

GUIDE TO THE PUBLICATION PROCESS FOR ASC 2012

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Contents:

[Electronic Publication of ASC 2012 Articles in 90 Days](#)

[IEEE Resources for Authors](#)

[Manuscript Submission](#)

[Peer Review Process](#)

[Editorial Policies](#)

[Suitability](#)

[Combined Papers](#)

[Re-use of Material](#)

Electronic Publication of ASC 2012 Articles in 90 Days

Authors, because of recent changes in the *IEEE Transactions on Applied Superconductivity (IEEE-TAS)*, you now have the opportunity to have your article published online immediately after it has been accepted for publication! Based on statistics from recent ASC and MT conferences, we expect the average article to appear online **90 days** from the submission date, with the first articles appearing as soon as one month after the conference.

Faster publication means that your material will reach fellow conference attendees while it is still fresh in their memory. What do you have to do to take advantage of this extraordinary opportunity? There are important changes to the editorial policies and the procedures for submitting and reviewing articles meant to facilitate this process. By paying careful attention to the new policies and procedures, and promptly addressing all issues raised during peer review, then you should expect publication of your ASC 2012 article to fall within the timeframe above.

In fact, **over 50% of papers eventually published in past IEEE-TAS special issues were delayed by an average of over 30 days due to factors completely under the control of the author!** Generally, these issues were related to references, formatting, and language. **Don't forget to provide suitable references – use the extra page!** Read the information being provided, including this document, information on IEEE web pages, and in the article template. Take time to not only write but also edit your manuscript – a clearly written paper produces higher impact because main points can be understood better. Try to obtain feedback from a senior colleague and make corrections. If you do not write English as your first language, strongly consider having a native English-language writer review your manuscript. **And, take advantage of the paper writing service (<http://www.prof-editing.com/ieee/index.php>) – for about \$8.00 per 250-word page, you can avoid delays related to writing in English language!**

A key change is the adoption of article numbers by *IEEE-TAS*. This permits an accepted article to appear online before it has been sequenced with other articles yet to complete the review process. A final Special Issue will be published in 6 to 9 months, collecting all of the articles selected for publication. The Special Issue will be provided on storage media for all conference attendees, and will be available on paper by request for a fee.

[\(Top\)](#)

IEEE Resources for Authors

Manuscripts submitted for publication in the special issue of *IEEE-TAS* follow the same requirements as for regular articles, with additional stipulations for page limits, registration codes, and verification that the presentation was also given at the conference. This means that all of the many resources developed by IEEE and made available to authors can be used to prepare manuscripts.

Of particular importance is the **IEEE Digital Author Tool Box**, located at www.ieee.org/publications_standards/publications/authors/authors_journals.html. This valuable site includes:

- Guides for article format and style, including the *IEEE Style Manual*
- Tools to assist with the preparation and checking of graphics files
- Templates (but see the [Special Issue template](#))
- Tips for improving the manuscript quality

[\(Top\)](#)

Manuscript submission

As in past years, manuscript submission will take place using Manuscript Central, provided by *ScholarOne Manuscripts*. **A new portal**, called [Author Gateway](#), should directly link you to the manuscript upload site. There, you will be prompted for the following information:

- Your program ID number
- The e-mail address of the contact author
- Your manuscript title
- Information for all authors
- A code provided with your paid conference registration or extra paper purchase
- A page count
- Information regarding transfer of copyright

Authors are reminded that *IEEE-TAS* publishes selected articles from the work presented at the ASC 2012 conference. **Conference attendance and presentation of the work at the scheduled time grants the right of an author to submit an article about the work to the special issue, but does not guarantee publication of articles.**

New for 2012: Authors from teams or collaborations may combine articles and gain increased page limits. Instructions appear under a new [combined papers](#) policy.

[\(Top\)](#)

Peer Review Process

The *IEEE-TAS* publishes only selected, peer-reviewed articles. Submitted articles will be given an initial assessment for suitability. Articles that do not pass this check will be un-submitted from the system and returned to authors under a very short deadline for re-submission. See policies about [Suitability](#).

