCE**

To assure quality, conformance with applicable postal regulations, and protection of IEEE copyrights, PSPB will periodically review each Newsletter. Each Newsletter editor will supply the first issue of each calendar year, to the IEEE Staff Executive - Publications.

#### **B. REQUIREMENTS**

The following requirements are necessary conditions for publication of IEEE Organizational Unit Newsletters:

1. Newsletter Title. The title of an Organizational Unit Newsletter shall contain the "IEEE," and the "Organizational Unit name." The word "Newsletter" is suggested as part of the title, but is not mandatory. Identification of the full name of the IEEE must be within the first two pages of the newsletter and in any required postal statement.

2. Masthead. The following information shall be included on the Newsletter front cover page masthead:
  - a. The Newsletter title
  - b. IEEE Logo Master Brand (the IEEE Logo, followed by the letters “IEEE”)
  - c. Name of Organizational Unit
  - d. Volume and/or issue number
  - e. Date of issue
3. Frequency of Publication. The Newsletters can be published at any frequency, but three (3) issues or more per year are recommended. However, if a United States second-class non-profit postal permit is used, it is a requirement of the U.S. Postal Service that the newsletter be published four (4) times within the calendar year.
4. U.S. Postal Permits. All requests for United States second-class postal permits must be made through Publishing Operations of the IEEE Publications department, which holds the main permit for IEEE publications. IEEE staff will handle the processing of the application. Applications for third-class bulk rate permits may be submitted directly to any local post office.
5. Pricing and Subscription. The Newsletter shall be supplied to each Organizational-Unit member at no additional charge. Free copies of the newsletter may be given to nonmembers at conferences, meetings, etc., to encourage them to join IEEE and/or the Organizational Unit. Society and Technical Council Newsletters may be made available for sale via subscription in order to accommodate the needs of libraries and non IEEE members. Subscriptions shall be limited to Newsletters that have intellectual and technical content of value to non IEEE members. The appropriateness of a Newsletter for subscription, and the nonmember subscription price shall be determined by the Society or Technical Council and approved by the TAB Periodicals Council and PSPB
6. Advertisements. Advertising is permitted in newsletters, including IEEE ads, when approved by the governing body of the Organizational Unit and subject to the provisions of IEEE Policy.
7. Copyright. Many Newsletters regularly publish original or reprinted technical articles which require copyright protection. The following guidelines shall be followed to protect the IEEE, its authors, and other publisher rights.
  - (a) Newsletters that do not contain technical articles/papers shall have the following statement printed on the front inside cover or appropriate credits section: “IEEE Information contained in this newsletter may be copied without permission provided that copies for direct commercial advantage are not made or distributed, and the title of the publication and its date appear on each copy.”
  - (b) Newsletters that provide at least one (1) technical paper or scholarly paper within an issue shall operate under the following procedures:
    - (1) Original technical material (article/paper) must be accompanied by a signed IEEE Copyright Form by the author. Copyright Forms can be obtained from the IEEE Intellectual Property Rights Office.
    - (2) Material reprinted from other publishers must be accompanied by a letter of permission granted by the original publisher (contact IEEE Copyrights and Permissions Office for a sample request letter and other assistance). Publisher’s credit line or acknowledgment must appear on the first page of the reprinted article.

Revisions to Section 8.2.6 – Newsletters, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.2.9 Referencing Guidelines**

- A. A manuscript submitted for publication to IEEE should be original work submitted to a single

IEEE publication. The manuscript should not have been published previously and should not be concurrently under consideration for publication elsewhere. The IEEE assumes that material submitted to its publications is properly available for general dissemination for the readership of those publications. It is the responsibility of the authors, not the IEEE, to determine if disclosure of their material requires the prior consent of other parties. If prior consent is required, then authors must obtain permission prior to manuscript submission.

At times, it may be necessary for authors to reuse portions of their own previously published work or to include another author's material.

