RA Appendix II – Publications Guidelines

Attached for your information is Section 6 of 2003 IEEE Policies Manual.

6.1 - OBJECTIVES

Publications play a major role in implementing the purpose of the IEEE as defined in 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 IEEE 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 services and products 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 IEEE and its members in support of published information dissemination activities.

H. Ensure the widest possible dissemination of IEEE material consistent with maintaining the economic viability of IEEE's publication operations.

6.2 - AUTHORITY FOR IEEE PUBLICATION PRODUCTS AND SERVICES

IEEE publications exist by Board of Directors direction 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.

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 IEEE Policies and the policies that shall be specified in the IEEE Publications Services and Products Operations Manual.

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

6.3 - GENERAL POLICIES

The following general policies govern all IEEE publication, products and services:

A. It is inappropriate to use the word "national" in connection with IEEE activities (e.g. a national Headquarters, a national President, or a national Society President).

B. It shall be acknowledged that 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 shall conform with IEEE Policy 6.6.5, 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. Subscriptions purchased by IEEE members at the member price, are intended for members' personal use only.

I. Copyright shall be held by the IEEE. Reference Policy 6.3.1 for specific instruction.

J. Established policies on the use of the IEEE logo and Master Brand shall be followed. Reference Policy 6.3.2 Guidelines for Use of IEEE Logo and "IEEE".

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.

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 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 Policy 6.3.3- TITLING PROTOCOLS FOR IEEE PUBLICATIONS)

6.3.3 - TITLING PROTOCOLS FOR IEEE PUBLICATIONS

IEEE publication titles shall not knowingly be selected, formatted or used in a way which might promote confusion with any other publication title or compromise the integrity of an IEEE title. The spirit of this policy is also applicable to other classes of IEEE publications. Further titling policies for a specific type of publication may be found in 6.6 - Types of Publications within the appropriate type.

The IEEE Intellectual Property Rights Office shall take appropriate measures to protect its titles from infringement by others.

All qualifying publications of the type listed in Policy 6.6. shall be registered through the U.S. Patent and Trademark Office. The expense of title registration will be borne by the sponsoring organizational unit.

6.3.4 - 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.

6.3.5 - ADVERTISING IN IEEE PUBLICATIONS

A. General. The IEEE shall permit the inclusion of advertising in those of its publications where it is appropriate. 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 these polices as well as the general requirements that shall be specified in the PSPB Operations Manual. (See also IEEE Policy Statement 13.3, Elections and Electioneering.) The Publication Services and Products Board is assigned the responsibility of monitoring the suitability of the advertising and its adherence to these policies.

(1) The advertising shall be appropriate to the publication and to the IEEE. The advertising shall not impair the appearance and usefulness of the publication.

(2) Advertising considerations shall not be used as a criterion by the Editor or staff in judging the merits of technical and editorial material for publication.

(3) Authorization for a class of IEEE Publications to carry advertising shall not be granted if, in the judgment of the Publication Services and Products Board with the concurrence of the Board of Directors, the result would cause an overall reduction of publication services to the IEEE membership.

(4) No advertising shall be placed in an approved class of publication unless authorized by its sponsoring organizational unit. All advertising income will be credited to, and expenses borne, by the sponsoring organizational unit.

(5) When the sale of advertising requires the services of paid professional advertising sales people, the IEEE staff shall coordinate this activity for all publications having distribution more than within a Region. The advertising rates will be set by the IEEE staff, in consultation with the sponsoring organizational units concerned, subject to Publication Services and Products Board approval.

(6) Advertising may be sold through volunteer members if the advertising sales of other IEEE publications are not affected. Volunteer sales efforts shall be fully coordinated with the IEEE staff.

B. Region/Section Publications

(1) Advertising is permitted in Section publications where 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.

(2) 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 Executive Committee.

(3) Two or more Section publications may sell advertising to the same advertiser at combination rates, with the prior approval of the Vice President - Publication Services and Products.

