

IEEE TRANSACTIONS ON INDUSTRY APPLICATIONS

Please reply to:
Dr. Thomas Nondahl
5020 S. 55th St. Apt. 325
Greenfield, WI 53220 USA
e-mail: t.nondahl@ieee.org

Publication in IEEE Transactions on Industry Applications

Congratulations!

You have received this document as an attachment to your formal ScholarOne Manuscripts® (S1M) decision letter advising that your paper has been recommended for publication in *IEEE Transactions on Industry Applications*. These instructions will provide critical information about submission of final files and the Transactions publication process and should be read and followed carefully.

IEEE's formal 'publication of record' is the electronic archive, IEEE Xplore®. The version of your paper that will appear in Xplore will be prepared by staff editors at IEEE Publications from material that you provide in the form of 'final files'. That same version will be printed in the hardcopy *IEEE Transactions on Industry Applications*. The purpose of this document is to describe the 'final files' and the process by which you must submit them for publication by IEEE.

The publication process for *IEEE Transactions on Industry Applications* is totally electronic. You must submit the 'final files' for your paper via the IAS ScholarOne Manuscripts web site, and all correspondence with the Editor-in-Chief and Managing Editor will be via e-mail.

Final Preparation of your Paper

At this point, your paper has been through a formal peer-review process and the version has been approved for publication in IAS Transactions is the last version seen by the reviewers. From this point on, any changes other than minor editorial improvements (spelling, grammar, etc) must be disclosed to the Editor-in-Chief and may require that your paper be returned for further review. You may update the list of references to make sure that you have cited the most recent versions of those references. If you have not included a citation to the earlier conference version of your paper, please do that before submitting your final files. Otherwise, you may NOT add additional reference citations.

If you have any question about what changes are acceptable, please contact the Editor-in-Chief of IAS Transactions.

What are 'Final Files'?

The 'final files' are the files that will actually be used to create the version of your paper that will appear in the printed copy of Transactions and also in IEEE Xplore. IEEE has an involved publication process in which the files that you submit will be converted into other forms that are more suitable for electronic publication. This process requires that you submit five kinds of files. The final files should present the final paper and should not include any change tracking or editorial markings. Also, the final file set should not include any prior version of the paper, nor should it include any correspondence files that you may have submitted as your paper was undergoing review.

1. The **reference copy** is the final version of the manuscript as approved by the reviewers and with any final editorial improvements you wish to make. Figures and tables should be embedded and captioned. The primary purpose for the reference copy is to serve as a reference for comparison by the IEEE publications staff to verify that the page layout they have created for the printed version of Transactions is complete and includes everything that you expect to see in your paper when it is published. Please provide the reference copy of the manuscript as a **.pdf** file. This file should be designated as a "Supplementary file". When you create the **.pdf** reference copy, please use a recognized pdf converter such as Adobe Writer or the pdf option within Microsoft Word.

2. A **text file** for your manuscript as approved by the reviewers but with any final editorial improvements you wish to make. The text file is critical because it will be the source of the text content of your paper when it is formally published in Transactions. The text file and the reference copy should contain exactly the same text. The .pdf file provided as the reference copy is NOT an acceptable text file. A text file is the electronic version of your manuscript as created in the native file format of your word processing application.
 - For users of Microsoft WORD (or similar WYSIWYG word processors): the required text file is a **.doc** or **.docx** file.
 - For LaTeX users: please provide BOTH the **.tex** file and the **.dvi** file