- B. When an author uses text, charts, photographs, or other graphics from another author's material, the author shall:
  - 1. Clearly indicate reused material and provide a full reference to the origin (publication, person, etc.) of the material and
  - 2. Obtain written permission from the publisher or, if the reused material has not been published, obtain written permission from the original source.
- C. When an author reuses text, charts, photographs, or other graphics from his/her own previously published material, the author shall:
  - 1. Clearly indicate all reused material and provide a full reference to the original publication of the material and
  - 2. If the previously published or submitted material is used as a basis for a new submission, clearly indicate how the new submission differs from the previously published work(s).

### **8.2.10 IEEE Organizational-Unit Publications**

#### **IEEE Policy 6.6 – IEEE Organizational-Unit Publications**

Any IEEE Organizational Unit may issue a local publication. The publication's objective shall be consonant with the objectives of the IEEE.

Organizational Units shall inform the IEEE Publications Services and Products Board of such publication and provide copies as published to the appropriate member of the IEEE staff as designated by the Executive Director.

## **8.3 IEEE-Wide Initiatives by PSPB**

### **8.3.1 THE PROCEEDINGS OF THE IEEE**

The PROCEEDINGS OF THE IEEE publishes comprehensive, in-depth review, tutorial, and survey papers written for technically knowledgeable readers who are not necessarily specialists in the subjects being treated. The papers are of long-range interest and broad significance. Coverage includes all aspects of electrical and computer engineering and science, including the managerial, historical, economic, and ethical aspects of technology.

The relevant policies of PSPB are implemented by the Editor-in-Chief and the Editorial Board of the PROCEEDINGS.

The Editor-in-Chief of the PROCEEDINGS is responsible for obtaining reviews by qualified experts of each article to be published. Special effort shall be made to select the most appropriate reviewers for each article. Reviewers may be sought through the PROCEEDINGS Editorial Board or directly by the Editor-in-Chief.

Revisions to Section 8.3,1 – THE PROCEEDINGS OF THE IEEE, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.3.2 IEEE SPECTRUM**

IEEE SPECTRUM is a monthly publication distributed to all IEEE members.

IEEE SPECTRUM is a magazine emphasizing high quality technical articles and reports concerning electrical engineering science and technology.

#### A. EDITORIAL MISSION & OBJECTIVES

The primary editorial mission & objectives of IEEE SPECTRUM shall be to:

1. Explore the development and use of new and emerging technologies and their underlying science, as well as interesting current technologies;
2. Present high-quality articles about technology, prepared using objective, professional journalistic standards, and written to be meaningful to a wide audience;
3. Carry feature articles related to the professional concerns of IEEE members, such as jobs, salaries, careers, and management; and
4. Provide a forum for opinion, discussion, and leadership in these areas, even if the topics debated are controversial.

IEEE SPECTRUM shall also occasionally contain material devoted to professional and technical activities of the IEEE, where such material is appropriate to the format determined by its primary editorial mission & objectives 8.3.2.A.1 and 8.3.2.A.2. At the discretion of the editor, articles may contain statements of opinion or speculation, provided they are clearly labeled as such.

#### B. EDITORIAL AUTHORITY AND RESPONSIBILITY

1. Broad editorial policies of IEEE SPECTRUM shall be determined by PSPB. Consistent with editorial independence, the implementation of these policies, shall be the sole responsibility of the Editor and the Publisher.
2. The IEEE SPECTRUM Advisory Board shall provide advice and counsel to PSPB and the editor related to the editorial mission and content of IEEE SPECTRUM.

#### C. REVIEW PROCEDURES

The Editor of IEEE SPECTRUM is responsible for obtaining review by qualified IEEE experts of each article to be published. Special effort shall be made to select the most appropriate reviewers for each article. In the case of technical articles, such reviewers may be sought through the IEEE SPECTRUM Editorial Board or through the IEEE Technical Activities organization. In the case of articles dealing with professional and IEEE activities, controversial issues can often lead to a wide range of interpretation, and a more formal reviewer-selection process is required. Therefore, in addition to the usual review mechanisms, the Editor will submit articles dealing with subjects within the area of activities of any of the Major Boards of IEEE to a representative of that Board designated by that Board's Chair. The Board representative must have the article reviewed within two working weeks. In order to facilitate this review, a hard copy of the article will be transmitted to the representative unless the reviewer chooses to conduct the review by telephone. Should the Board representative reviewing the article determine that the article presents a position not in consonance with the Board's position on the subject, or a position which conflicts with the Board's present objectives or goals, then the representative may require that the Editor make some editorial space available for the purpose of presenting the Board's position. There are a number of methods by which such material can be presented on behalf of the Board's position, and the method to be used in each instance will be determined by the Editor. However, it is desirable that such opposite views be published in the same issue, and preferably on the same page. In the event of disagreement in the handling of such material, the PSPB Chair shall arbitrate the dispute.