C. Transactions, Journals and Letters. Paid advertising shall appear only on the inside front cover, the inside or outside back covers, or at the back of the issue.

D. Magazines. Advertising is permitted in Magazines.

E. Newsletters. Advertising is permitted in newsletters, including free ads, when approved by the sponsoring organizational unit's governing body.

F. IEEE SPECTRUM, THE INSTITUTE and PROCEEDINGS OF THE IEEE. Advertising is permitted in these publications.

G. Conference Publications. Advertising is permitted in conference publications, such as programs, digests and Conference Records.

H. Intersociety Conferences. No advertising shall be placed in an intersociety conference publication unless authorized by the conference management.

I. World Wide Web. Advertising is permitted on any IEEE webpage with the permission of the webpage owner. The Publication Services and Products Board shall be responsible for monitoring the suitability of the advertisements. Advertising shall conform to the procedures which shall be specified in the PSPB Operations Manual.

J. Other Publications. IEEE publications not specifically mentioned in the foregoing may carry advertising only with the consent of the Publication Services and Products Board.

6.3.6 - 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 the 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.

6.4 - PUBLICATIONS STANDARDS POLICY AND PRINCIPLES FOR AUTHORS, REFEREES, AND EDITORS

IEEE Publications Standards Policy

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 Section 6.4.1.

6.4.1 - PUBLICATION PRINCIPLES

A. Authorship
Authorship credit 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.

a) The IEEE affirms that authorship credit must be reserved for individuals who have met each of the following conditions: 1) 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, 2) contributed to drafting the article or reviewing and/or revising it for intellectual content, and 3) approved the final version of the manuscript. (Deceased persons deemed appropriate as authors should be so included with a footnote reporting their death.)

b) In multi-authored papers, authors should be listed in descending order of their contribution to the paper.

c) 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.

d) Any part of an article essential to its main conclusions must be the responsibility of at least one author.

e) 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: 1) including as co-authors all persons appropriate and none inappropriate; 2) obtaining from all co-authors their assent to be designated as such, as well as their approval of the final version of the manuscript; and 3) 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.

f) Co-authors have responsibility for work submitted under their names. They should remain knowledgeable in so far as possible regarding the status of the manuscript, including the nature of any revisions.

g) 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.

h) 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.

B. Responsibilities of Manuscript Authors

a) Peer review is essential to scientific and technical discourse. Authors are encouraged to have the first formal publication of their results be a peer-reviewed paper.

b) Financial support of the work being reported and of the authors should be clearly acknowledged, as should any potential conflict of interest.

c) Methods and materials should be described in sufficient detail to permit evaluation and replication.

d) All data should be presented upon request by the editor, to facilitate the review process.

e) Authors have an obligation to correct errors promptly.

f) Plagiarism is unacceptable. The verbatim copying or reuse of one's own research which results in subsequent journal or conference papers without appropriate reference (as indicated in paragraph "h" below) is considered another form of plagiarism, or self-plagiarism; it is also unacceptable.

g) Fabrication and falsification are unacceptable.

h) Except as indicated in Section 6.3.4 (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 refereed 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 substantively novel contributions beyond those of the previously published work(s).

i) Authors should not discuss any aspect of a manuscript under evaluation with reviewers of the submitted manuscript.

j) 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 should 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.

k) 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.

C. Referees of Manuscripts

a) Referees should be chosen for their high qualifications and objectivity regarding a particular manuscript.

b) Reviews should be prompt and thorough.

c) Anonymity of referees should be preserved to the extent possible, unless the referee and editor agree to disclosure.

d) Information contained in a manuscript under review is confidential and must not be shared with others, nor should referees use non-public information contained in a manuscript to advance their own research or financial interests.