Please do not supply text files in postscript format, or files created by one of the popular desktop publishing applications such as PageMaker. You may include figures in your text file, but you **MUST** also provide an original graphic file for each figure as described below. The text file should be designated as the “Main Document”.
 3. You must provide an original, high-resolution (300dpi or better) **graphic file** for each of the figures in your manuscript. IEEE accepts graphic files submitted as PostScript (**.ps**), Encapsulated PostScript (**.eps**), Portable Network Graphics (**.png**), or Tagged Image File Format (**.tif**). IEEE cannot accept **.jpg**, **.gif**, or **.vsd** files. An original graphic file is required for EACH figure, but you may combine multiple figures in a single **.zip**, **.sit**, or **.tar.z** file.. IEEE cannot extract figures from your text file or the **.pdf** reference copy of your paper; you must provide separate graphic files as described here. Figures snagged from web pages almost never have sufficient resolution for publication. Figure files should be designated as “Figure” when you submit your final files in S1M.
- Figures in the version of Transactions posted in IEEE Xplore will appear in color if the files you provide contain color. Figures in the hardcopy version of Transactions will be printed in grayscale unless you agree to pay the incremental cost for color reproduction. Most authors are satisfied with grayscale reproduction. The EiC of Transactions can provide more information on the cost of color reproduction upon request.
4. If any of the illustrations (figures, charts, photographs, etc) have been copied from work created by others, you must obtain written permission to reprint those illustrations from the authors of that other work. These permission letters must be included in the final file package. The best way to include these letters is to aggregate them into a single **.pdf** file that you designate as a “supplementary file”.
 5. A brief (typically less than 100 word) **biography**, and a **photograph**, of each author of the paper. Author biographies may be provided as a text file, while photographs must be in one of the graphic file formats discussed in point (3) above.

It is possible that one or more of the files that you will submit as part of the final file set have been previously submitted as part of the review and revision process. This would commonly be the case if there are no editorial changes since the most recent revision of the manuscript. However, there is no way to make previously submitted files part of the ‘final file’ set, so you must submit the complete set of final files. S1M will automatically reject submissions of files that have the same name as previously submitted files. To avoid conflict, please make sure to assign a unique name to each of your final files. For convenience, you may combine all of your Final Files into a single compressed (ZIP or RAR) file. There is a limit of 100MB on the total of all files associated with your paper.

Submitting Final Files

The next step for you is to submit the final files required to publish your paper to S1M.

To submit your final files, go to the ScholarOne Manuscripts® site (<http://mc.manuscriptcentral.com/ieee-ias>), enter your S1M author center, click on the “Awaiting Final Files” queue, and submit the material identified below. If you cannot recall your password, you may use the “Password Help” function on the log-in page to create a new password..



Final files are submitted using the same series of seven steps you used to initially submit your paper as depicted in the progress indicator shown here. However, most of the information has already been submitted, so you will be able to skip through many of the pages. Final files are submitted in step 6 (File Upload).

You may submit as many files as you need for your paper but you may upload only three files at a time. If you have more than three files, you will need to repeat the upload process. Alternatively, you may combine all of the final files into a single compressed file (with a **.zip** or **.rar** suffix).

You may upload and save files in multiple S1M log-in sessions. However, your submission is final – **final files cannot be modified or corrected after you have clicked the “submit” button.** So, before clicking the “submit” button, you should make sure that you have uploaded all required materials.

At the time you do your final file submission, you will see a link to a ‘Graphic Checker’ application that can be used to determine whether your graphic files meet IEEE requirements.

Required Disclosure

IEEE policies require that authors make a full disclosure of the history of their papers. Much of the disclosure takes place at the time the paper is initially submitted, but there is an additional element of disclosure required at the time final files are submitted.

IAS requires that papers be presented and defended at an approved technical conference prior to becoming eligible for publication. Papers presented at IAS-sponsored conferences are almost always included in the Proceedings (also known as the Conference Record) published by that Conference, and are also archived in IEEE Xplore. Papers presented at non-IEEE conferences cosponsored by IAS may also be archived in Xplore.

To satisfy the disclosure requirement you must enter the Digital Object Identifier (DOI) of any earlier Conference versions of your paper in Xplore in the designated field in Step 1 of the S1M final file submission.. To determine the DOI, log onto IEEE Xplore (<http://ieeexplore.ieee.org/Xplore/home.jsp>), enter the title of the Conference version of your paper in the search field, and then click “Search”. You do not need a subscription to Xplore to conduct this search. When Xplore returns the results of the search, note the DOI number as illustrated in the screen capture shown here. If your paper was presented at more than one Conference, there may be multiple entries in Xplore.



