International Conference on Program Comprehension (ICPC) Guidelines on Conference Submissions
Version 1.1, adopted June 2014, modified April 2017

1. SUBMISSIONS

a. Authors of submissions to ICPC must agree to follow all applicable rules found in the IEEE Publication Services and Products Board Operations Manual (http://www.ieee.org/documents/opsmanual.pdf). These include rules related to Authorship (Section 8.2.1.A), Responsibilities (Section 8.2.1.B), and Referencing Guidelines (Section 8.2.10).

b. Authors must also agree to follow all applicable guidelines in the IEEE Code of Ethics (Section 7.8 of IEEE Policies: http://www.ieee.org/about/corporate/governance/p7-8.html).

2. REVIEWS

a. Reviewers of submissions to ICPC must agree to follow all applicable rules found in the IEEE Publication Services and Products Board Operations Manual (http://www.ieee.org/documents/opsmanual.pdf). These include rules related to Reviewers (Section 8.2.1.C)

b. Reviewers must also agree to follow all applicable guidelines in the IEEE Code of Ethics (Section 7.8 of IEEE Policies: http://www.ieee.org/about/corporate/governance/p7-8.html).

c. The ICPC Program Chairs must agree to follow all applicable rules found in the IEEE Publication Services and Products Board Operations Manual (http://www.ieee.org/documents/opsmanual.pdf). These include rules related to the Review Process for Conference Publications (Section 8.2.2.B).

d. Each paper submitted, if considered suitable by the ICPC Program Chairs, will be referred by at least three reviewers.

e. Reviewers must not apply any licenses to their reviews unless they have been pre-approved by the ICPC Steering Committee and announced before the reviewing period commences.

3. CONFLICTS OF INTEREST

a. No Program Committee member (reviewer or subreviewer) may review an author's paper if they have a conflict of interest.

b. Conflicts between authors and reviewers include

   i. Affiliation with the same institution within 4 years (anywhere in your organization or parent company counts). Note that this includes your previous institution if you have recently changed jobs, and your future institution if you are in the process of changing jobs.

ii. PhD advisor/advisee at any time, current or past.

iii. Post-doctoral advisor/advisee, within four years.

iv. Co-author, pending co-author, or submitted co-author of a publication within 4 years, in any technical area, including patents, technical reports, etc.

v. Active, pending, or submitted grant proposal or application of any sort together.

vi. Reviewer who proofread the author's papers for the ICPC Proofreading Track.

vii. Someone for whom acceptance or rejection would further the personal goals of the reviewer.

c. Once a paper has been submitted to ICPC for review, the author list may not be changed, to avoid introducing any new conflicts of interest.

d. If an ICPC Program Chair has a conflict with a submitted paper, he/she will recuse himself/herself from observing or participating in the review process, and pass control to the other ICPC Program Chair whenever the paper is discussed.

e. If both ICPC Program Chairs have a conflict with the same paper, they will follow this sequence of steps:

i. Seek out a member of the Program Committee who does not have a conflict with the paper to direct that paper's review process.

ii. If 3.e.i. is not possible, pass control to the General Chair of ICPC (provided that he/she does not have a conflict with the paper) to direct that paper's review process.

iii. If 3.e.ii. is not possible, pass control to the Steering Committee of ICPC, who will assign a Steering Committee member (who does not have a conflict with the paper) to direct that paper's review process.