D. Editors of Scientific and Technical Journals

a) The sole responsibility for acceptance or rejection of a manuscript rests with the editor.

b) Editors should generally grant the request of an author who asks that particular individual(s) be excluded from the review of a particular manuscript.

c) Editors should establish a review process that minimizes bias.

d) Editors should 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.

e) 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.

f) Unpublished manuscripts must be treated as confidential documents by all individuals involved in the editorial process.

g) Editors should correct errors in a manuscript if the errors are detected or reported before publication, or publish corrections if they are detected afterward.

h) Editors should handle cases of alleged misconduct at the lowest possible organizational level, and should usually involve the institutions at which the research in question was performed (see below).

i) Papers submitted by an editor or associate editor should be handled by another member of the editorial board.

The IEEE is grateful to the Society for Neuroscience for permission to adopt portions of its publication, "Guidelines: Responsible Conduct Regarding Scientific Communication", to use in the preparation of the IEEE Publications Policy.

6.5. - COMPLAINTS, EDITORIAL APPEALS AND GRIEVANCE POLICIES

6.5.1 APPEAL OF EDITORIAL DECISIONS

The editorial 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 the Publication Services and Products Board 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 shall 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.

Challenges to reviews or publishing actions which cannot be resolved at the sponsoring-organizational unit level, shall be overseen by the Vice President of Publication Services and Products. An appeal of an editorial decision must be submitted within 60 days of final notification of the decision to the appropriate member of IEEE staff, as designated by the IEEE Executive Director. The Vice President of PSPB shall determine whether the dispute merits a formal arbitration process, the procedures of which shall be specified in the PSPB Operations Manual.

6.5.2 - HANDLING OF COMPLAINTS

A. Third Party Complaints. Complaints, by third parties, filed against an author of a paper published in an IEEE journal, shall be investigated by the journal editor. If the editor ascertains that the complaint stems from differences in scientific and technical opinion, he/she may decide to dismiss the complaint and notify the complainant of his/her conclusion.

B. Complaints by Authors. Complaints by authors against an associate editor shall be handled by the journal editor, who shall evaluate the merits of the complaint, determine the proper course of action, and respond to the author. If the complaint concerns the editor's judgment in the rejection of a manuscript, then the author is informed that the editor has final decision-making authority over such matters.

C Allegations of Bias. Authors charging allegations of bias of a personal nature on the part of the editor shall appeal to the Vice President for Publications of the sponsoring society and/or council(s), if applicable, or directly to the Chair of Publication Services and Products Board if the sponsoring Society and/or Council(s) does (do) not have a Vice President for Publications or the journal is not sponsored by a Society or Council. The Society/Council Vice President for Publications or the Publication Services and Products Board Chair will investigate the allegation in accordance with the procedures as specified in the PSPB Operations Manual.

6.5.3 - INVESTIGATING POSSIBLE MISCONDUCT

An editor who learns that an author may have intentionally committed scientific and technical misconduct, such as by misrepresenting data or plagiarizing text, has a duty to explore whether misconduct has occurred.

All inquiries shall be handled promptly and fairly.

All individuals named in any allegations shall be given an opportunity to respond.

Procedures to be followed when considering allegations shall be specified in the PSPB Operations Manual.

6.5.4. - CORRECTIVE ACTION

The IEEE may initiate corrective action and/or disciplinary actions if a finding of misconduct (i.e. data representation/fabrication, plagiarism, etc.) is made.

The journal editor will recommend action(s), such as, but not limited to, publication of a correction or retraction; publication of a notice in the appropriate journal withdrawing the paper from the literature; withdrawal of the full-text of the offending article from the IEEE electronic database; publication of a notice of violation of these Publication Principles in the IEEE electronic database as part of the article's bibliographic record; and/or prohibition of future publication in IEEE journals by the offending individual(s). The editor's recommendation will be sent to the Chair of Publication Services and Products Board for review and approval.

Procedures to be followed when considering corrective action shall be specified in the PSPB Operations Manual.