Revisions to Section 8.3.2 – IEEE SPECTRUM, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.3.3 THE INSTITUTE**

THE INSTITUTE's mission is to feature news about the IEEE and its members.

#### **A. EDITORIAL OBJECTIVES**

Using high professional journalistic standards and maintaining a worldwide perspective, THE INSTITUTE shall:

1. Deliver unbiased news about IEEE activities;
2. Communicate to members IEEE's direction, objectives, plans, and results;
3. Act as an open forum for discussion of technology issues, even if they are controversial;
4. Present content that broadens technological exposure;
5. Promote membership in IEEE;
6. Provide IEEE product and service information;
7. Encourage members to take a broad perspective of IEEE and the profession;
8. Raise awareness of IEEE;
9. Encourage members to become volunteers, become more engaged, and participate in IEEE.

Vision Statement: THE INSTITUTE shall be the main vehicle for IEEE member news, commentary, and communication with the members.

Value Statement: THE INSTITUTE shall provide accurate, useful, and timely news and information that help members develop their professional competencies.

#### **B. EDITORIAL AUTHORITY AND RESPONSIBILITY**

Broad editorial policies for THE INSTITUTE shall be determined by PSPB. The Editor shall have sole responsibility for implementation of these policies. THE INSTITUTE Editorial Advisory Board shall provide advice and counsel to PSPB and the Editor on the editorial mission of THE INSTITUTE. The Editor shall seek and report accurately and fully on official IEEE positions, the policies of the IEEE Board of Directors and other IEEE organizational units reporting to the Board, the Board's interpretation and implementation of those policies, and the staff activities in support of those policies. Additionally, THE INSTITUTE shall report in perspective minority positions at the same time as they report on the majority position.

#### **C. REVIEW PROCEDURES**

The Editor of THE INSTITUTE will submit articles dealing with subjects within the area of activities of any of the Major Boards of IEEE to that Board's Chair, or his or her designee.

Articles must be reviewed by the Board Chair or designee within two working days. In order to facilitate this review, a copy of the article will be transmitted to the reviewer, unless he or she chooses to conduct the review by telephone.

Should the reviewer determine that the article presents a position not in consonance with the Board's position on the subject, or a position which conflicts with the Board's present objectives or goals, the Board Chair may require that the Editor make some editorial space available for the purpose of presenting the Board's position.

The method used to present the Board position will be determined by the Editor. However, it is desirable that such opposite views be published in the same issue, and preferably on the same page.

In no case shall the Editor be required to delete information that is acknowledged by the Board Chair, or his or her designee, to be accurate.

In the event of disagreement in the handling of such material, the PSPB Chair will arbitrate the dispute.

Revisions to Section 8.3.3 – THE INSTITUTE, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.3.4 THE IEEE PRESS**

The IEEE PRESS is operated to serve the information needs of members and the profession. It accomplishes this by publishing books and electronic media of high quality and usefulness, by co-publishing with non-IEEE Organizational Units, and by distributing products of other publishers. Authors and editors benefit from the success of books by sharing incentive royalties with book sponsors. The governing body of the Press is the Press Editorial Board, hereinafter called the Press Board. The Press Board provides advice and counsel to the PSPB and IEEE PRESS. The Press Board and the IEEE PRESS shall operate according to procedures in this Section.

Proposals from individuals, from Societies and from other IEEE Organizational Units are welcome. Publication decisions are reached by the director of IEEE PRESS and the Press Editorial Board in accordance with standard publishing practices or as directed by the Press Board.

