

SECTION 10 PUBLICATIONS

10.1 GENERAL

10.1.1 Logos

All society publications are to bear the names and logos of both the Computer Society and the IEEE prominently on their covers.

10.1.2 Candidate Statements

Space shall be provided in Computer magazine or another society publication that reaches the total society voting membership for statements by candidates for the Board of Governors or for officers elected by the membership.

10.1.3 Peer Review Process

Papers published in society transactions should undergo rigorous peer review prior to acceptance for publication. **Specific** review policies appropriate for the **transactions** should be developed by the Publications Board in conjunction with the TOC, and should generally be typical of the review processes of respected scientific, scholarly, and technical societies. The procedures should provide for appropriate author appeals, but the anonymity of the reviewers should be maintained.

10.1.4 Publication Timeliness

The peer review process is necessarily time-consuming, with the result that the final publication of a paper can be separated in time from its original submission and acceptance dates by a year or even more. Without compromising the peer review process, the Publications Board and the editorial board of each transaction should

SECTION 9 PRESS ACTIVITIES (removed)

SECTION 9 PUBLICATIONS

9.1 GENERAL

9.1.0 Definitions

In the following the term 'Publications' shall include magazines, transactions, conference proceedings, individual books, and book series intended for delivery in any and all media. The terms 'series publications' shall refer to magazines, transactions, and book series, 'periodical publications' shall refer to magazines and transactions, and 'individual publications' shall refer to conference proceedings and individual books.

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Works published by the society should undergo rigorous peer review prior to acceptance for publication. Review policies appropriate for the **specific publication shall** be developed by the Publications Board in conjunction with the TOC, **MOC, and POC**, and should generally be typical of the review processes of respected scientific,

make every effort to speed the process so as to minimize such delays for authors and maximize the timeliness of the technical material delivered to the membership.

10.1.5 Discriminatory Material in Publications

Material in society publications should be accurate. Any discriminatory or derogatory statement suggesting age, sex, race, or other types of discrimination is unacceptable.

10.2 PUBLICATIONS BOARD

10.2.1 Membership

The membership of the Publication Board shall be as provided in the bylaws.

10.2.2 Publication Review and Planning

The Publications Board shall:

1. review each of the society's **periodical** publications at least once every four years;
2. annually identify important topic areas not covered by present publications, and initiate coverage where possible by means of special issues or associate editorship appointments;
3. consider changes of scope and name to evolve publications with changes in the industry;
4. consider terminating or combining of **periodicals** when necessary; and
5. plan for and recommend new publications to the Board of Governors.

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10.2.3 Budgeting Responsibilities

The Publications Board will review annual **periodical** budgets and operating plans as proposed by the **transactions EICs** and magazine EICs and as recommended by TOC and MOC respectively.

Additionally it is responsible for preparing and recommending its annual budget to the Board of Governors. The Publications Board is responsible for presenting its recommended budgets, including editorial page budgets, and **periodical** prices and frequencies, to the Finance Committee and the Board of Governors.

10.2.4 Publications Handbook

The Publications Board shall create and be responsible for maintaining a Publications Handbook, which sets forth detailed procedures for the operation of the society's overall **periodical** program. This handbook will be the primary means of ensuring appropriate quality and continuity in the operation of the **periodicals**. The Publications Board may modify its procedures without Board of Governors approval provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. However, all changes to publications procedures shall be published in the Agenda Book prepared for the next Board of Governor's meeting following the change. The vice president for publications is responsible for seeing that a copy of the then-current handbook is distributed to each member of the Publications Board, TOC, MOC and the Board of Governors at the beginning of each calendar year.

3. consider changes of scope and name to evolve publications with changes in the industry;

4. consider terminating or combining of **series publications** when necessary; and

5. plan for and recommend new publications to the Board of Governors.

9.2.3 Budgeting Responsibilities

The Publications Board will review annual **publication** budgets and operating plans as proposed by the **editors-in-chief (EICs)** and as recommended by TOC, MOC, and POC respectively. Additionally it is responsible for preparing and recommending its annual budget to the Board of Governors. The Publications Board is responsible for presenting its recommended budgets, including editorial page budgets, and prices and frequencies of **periodical publications**, to the Finance Committee and the Board of Governors.

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10.2.5 Editors' Manuals

The Publications Board shall create and be responsible for maintaining a Transactions Editors' Manual **and** a Magazine Editors' Manual. These manuals will contain specific policies, procedures, guidelines, copy editing, and reference information for the execution of the **transactions and magazine** programs by volunteer and staff editors. The model for these documents will be the editors' manual for magazines dated March 1, 1989.