6.5.5. - PUBLISHING OUTSIDE OF A SOCIETIES DESIGNATED FIELD OF INTEREST

Societies publications shall publish within the scopes of interest as defined by the Technical Activities Board. A process shall be specified, in the TAB Operations Manual, for resolving disputes which may arise between Societies when it is perceived and/or determined that a periodical has published an article that does not fall within the purview of the scope of the publication.

Primary responsibility for resolution lies in the individual Societies. If further mediation is needed, the TAB Periodicals Committee shall become involved.

6.6 - TYPES OF PUBLICATIONS

6.6.1 - TRANSACTIONS, JOURNALS AND LETTERS

Periodicals with TRANSACTIONS, JOURNAL or LETTERS in the title are the primary means for publication of technical papers concerning original work in electrotechnology. The primary purpose of these periodicals is to disclose, and provide a permanent archival record of original technical work which 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.

TRANSACTIONS, JOURNALS AND LETTERS may be made available to members, non-member libraries and non-member individuals on a subscription basis.

These periodicals may also contain related reviews and tutorial papers. Editorials, instructions, copyright forms, lists of referees, announcements of special issues and other material concerning the publication may be included.

These periodicals shall be published at a rate not less than once per quarter.

Title, format and content shall conform to the procedures which shall be specified in the PSPB Operations Manual.

6.6.2 - MAGAZINES

IEEE Magazines are characterized by regular and continuing issues with significant technical content in addition to general news and regular columns. Magazines may be made available to members, non-member libraries and non-member individuals on a subscription basis.

Magazines shall be published at a rate not less than once per quarter.

Title, format and content shall conform to procedures which shall be specified in the PSPB Operations Manual.

6.6.3 - CONFERENCE PUBLICATIONS

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. Hereafter, these conference publications are referred to as conference proceedings.

Title and format and content shall conform to procedures which shall be specified in the PSPB Operations Manual.

6.6.4 - 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 program, nominations for officers and election results, and review of books, software, and other 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, the Publications Services and Products Board will periodically review each Newsletter.

   Each Newsletter editor will supply the first issue of each calendar year, to the member of the IEEE staff as designated by the Executive Director.

   Title, format and content shall conform to procedures which shall be specified in the PSPB Operations Manual.

B. Frequency of Publication. 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. See 6.3.6 –Second Class Mailing Permits

C. Pricing and Subscription. The Newsletter shall be supplied to each organizational unit member at no additional charge.

   Organizational Unit Newsletters may be made available for sale via subscription to 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 nonmember subscription, and the nonmember subscription price shall be determined by the Board responsible for the organizational unit and the IEEE Publication Services and Products Board.

D Copyright. Newsletters may require special copyrights and shall conform to copyright procedure, which shall be specified in the PSPB Operations Manual.

6.6.5 - NONTECHNICAL MATERIAL

It is essential that discussions of the social as well as the purely technical aspects of electrical and electronics engineering work be included in IEEE Publications. The following policies shall be implemented by the Publication Services and Products Board and followed by editors and authors:

A. The subject matter shall be relevant to the field of electrical and electronics engineering and the field's impact on society.

B. Reasonable efforts shall be made to provide for adequate and timely presentations of differing viewpoints.

C. Materials shall include a statement that the opinions expressed are those of the author, and no endorsement by the IEEE, its officials or its members is implied.

6.6.6 - 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.

6.7. - IEEE-WIDE INITIATIVES BY PUBLICATIONS SERVICES AND PRODUCTS BOARD

6.7.1 - 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 the IEEE's fields of interest.

The relevant policies of the Publication Services and Products Board 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 referees for each article. Referees may be sought through the PROCEEDINGS Editorial Board or directly by the Editor-in-Chief.

6.7.2 IEEE SPECTRUM

IEEE SPECTRUM is a magazine emphasizing high quality technical articles and reports concerning IEEE's fields of interest.