#### A. BOOK SPONSORSHIP

1. Books may be sponsored by an IEEE Organizational Unit, such as a Society, Council or the EAB. To qualify as a sponsor, the Organizational Unit must meet the following conditions:
  - a. A sponsor should be an existing, continuing IEEE Organizational Unit. An ad hoc body formed solely for the purpose of sponsoring a book would not normally qualify.
  - b. The operational responsibilities of the sponsor should be such as to qualify it to take responsibility for the technical organization of the book and to identify potential buyers and promote the book within the sponsor's membership, in accordance with the terms of the sponsorship agreement.
2. Sponsors shall share in the royalties according to a scheme that recognizes the extent of their contribution to the project. The royalty schedule shall be set forth from time to time by the Press Board and approved by PSPB.
3. Books proposed by the IEEE PRESS, or by individuals to the IEEE PRESS, that fall predominantly in the field of one Organizational Unit will be referred for further consideration to that Organizational Unit as the most appropriate sponsor. Books that overlap the fields of several entities without falling predominantly into the field of any one Organizational Unit may be cosponsored by several Units. The IEEE PRESS reserves the right to sponsor books referred to such IEEE Organizational Units, when they fail to act on the books or decline to sponsor.
4. All books issued under the IEEE PRESS imprint are subject to review and acceptance by the IEEE PRESS Board.

Revisions to Section 8.3.4 – IEEE PRESS, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

## **8.4 Methods and Processes**

### **8.4.1 Approval of New Periodicals**

#### A. INTENT

The intent of this policy is to enable IEEE Major Organizational Units to introduce new publications of a previously established type in a timely way while, at the same time, allow adequate oversight of all IEEE publications.

#### B. PUBLICATIONS AND EXCEPTIONS

This policy applies to all formal publications designed to disseminate technical, professional, or news material in furtherance of IEEE's educational and scientific goals. Excepted from this approval policy are the following:

1. Region, Section, Society/Council Newsletters
2. Conference Publications
3. Publications of the IEEE Standards Association
4. IEEE PRESS Books and Society Press Books

5. Internal administrative communications such as newsletters for committee members.

All these types of publications can be approved by the sponsoring Major Organizational Unit itself, who shall take full responsibility for their content and appropriateness.

#### C. GENERAL REQUIREMENTS

Any proposal for a new periodical shall include at least the following information:

1. Description and title of periodical, including frequency of appearance, methods of dissemination, and length of each issue.
2. Evidence that the topic of the periodical is within the Organizational Unit's field of interest and does not conflict with another IEEE periodical.
3. Evidence that there is sufficient interest in the proposed content and that the number of potential papers and size of the readership is sufficiently large to establish a viable new periodical with a long-term potential.
4. Three-year financial plan.

In addition, the periodical's sponsoring Organizational Unit shall undertake to ensure that quality standards for IEEE publications will be met.

It is recommended that the Editor and other staff be selected before proposal submission and their names be included in the proposal. Otherwise, the proposal shall include assurances that these individuals will be appointed in time to facilitate on-time production of the first issue.

#### D. APPROVAL PROCESS

There are two ways of gaining approval for new periodicals of an established type; traditional and expedited. If a publication is to be included in the annual member billing and promotional cycle, approval must be obtained on or before 30 June.

1. Traditional. In the traditional process, the sponsoring Organizational Unit must first gain the approval of the Major Organizational Unit to which it reports. Then the documentation specified in Section 8.4.1.C along with the Major Organizational Unit's endorsement must be received by the Staff Executive - Publications at least four weeks prior to the PSPB meeting at which the proposal is to be considered. It is recommended that a representative of the sponsoring Organizational Unit attend this meeting to present the proposal and answer questions.
2. Expedited. In order to be eligible for expedited approval, the Major Organizational Unit to whom the periodical's sponsoring unit reports must have defined a process to be followed, which incorporates at least all the items in Section 8.4.1.C, is approved by PSPB, and is on file with the Staff Executive - Publications. For each publication thus approved, the Organizational Unit shall forward for information purposes a copy of the documentation to the Staff Executive - Publications. The Staff Executive - Publications will bring to the attention of PSPB any approvals which appear to be non-compliant.

