PROPOSAL INFORMATION
SPECIAL ISSUE/SECTION IN IEEE TETC

(version 1.4 of 2019.02)

Requirements

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. The full Call For Papers (FCFP) consists of three pages: a schematic CFP, a Guest Editors (GEs) bios & pictures page and an Abstract SIS page. The schematic CFP page should bring the following minimal information: GEs names, submission deadline, topics/areas, submission guidelines and other important information. Please refer to the template (as posted at the TETC web site) for an example reference. In this one page (doc format), the schematic CFP must have at least two Guest Editors (GEs), and usually no more than three. An additional "Corresponding (TETC) Editor" (CTE) will be added by the Editor-in-Chief. The role of the CTE is to help the GEs in their day-by-day operations, to supervise the special issue and to act as a reference point for the GEs with respect to the EiC. GEs must be SENIOR researchers of the highest stature in the topic of the proposed Special Issue/Section (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) and of the proposed SIS. At least an IEEE fellow is preferable among the GEs. 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. The CFP should include a single email address to be used by the GEs and CTE to correspond with the submitting authors and the EiC. Usage of personal email addresses is not permitted, as the Authors should have only one reference point and all GEs and CTE should have access to all the correspondence occurred through that account. That single email address will be associated to the GEs+CTE account for managing the SIS. The policies about the submission of extensions of previous conferences submissions should be explicitly and clearly included in the CFP, as well as the minimum percentage of **new impacting technical material** present in the journal submission. This percentage should be not **lower than 40%**. Furthermore, the **verbatim similarity level** as reported by a tool (such as CrossRef) should be **less than 50%**. In the CFP there should also be explicitly indicated that only regular papers (minimum 10 full pages long, inclusive of at most 45 references) can be submitted to a SIS, and that the each Author's bio should not exceed 150 words. As TETC is a technical periodical sponsored by an engineering professional society, the CFP should highlight that papers whose contents are purely of a theory, technology or no methodological-and-generality nature are not suitable to the SIS; also a submission must include a clear evaluation of the proposed solution (based on simulation and/or implementations results) and comparison with state-of-the-art.

2. In the second page of the FCFP, please provide pictures and short bios of the GEs, in Transactions style, not longer than 200 words. Please include in each bio the url of a personal website.

3. In the third page of the FCFP, please provide an abstract of the SIS between 300 and 500 words.

4. Separately from the FCFP, please provide a 3-pages-max-long resume of each of the Guest Editors (pdf format), plus one more page with up to 15 most relevant publications in the area of the CFP. In this section, each GE should explicitly declare to be aware about the IEEE and CS policies and procedures as found in the IEEE and CS websites, inclusive these regarding the Conflict of Interest (COI).

5. The **url of the web sites** for obtaining a full up-to-date resume of each of the Guest Editors.

6. As for the proposed topic in addition to the FCFP, 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 bot of the CS and the TETC. 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 current EIC of IEEE TETC, and to the Transactions Assistant, i.e. eic.tect@polito.it and a.titta@ieee.org for evaluation by the EiC. 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.

Basic procedural regulations

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. 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 by venues different from TETC) 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 disclosure 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, and participants in a common projects...)". A few manuscripts can be invited, but no more than 25% of the total number of submissions, and the authors have to clearly write in the cover letter that there is an invited paper; however, as per IEEE policies and procedures, the invited submissions still have to go through the review process. Moreover, no GE or CTE can submit a manuscript for consideration to the SIS, due to conflict of interest. Other conflicts of interest with the GEs (such as submissions coming from the same institution of one or more GEs, etc), will be resolved (if and when possible) by moving the "affected" papers to the dashboard of the CTE and will not be handled by the GEs, but by the CTE only. When this will not be possible, these manuscripts will be redirected to a normal issue of the journal and handled in the same way as the "technical track" submissions by another AE as invited by the EiC.

C. Acceptance rate must be **very competitive,** so ultimately it is the responsibility of the GEs 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 GEs+CTE. A SIS with less than 10 (ten) submissions or less than 3 (three) finally accepted papers will be sunset and all the manuscripts will be moved to the technical track group of submissions.

D. The acceptance of any paper for review and possible publication to a SIS is recommended by the GEs+CTE and finally committed by the EIC as per TETC, Computer Society and IEEE 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 SIS 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 as soon as all the accepted papers for that SIS have been finally processed.