Articles will be checked for content shared with other publications using tools such as *Ithenticate* and *Cross-Check*. See the policy on [re-use](#) of material.

After submission, editorial staff will enlist two or more referees to evaluate the technical content and other aspects of the manuscript. Referees will provide comments via the standard [IEEE-TAS Review Form](#), which is different than the special review forms used for past ASCs.

Authors and referees should notice that, at the bottom of this review form, certain recommendations to the editor are made:

- A recommendation of “publish after major revisions” from the referee will be interpreted by the editors as a recommendation to **reject** the paper unless the subsequent stage reaches “publish after minor revisions” or “publish without alteration”. A paper with this recommendation needs substantial effort to correct major flaws, errors in logic, thought processes, or deficiencies in presentation. **Authors should take care to respond to every issue raised by the referees and editor. Also, authors should explicitly summarize all changes in the manuscript.** Authors may reject or rebut comments made by referees, and in this case an explanation and specific materials or changes to the manuscript should be pointed out. Upon receipt of the revised manuscript, the editor will evaluate the author responses and the changed content. A previous referee may be consulted a second time by the editor to confirm that concerns were indeed addressed by the changes in the manuscript. Also, new referees may be contacted for their opinion.
- A recommendation of “publish after minor revisions” will be interpreted by editors to accept the manuscript for publication, provided that concerns are resolved in **one pass** between the editor and author. This recommendation usually applies to papers with minor flaws in presentation or content, which otherwise have good logic, convincing data, solid interpretations, and so on. **Authors should take care to respond to every issue raised by the referees and editor.** Upon return of a corrected manuscript, the editor will make a final decision, usually without further consultation with a referee.
- A recommendation to “accept the paper without alteration” is a clear signal to the editor to accept the manuscript.

In summary, authors should notice that *only 2 stages of revision are recommended under the IEEE review system for the special issue*. Papers that do not improve at each stage will motivate editors to issue a reject decision under typical circumstances. A graphical summary of the peer review process, including statistics for past ASC conferences, appears [here](#).

Also, authors should note that papers that are not returned in a timely manner may result in a deferral to the regular issue of *IEEE-TAS*.

In all cases, it is the editor who makes the decision to **accept** a manuscript for publication. Most ASC 2012 papers will be accepted by Technical Editors. Combined papers will be managed and accepted by special Combined Paper Editors. Area Lead Editors and the EIC shall be consulted for all papers facing rejection. That is, **two editorial levels will evaluate recommendations before a reject decision is made.**

[\(Top\)](#)

Editorial policies

Suitability

IEEE-TAS is an archival, peer-reviewed publication that must meet the publication standards set by the IEEE. Manuscripts submitted for publication in the ASC 2012 special issue must meet the following criteria to be considered suitable for entering the peer-review process:

1. **Manuscripts must present a scientific discussion.**
 - a. An introduction shall explain the *context and background* for the work, making suitable references to work by others.
 - b. *Original* experimental design, methods, materials, theory, development, or other such material shall be presented. The approach shall follow a scientific method, and the method should produce results. Data, figures, tables, and other findings should be included to describe the results in ways that are easy for the reader to understand. The paper should explain what is different from the experimental design, methods, etc. used in comparison to those used by others in the field, with appropriate references.
 - c. A *discussion of the implications* of the work for the field shall be included. The discussion may draw conclusions, raise questions, or define the state of the experiment if incomplete. The discussion should be relevant to the data, results, figures, tables, etc. provided, and should follow a logical process. Conclusions are a very helpful summary for the reader; however there are occasions when a formal conclusions section might not be warranted. The discussion and any conclusions should be compared to discussion points raised and conclusions reached by other workers in the field, with appropriate references.
2. **Manuscripts must provide suitable references.** A typical paper has 10 or more references. ***ASC authors may always extend paper length to an extra page (or more) free of charge to provide space for references.*** Self-citation is rarely sufficient, and papers with only citations to other work by the primary authors will come under close scrutiny and may not pass the suitability check. Moreover, omission of references to the experimental approach, results, discussion points, or conclusions made by others will likely be strongly questioned by referees. Citations to other ASC 2012 papers submitted for publication must use the text *IEEE Trans. Appl. Supercond.* **23** (submitted for publication).