Revisions to Section 8.4.1 – Approval of New Periodicals, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

### **8.4.2 Major Changes to an Existing Publication Product or Service**

#### A. PUBLICATION PROGRAM REVIEWS

While the following assessments are not mandatory, they are strongly recommended. Organizational Units should perform strategic reviews of all of their existing publication products and programs at least every five years. The review should at least



involve an assessment of:

- Program or Product Attractiveness: Involving factors contributing to judgments about whether the program or program is attractive to the organization as a basis for current and future resource deployment
- Competitive Position: Involving factors contributing to judgments about whether the organization is in a position to support the program
- Alternative Coverage: The extent to which other organizational units can, or may be positioned to serve the same customers through similar programs.

The results of these investigations should at least answer the following questions:

- Does the existing program support goals, objectives, and strategies of the Organizational Unit?
- Does the product or program meet the needs of members and customers?
- Does the Organizational Unit desire and have the ability to continue support?
- Does the existing product program need to be repositioned, enhanced, or discontinued?

It is recommended that the Organizational Unit utilize the Strategic Program Assessment Guide available from the IEEE Corporate Strategy Office. The Organizational Unit should inform the responsible Major Board about the review results. If the Organizational Unit determines that a product or program requires a major change, the Organizational Unit shall follow the process in Section 8.4.2.B to implement the change. Some examples of a major change include a merger of publications, dramatically redirecting an operation, and ending a publication product or service. Questions about what constitutes a major change should be directed to the (1) Vice President of the responsible Major Board, and (2) Staff Executive – Publications or the PSPB Chair. Determination of what constitutes a major change must be made by both the (1) Vice President of the responsible Major Board and (2) Staff Executive – Publications or the PSPB Chair.

#### B. PROCESS FOR MAJOR CHANGES TO AN EXISTING PUBLICATION PRODUCT OR SERVICE

1. The sponsoring Organizational Unit shall conduct a strategic program assessment of the product or program as specified in Section 8.4.2.A.
2. A proposal for the desired change shall be prepared that includes at least the following information:
  - a. Title of publication product or program
  - b. Statement of the desired change
  - c. Justification for the change, such as the results of the required review
  - d. An evaluation as to possible conflict with any other existing IEEE publication product or program
  - e. Names of the individuals responsible for implementing the change
  - f. If appropriate, a timeline for implementing the change
  - g. A financial impact statement that includes a three-year financial plan for major expansions.
3. The proposal shall be reviewed and approved by the responsible Major Board, including its Finance Committee.
4. The procedure for change shall be reviewed by PSPB or the responsible Major Board to ensure that any major change is conducted in a manner that minimizes disruption to members and/or customers, preserves IEEE's

reputation, protects IEEE's intellectual property rights, and allows coordination with the IEEE Publications Department so needed changes to IEEE Xplore and the IEEE Business Management System can be made.

5. Any major change to an IEEE-wide publication supervised by PSPB shall be reviewed and approved by the IEEE Board of Directors.

Revisions to Section 8.4.2 – Major Changes to an Existing Publications Product or Service, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.4.3 Advertising Procedures**

If advertising is to be sold through IEEE staff, the following procedures shall apply:

- (1) Sponsoring Organizational Unit participation in the sales effort will be fully coordinated with the IEEE staff.
- (2) The advertising rates will be set by IEEE staff, in consultation with the sponsoring Organizational Units concerned, subject to Publication Services and Products Board approval.

If advertising is to be handled by volunteer members of a sponsoring Organizational Unit, the following procedures shall apply:

- (1) The sponsoring Organizational Unit will appoint a volunteer member to handle advertising sales, arrange for collections, coordinate advertising plans with IEEE staff, and see that publication requirements and schedules are met.
- (2) No advertising shall be placed in an approved class of publication unless authorized by its sponsoring Organizational Unit.
- (3) All advertising income will be credited to and expenses borne by the sponsoring Organizational Unit.

The Publication Services and Products Board is assigned the responsibility of monitoring the suitability of the advertising and its adherence to the above requirements.