A. Editorial Objectives. The editorial objectives of IEEE SPECTRUM are
   (1) to present technical articles of high quality, written to be meaningful to a wide audience so as to ensure that members can keep abreast of important technical developments in the IEEE s fields of interest; and

   (2) to carry feature articles related to professional concerns of IEEE members, such as jobs, salaries, careers, and management.

   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 missions (1) and (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. Broad editorial policies of IEEE SPECTRUM are determined by the Publication Services and Products Board. The implementation of these policies is the responsibility solely of the Editor and the

Publisher. The IEEE SPECTRUM Advisory Board shall provide advice and counsel to PSPB and the editor on the editorial mission of IEEE SPECTRUM.

C. Review of Articles. The Editor of IEEE SPECTRUM is responsible for obtaining review by qualified IEEE experts of each article to be published and shall follow procedure which shall be specified in the PSPB Operations Manual. The Vice President - Publication Services and Products shall arbitrate any disagreements in the handling of such material.

6.7.3 - THE INSTITUTE

THE INSTITUTE, a supplement of IEEE SPECTRUM, is a newspaper featuring news of current IEEE professional and technical activities as well as general news of interest to members.

A. Editorial Objectives. The editorial objectives of THE INSTITUTE are
   (1) to inform IEEE's membership in a timely and objective manner of newsworthy IEEE activities both in professional and technical areas;
   (2) to report on institutional matters, such as the actions of IEEE Committees and Boards;
   (3) to serve as a forum for debate on controversial matters of concern to IEEE through the publishing of articles, invited editorials, and letters to the editor;
   (4) to present statements of candidates, petitions proposing constitutional amendments, and other IEEE election news;
   (5) to carry news of IEEE personalities, appointments, and awards;
   (6) to contain news of non-IEEE activities that affect the electrical engineering profession or the IEEE itself.

   THE INSTITUTE should encourage the interest of IEEE members in IEEE activities.

   The editorial content of THE INSTITUTE shall report fairly and accurately on the on issues it covers.

B. Editorial Authority and Responsibility. Broad editorial policies for THE INSTITUTE are determined by the Publication Services and Products Board. 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 Board of Directors and other IEEE organizational units reporting to the Board, the Executive Committee's interpretation and implementation of those policies, and the staff activities in support of those policies. Additionally THE INSTITUTE has an obligation to report in perspective minority positions at the same time as they report on the majority position.

C. Review of Articles. Articles that fall within the area of activities of the IEEE major Boards shall be reviewed according to the procedures which shall be specified in the PSPB Operations Manual. The Editor shall not be required to delete information that is acknowledged by the Chairman, or his or her designee, to be accurate. The Vice President - Publication Services and Products will arbitrate any disagreements in the handling of such material.

6.7.4 - 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 entities, 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 IEEE Press Editorial Board, hereinafter called the Press Board, is the Publication Services and Products Board. The Press Board provides advice and council to the PSPB and IEEE Press. The Press Board and the IEEE Press shall operate according to procedures, which shall be specified in the PSPB Operations Manual.

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.

6.8 - APPROVAL OF NEW PERIODICALS

The IEEE shall enable the 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.

This policy applies to all formal publications designed to disseminate technical, professional, or news material in furtherance of IEEE's educational and scientific goals.

This policy does not apply to the following types of publications which can be approved by the sponsoring major organizational unit itself, who shall take full responsibility for their content and appropriateness.

(1) Geographic and Society/Council Newsletters
(2) Conference Publications
(3) Standards
(4) Standards Press Books
(5) IEEE PRESS Books and Society Press Books
(6) Internal administrative communications such as newsletters for committee members.

Proposals for new periodicals shall be submitted for approval. The minimum required information to be a part of a proposal shall be specified in the Publication Services and Products Board Operations Manual.

There are two ways of gaining approval for new periodicals of an established type, traditional and expedited as described below.

