

PROPOSAL INFORMATION

SPECIAL ISSUE/SECTION IN IEEE TETC

The following items must be provided as part of a proposal for a Special Issue/Section (SIS) for IEEE TETC by potential Guest Editors..

1. A **one-page Call-For-Papers (CFP)**; refer to an existing planned SIS (as posted at the TETC web site) for formatting reference. In this one page document (doc format), the CFP must have at least two Guest Editors (usually no more than three). Guest Editors must be SENIOR researchers of the highest stature in the topic of the proposed SIS and must be world acknowledged as contributors with extensive high quality publication records in Transactions of topics covered by the scope of the IEEE Computer Society (CS). At least an IEEE fellow is preferable among the Guest Editors. A tentative date of publication should be also proposed; exact dates will be provided if the proposal is successful and by considering the current TETC publication schedule.
2. A **one page biographical note** of each of the Guest Editors (pdf format)
3. The **url of the web sites** for obtaining a full up-to-date resume of each of the Guest Editors.
4. As for the proposed topic in addition to the CFP, a **separate document** (at most one page in length, pdf format) must be provided outlining the **emerging nature** of such topic and detailing that the technical coverage of the proposed SIS is not covered by a current IEEE Transactions and within the scope of the CS. Proposal with topics that are only **marginally related to the CS** (and its intended goals and scope) will be declined.

All of the above material should be sent electronically to the Editor-In-Chief (EIC) of IEEE TETC, Dr. Fabrizio Lombardi, lombardi@ece.neu.edu for evaluation. Note that all communications must be carried over email addresses **from the affiliated institution(s)**, so no email from generic providers (such as gmail, aol, yahoo, etc) will be acknowledged in communicating with the EIC. The EIC will notify (usually within two or three weeks from the date of submission) only those proposals that have been accepted.

Note that the following procedural regulations are also applicable to a SIS of IEEE TETC.

A. TETC is a “**Hybrid Access**” publication of the CS. Tutorial articles can be submitted at the discretion of the Guest Editors; all articles must be refereed and not been submitted or appeared in other publication venues; software will be used to assess any similarity with other manuscripts. When submitting a manuscript to TETC, author(s) must describe in the cover letter the complete history of such manuscript inclusive of previous submissions and outcomes to other

periodicals (so to any other IEEE Transactions, different from TETC). Previously submitted (and rejected) versions of the manuscript together with review reports and rebuttals by the authors to these reports must be provided as additional material to the TETC submission; it is the responsibility of the authors to comply. It is at the discretion of the EIC whether to allow the review of such manuscript for consideration for possible publication in TETC. Failure to disclose this material will be considered as an ethic violation and attributed to all authors (so not only the contact author); the offending authors will be reported to the Computer Society and the IEEE for further deliberation. This policy is **strictly enforced** because its non compliance implicitly causes a waste of time and resources from everyone involved in the review process.

B. All papers undergoing the review process will be reviewed by **multiple independent referees**. Referees cannot all belong to the same institution, they should not have significantly worked together with the author(s) nor should be former students or alumni and that the reviewers themselves cannot be part of the same "group" (nationality, research groups, participants in a common projects...). Manuscripts can be invited; however, they still have to go through the review process. Moreover, no Guest Editor can submit a manuscript for consideration to the SIS, due to conflict of interest.

C. Acceptance rate must be **very competitive**, so ultimately it is the responsibility of the Guest Editors to ensure that a suitable number of high quality submissions are received. If high quality manuscripts cannot be included in the SIS due to lack of space or a longer than expected review time, then they could be considered for publication in a normal issue of TETC. The review of these manuscripts will be still handled by the Guest Editors.

D. The acceptance of any paper for review and possible publication to a SIS must be ultimately approved by the EIC as per TETC and IEEE Computer Society protocol.

E. All other regulations as dictated by the IEEE CS are also applicable to Special Sections/Issues and Guest Editors.

F. The exact timing for each SSI will be coordinated and approved through the CS Press office to ensure proper review and publication schedule.

G. Guest Editor(s) are responsible to write an **Introduction to the Special Issue or Section** (usually 2 or 3 pages) for inclusion in IEEE TETC.