Your decision letter asks that you complete the final files submission process, including the DOI disclosure, within 30 days. The publication process cannot begin until you have submitted your final files, so it is important that you respect this submission deadline.. However, the conference version of a paper normally appears in Xplore about two months following the close of the conference. So you may have to wait for the conference record archiving process to be completed before the DOI becomes available.

If your paper was presented at a ‘cosponsored conference’ that does not archive its Conference Record in Xplore, or if your paper was submitted in response to a Call for Paper for a Special Issue of IAS Transactions for which the IAS ‘presentation first’ policy does not apply, there will not be an earlier version in Xplore and therefore there will be no DOI that you can report. In either case, enter ‘none’ into the DOI field in S1M.

Copyright Transfer

You should have completed the mandatory IEEE copyright transfer at the time of your initial submission to S1M or when you submitted the most recent revision.. If you did not complete the copyright transfer, there will be a ‘copyright transfer link’ next to listing of your paper in your Author Center “Manuscripts with Decisions” queue. IEEE will not publish your paper if the copyright transfer has not been completed, so please make sure that requirement is met at the time you submit your final files.

OpenAccess Publication

OpenAccess Publication is a process whereby readers who do not have a subscription to Transactions or IEEE Xplore can access the content of your paper. The option is offered to authors because some funding agencies impose a requirement for OpenAccess publication of research results. You may request OpenAccess publication of your paper on page 1 of the S1M final file submission.

Regardless of how papers are made available to readers, there is always a cost associated with publication of a paper. In the traditional mode of publication, the cost of publication is covered by revenue IEEE receives from subscribers to Transactions or IEEE Xplore. For this reason:

- ☐ If you choose the traditional publication option, your paper will appear in IAS Transactions and will be posted in the portion of Xplore that is only available to those with subscrip^ts. But the only costs you may be asked to pay are those associated with color reproduction or excessive page length.
- ☐ If you choose Open Access publication, your paper will appear in IAS Transactions, and will be posted in the portion of IEEE Xplore that is available to the general public without a subscription. However, in this instance, you will also receive an invoice for the Opea Access publication fee, currently US\$1750 in addition to any overlength charges or charges for color reproduction.. If you choose to no pay this fee, your paper will default to the traditional mode of publication.

IAS Transactions Production Schedule:

The process of publishing your paper will begin when you submit the final files as described above. Within a few days of submission of your final files, the Editor-in-Chief of IAS Transactions will examine the content of the S1M manuscript record, and if everything is in order, will schedule your paper for publication in a specific future hardcopy issue of IAS Transactions. That schedule will be confirmed in a transmission memo to the Transactions Staff Editor; a copy of the transmission memo will be sent to you via e-mail.

The final files for your paper will then be transferred from the S1M system to the IEEE Publications production server in Piscataway, NJ. At that time, a preprint of your paper will be posted to IEEE Xplore, and IEEE will consider your paper to have officially been 'published'. The preprint that will appear in Xplore will be the **.pdf** reference copy of your paper that you included as part of the final file set. The time from submission of final files to appearance of the preprint in Xplore is typically less than four weeks.

The Transactions editorial staff strives to publish about the same number of papers in each hardcopy issue of IAS Transactions. This means that there usually is a backlog of papers waiting for publication in the printed version of Transactions. About three months before your paper is scheduled to appear, the Staff Editor will initiate steps to have your manuscript converted to the standard layout of IEEE Transactions papers. After that layout work has been completed, you will receive a pdf page proof of your paper via e-mail for your final review. It is your responsibility to check the proof carefully and return any comments to our Staff Editor within five days of receiving the proof.

Corrections cannot be accepted after the page proof has been approved. Please note when checking your proof:

- Text and biographies will be edited to IEEE style.
- Check all mathematics and equations very carefully because this material may not be properly converted.
- Check all figures and tables and verify that they are numbered correctly.
- Major corrections or content changes are not allowed at this point.

After the hardcopy version of Transactions has been printed and mailed, the preprint in IEEE Xplore will be replaced by an electronic file containing the final version as it appears in the hardcopy issue of Transactions.