(i) Traditional. The major organizational unit shall approve the proposal prior to consideration by the PSPB. The proposal along with the major organizational unit's endorsement must be received by the Staff Executive, Publications at least four weeks prior to the Publication Services and Products Board meeting at which the proposal is to be considered.

(ii) Expedited. Eligibility for expedited approval, requires the major organizational unit, to whom the periodical's sponsoring unit reports, to have on file a defined process previously approved by PSPB which incorporates all the general requirements of a proposal. For each publication established through the expedited process the organizational unit shall forward for information purposes a copy of the documentation to the Staff Executive, Publications. The Staff Executive, Publications shall notify PSPB of any approvals which appear to be non-compliant.

For periodicals for which a fee will be charged, approval shall be obtained prior to 30 June in order that this fee be included in the annual member billing cycle.

6.9 - PUBLICATION OF PERIODICALS OUTSIDE THE IEEE

Publication of periodicals outside the IEEE is permitted with the approval of the IEEE Publication Services and Products Board and the Board to which the sponsoring organizational unit reports. "Outside the IEEE" shall be defined as those periodicals that are not published under the supervision of IEEE staff.

The requirements for approval to publish outside the IEEE shall be specified in the IEEE Publications Services and Operations Manual. Reviews of these periodicals shall be on a regular basis and scheduled by PSPB.

A. The sponsoring organizational unit shall submit a written proposal for such publication, with which the relevant Director concurs, according to the procedures which shall be specified in the PSPB Operations Manual.

B. The sponsoring organizational unit shall have a functioning broad-based publishing organization, including a Publications Committee, an Editor, and Associate Editors, or equivalent.

C. The above publishing organization shall have demonstrated proven performance capabilities and knowledge in the publications field.

D. The sponsoring organizational unit shall continue to pay its appropriate share of the fixed Publications Department costs for a period of three years following withdrawal from the use of the Publications Department services for the publication of its periodicals. The schedule of said fixed costs 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 the IEEE Publication Services and Products Board. Any services of the 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.

6.10 - REVIEW PROCESS

The IEEE shall not accept or publish manuscripts in an archival journal without prior peer review. There shall be a review process of manuscripts by two or more independent referees who are conversant in the pertinent subject area.

Editors of all regular technical periodical IEEE publications, except IEEE SPECTRUM and Society newsletters shall follow the review process which shall be defined in the Publications Services and Products Board Operations Manual.

Referees shall treat the contents of papers under review as privileged 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 which that access provides. Contents of abstracts submitted to conference program committees shall be regarded as privileged as well, and handled in the same manner.

Periodicals which are published in cooperation with non-IEEE organizations shall be encouraged to have a review policy that ensures the quality of the papers. This policy should be generally consistent with the IEEE review policy contained in Policy 6.10 and procedures which shall be specified in the PSPB Operations Manual.

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 review process.

6.11 - FINANCIAL ASPECTS

6.11.1 - PUBLICATION ADMINISTRATION CHARGE

Publication sponsoring entities 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, microfiching, copyrighting of materials, permissions requests, Publication Services and Products Board support, library services, and archiving.

6.11.2 - PAPER CHARGES

Page Charges. IEEE technical journals and magazines are authorized to adopt page charges under procedures which shall be specified in the PSPB Operations Manual.

Overlength Paper Charges. All IEEE technical publications, including Conference Records and Digests, are eligible to adopt overlength paper charges, according to procedure, which shall be specified in the PSPB Operations Manual. A mechanism must be provided for waiving the over-length 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.

Withdrawal or Modification Charges. The IEEE may levy appropriate charges, 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 procedures for levying such charges shall be specified in the PSPB Operations Manual.

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. The procedures for levying such charges shall be specified in the PSPB Operations Manual.

6.11.3 - IEEE PRESS BUSINESS AND FINANCIAL ARRANGEMENTS

IEEE Press Business and Financial Arrangements shall follow procedures which is specified in the PSPB Operations Manual.