See also Section 8.1.8 - Advertising Procedures.

#### **8.4.4 Publication of Periodicals Outside the IEEE**

Publication of periodicals outside the IEEE is permitted only with the approval of PSPB and the Board to which the sponsoring Organizational Unit reports. Approval shall only be granted when the conditions below have been met. Periodicals that are published under the supervision of IEEE staff are defined as published inside the Institute. All others are considered to be published outside the Institute. Periodicals that are not published under the supervision of IEEE staff are termed as being published "Outside the IEEE."

- A. The sponsoring Organizational Unit shall submit a written proposal for such publication, with which the relevant Director concurs.
- B. There shall be a potential distinct cost or time advantage for comparable quality, or if the expected advantage is other than cost or time, that expected advantage shall be stated in the proposal.
- C. Quotations shall be obtained from at least two sources other than the IEEE for editing, composition, printing, and distributing the periodical.
- D. The sponsoring Organizational Unit shall have a functioning broad-based publishing organization, including a Publications Committee, an Editor, and Associate Editors, or equivalent.
- E. The above publishing organization shall have demonstrated proven performance capabilities and knowledge in the publications field.
- F. If possible, the transition to outside publication shall start with the first issue of the calendar year.
- G. An annual review shall be made for three years after a transition to publication outside IEEE is made and thereafter at least every five years, with more frequent review at the discretion of

PSPB.

- H. All contracts for outside publication shall be handled through the IEEE Publications department. (Sponsoring Organizational-Unit officers may make initial, exploratory negotiations, but the final documents are subject to review by and signature of the Staff Executive - Publications, or his or her designated agent.)
- I. The sponsoring Organizational Unit shall continue to pay its appropriate share of the fixed costs established for the IEEE Publications department for a period of three years following withdrawal from the use of the IEEE Publications-department services for the publication of Organizational-Unit periodicals. The schedule of said fixed costs per page shall be determined by the Staff Executive - Publications. It shall reflect the then current conditions in the IEEE Publications department and shall receive the approval of PSPB. Then, the sponsoring Organizational Unit shall pay its fee according to the sliding scale-as follows.
1. In year two of the three-year recovery period, the fee is based on the number of pages currently published by the periodical times the fixed cost per page.
  2. In year two, the fee will be 2/3 of the annualized fixed costs.
  3. In year three, the fee will be 1/3 of the annualized fixed costs.
- In summary, the total is equal to fixed costs for two years. Any services of the IEEE Publications department in connection with the transition to outside publication, or required to correct deficiencies in the performance of the outside publisher, will be billed separately and shall be an additional responsibility of the sponsoring Organizational Unit.

Revisions to Section 8.4.4 – Publication of Periodicals Outside the IEEE, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

#### **8.4.5 Second Class Mailing Permits**

##### **IEEE Policy 6.5 – Second Class Mailing Permits**

All IEEE periodicals which use U.S. Post Office Second Class, nonprofit bulk rates for domestic mailing shall have their original entry request and their periodic audits handled via IEEE Publications Department. This is to ensure that the required audit documentation is completely done and thus protect this special mailing classification both for the specific publication and the other periodicals of IEEE. Part of the requirements is that in each case there be established a member price for the publication.

Third Class bulk rate permits, as an alternate to Second Class, may be applied for directly at any local Post Office.

#### **8.4.6 Conference Publications**

##### **From IEEE Policies Section 10.1.12 – Sponsorship**

The three types of conference sponsorship available to IEEE organizational units are described below: Policy 10.1.5. As a result of co-sponsorship, the organizational unit:

##### **From Sole Sponsorship.**

Sole sponsorship indicates full and sole organizational unit involvement in a conference. If an IEEE organizational unit agrees to sponsor a conference, they accept complete responsibility for the technical, financial, publicity and administrative aspects of the conference.

– . . . .

- Conferences where the IEEE has sole sponsorship, the rights to the conference name, slogan, copyright for publications, and/or logo are owned by IEEE and not conference committees.