3. **Manuscripts must be written in suitable English language.** While occasional grammar errors clearly do not affect the ability of a reader to gain knowledge from a manuscript, or the ability of a referee to judge the technical content of a manuscript, systematic errors and poor writing confuse the message being conveyed. ***Manuscripts judged to not convey a clear meaning due to poor writing will not pass the suitability check.*** Assistance for writing, in particular for those authors who do not regularly write in the English language, is available for a very modest fee, about \$8.00 per 250-word page, from IEEE's Professional Writing Services, <http://www.prof-editing.com/ieee/index.php>.
4. **Manuscripts must use the IEEE Transactions style and format.** The large volume of manuscripts submitted to the ASC 2012 Special Issue requires streamlining of the article production. This is automatically facilitated by following the IEEE Style Guidelines and using the article templates. Manuscripts that require significant re-formatting may not pass the suitability check.

[\(Top\)](#)

Combined Papers

The ability to combine papers provides authors from large research teams with the opportunity to build a more detailed and comprehensive story than might be possible in 4+1 pages. Also, authors from institutions where several results are shared can avoid re-use of content, and possible rejection of their papers, by combining them into one original work. Combined papers should obey the following policy:

1. Intention to combine papers must be requested by e-mail by **31 August 2012**. Contact the EIC, Lance Cooley, at ldcooley@fnal.gov or the Editorial Support Staff at asc@centennialconferences.com.
2. The request shall state:
 - a. which program ID numbers are being combined;
 - b. which ID number will be the one that the combined manuscript will be submitted under (default will be the earliest in the program sequence); and
 - c. which author will be the corresponding author (default will be the corresponding author of the ID number in item (b) above).
3. Authors shall be granted a page limit that scales with the number of papers being combined, including optional pages for references. That is, two papers may be combined into a single 8-page paper with optional 2 pages for references (8+2), three papers into 12+3, etc. Extra page fees will apply as usual beyond the page limit.
4. The combined paper shall require one valid registration code for *each* paper being combined, i.e. 3 paid registrations for (12+3). These codes shall be communicated to the Managing Editor at the time of manuscript submission.
5. Paper upload into ScholarOne will use the ID number and corresponding author account identified in item (2), and one of the registration codes in item (4). The upload process should be no different than that for a regular manuscript.

6. All presentations represented by the program ID numbers being combined must be given at the conference. The EIC reserves the right to invalidate any combined manuscript for which presentations were not given.
7. Other editorial policies will apply to the combined manuscript in the same way as regular manuscripts.
8. Special editors have been arranged for processing of combined manuscripts.

[\(Top\)](#)

Re-use of Material

IEEE-TAS publishes original articles on applied superconductivity. Authors should take note of the IEEE policies on rights and permissions, especially for re-use of material.

Go to: www.ieee.org/publications_standards/publications/rights/index.html. Plagiarism and re-use of material under copyright are serious issues that can result in an author or an institution being banned from publishing in IEEE journals. *Ithenticate* and *CrossCheck* may be used to assess the amount of content in common with other published work to alert editors to the possibility of improper re-use of material. IEEE can assist authors in obtaining permission for re-use of published material.

Submission of manuscripts to two or more publications is generally not acceptable. If circumstances are extraordinary and multiple submission does occur, this must be accompanied by a communication to the editor explaining that the manuscript is also under review by another publication and the rationale for multiple submission. Re-use of the authors' own published material without proper citation is also generally not acceptable. While *IEEE-TAS* recognizes the evolutionary process in the development of ideas into mature work for publication, the previous stages of this process must be properly cited.

For the special issue, re-use of content between papers from ASC 2012 is not acceptable. Authors should refer to instructions for [combined papers](#) or consult with their editor if it is necessary to re-use material.

[\(Top\)](#)