##### **From Co-Sponsorship**

Co-Sponsorship indicates a shared involvement among several organizations, one of which is an IEEE organizational unit. Other co-sponsoring organizations could be IEEE organizational units or other “Not-for-Profit” non-IEEE organizations.

Co-Sponsorship indicates a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference. The relationship between sponsoring organizations should be

explicitly defined in terms of a Memorandum of Understanding, see

- . . . . .
- will be responsible for proper usage of the IEEE name (Policy 10.1.16) and the IEEE logo (Policy 10.1.17).

#### **Technical Co-Sponsorship/Technical Cooperation**

Technical Co-Sponsorship/Technical Cooperation indicates direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program. The IEEE organizational unit has no financial involvement in the conference. The organization that has financial sponsorship of the conference must be explicitly identified in the supporting documentation and promotional material for technical co-sponsorship/ technical cooperation to be granted. The IEEE organizational unit should encourage members to submit papers and attend the conference. The IEEE organizational unit may assist in publicity through the availability of the appropriate IEEE organizational unit mailing lists and on the organizational unit's web site. The relationship between sponsoring organizations shall be explicitly defined in terms of a Memorandum of Understanding (MoU) (Policy 10.1.5). Technical co-sponsorship/technical cooperation does not guarantee that the papers accepted for presentation at the conference will be eligible for inclusion in the IEEE Conference Publications Program (CPP), which handles post-conference distribution of conference papers in all media. Inclusion in the CPP should be specifically addressed in the MoU regulating the technical co-sponsorship/technical cooperation, with the concurrence of the CPP staff. The IEEE name may not be used in the conference title (Policy 10.1.16), but, the IEEE brand/logo and/or IEEE organizational unit brand/logo may be used in conference publications and promotional materials (Policy 10.1.17).

#### **From IEEE Policies Section 10.1.20 – Conference Publications**

Conferences typically produce proceedings that are provided at the conference to attendees and/or are available for sale after the conference. Ownership of these publications is determined by copyright.

Publications resulting from conferences solely sponsored by IEEE shall follow the procedures in the PSPB Operations Manual. Conferences in which the lead sponsor is not an IEEE Organizational Unit(s) are urged to follow these policies and procedures. Title, format and content shall conform to procedures which shall be specified in the PSPB Operations Manual.

Publications resulting from conferences solely sponsored by IEEE shall be governed by the following procedures. Co-sponsored conferences in which the lead sponsor is not an IEEE Organizational Unit are urged to use these guidelines.

#### **A. CONFERENCE PROCEEDINGS TITLES**

1. The titles of conference proceedings containing full papers shall be unique and address the conference contents. A conference proceedings title shall begin with the word "IEEE" when an IEEE organizational unit is the sole or lead sponsor. The word "IEEE" shall not be used in the title of a conference proceedings if an IEEE organizational unit does not financially support the conference. It is recognized that in some cases the year should also be included in the conference proceedings title.
2. A conference proceedings title shall remain consistent for each time the conference is held and shall follow the guidelines that govern conference titling. Each title shall include the year in which the specific conference is held.
3. Conference proceedings titles that have remained consistent for at least four years and have been assigned an ISSN (International Standards Serial Number) are to continue using that title and are otherwise exempt from the guidelines in Section 8.4.5.A.2.
4. Proceedings subtitles may be used to reflect specific yearly topic variations and must appear below the approved proceedings title on the cover and title pages.
5. Proceedings titles must appear on the cover spine title page and copyright page.

#### **B. GENERAL CONSIDERATIONS**

1. The production cost of such IEEE conference proceedings will be borne by the conference or sponsoring Organizational Unit.

2. Every conference proceedings will be identified by an IEEE catalog number(s), an ISBN(s) (International Standard Book Number), a Library of Congress number and, possibly, an ISSN printed on its front or back cover and the back of the title page to be assigned in advance by the TAB Conference Publications Product Management Group. The IEEE catalog number must also appear on the spine and title page.
3. The IEEE Intellectual Property Rights Office shall assume the responsibility for all copyright matters related to all conference publications that are copyrightable by the IEEE. It is understood that immediate consideration will be given by IEEE Intellectual Property Rights Office to author requests for copyright release.