10.2.6 Mentoring Future EICs

The bylaws establish that the Publications Board is responsible for recommending EIC candidates to the president. To carry out this process, the Publications Board shall establish and maintain a mechanism for mentoring future EICs in order to produce a pool of candidates with experience that permits them to assume an EIC position.

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9.2.5 Editors' Manuals

The Publications Board shall create and be responsible for maintaining a Transactions Editors' Manual, a Magazine Editors' Manual, **a Conference Proceedings Editors' Manual, and a Book and Book Series Editors' Manual**. These manuals will contain specific policies, procedures, guidelines, copy editing, and reference information for the execution of the **publication** programs by volunteer and staff editors **consistent with the Publication Handbook**. The model for these documents will be the editors' manual for magazines dated March 1, 1989.

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10.2.7 Editor-in-Chief Search Committees

*ONLY CHANGE IS IN ITEM 8. NO OTHER CHANGE
RECOMMENDED AT THIS TIME - NOTHING ELSE TYPE
SPECIFIC SEEN - INCLUDED FOR REFERENCE ONLY.*

The editor-in-chief (EIC) Search Committees shall function as follows:

1. The Publications Board chair shall establish an ad hoc EIC Search Committee for the open position, consisting of at least three members, at least nine months in advance of the known vacancy. The process would be expedited in the case of extraordinary vacancies (e.g., the resignation, severe or prolonged illness, or death of an EIC). In such extraordinary situations, the vice president for publications, in concurrence with the Publications Board, would, as expeditiously as possible, recommend to the president for appointment, an "acting" EIC, while the EIC search is conducted.
2. The search committee should develop a list of candidates through open solicitation, including recommendations from the corresponding operations committee. The candidates are most likely to be drawn from the pool of people being mentored for EIC positions, from former or present associate editors, and from the pool of people who have editorial experience outside of the Computer Society. Recommendations for candidates should be sought from technical committees, conferences, and other editorial boards.
3. As the search progresses, the search committee should keep the vice president for publications and president of the society aware of the candidates being considered. The functions of each body and officer need to be well understood by all involved: the search committee's function

9.2.7 Editor-in-Chief Search Committees

is to identify and recommend candidates; the Publications Board reviews those candidates and makes its recommendations to the president; the president selects and appoints the EIC; and the Board of Governors reviews and consents to the appointment.

4. Early in the search process the committee should ask each candidate:

- a) To obtain a letter of institutional/employer support for this editorship should it be offered.
- b.) To prepare and provide a plan that details the prospective course of action that the candidate projects to take with respect to the publication. This plan should include:
 - (1) the candidate's perspective of the publication to include challenges and opportunities,
 - (2) the tasks of the EIC to meet the challenges and to exploit the opportunities,
 - (3) the objective milestones associated with the intermediate and final accomplishment of these tasks,
 - (4) the projected schedules for the accomplishment of these milestones,
 - (5) the projected organization which will accomplish these tasks, and
 - (6) the funding requirements to accomplish these tasks.

These are necessary conditions for consideration as a candidate.

5. After the search committee selects its top candidate(s), the chair should discuss the committee's recommendations with the vice-president for publications and the president.

6. The search committee reports its finding and recommendations to the Publications Board in executive session. The Publications Board should make its recommendation to the president in confidence. No public disclosure of the candidates' identities should be made until after the president has agreed to the appointment.

7. As provided in the bylaws, the final step in the process occurs when the president presents the appointment to the Board of Governors for concurrence as provided in the bylaws. This should include a copy of the successful candidate's plans.

8. Editors-in-chief may be appointed for a maximum of two consecutive terms for a given position. The total time shall not exceed four years, except for an initial EIC of a new publication. At the discretion of the vice president for publications, the two-year term of office of the first editor-in-chief shall begin with the **publication of the first issue of that periodical**.

10.2.8 Editorial Board Member Selection Process

Editorial Board members for each periodical are appointed by the respective EICs with the consent of the Publications Board, utilizing the following procedures:

1. The EIC shall send a copy of each candidate's curriculum vita to all Publications Board members with an indication of the position and

8. Editors-in-chief may be appointed for a maximum of two consecutive terms for a given position. The total time shall not exceed four years, except for an initial EIC of a new series publication. At the discretion of the vice president for publications, the two-year term of office of the first editor-in-chief shall begin with the **appearance of that publication**.

9.2.8 Editorial Board Member Selection Process

- publication for which the person is being considered.
2. Publications Board members have 30 days to reply to the proposed appointment.
 3. If no objections are received within the time limit, the appointment is *de facto* confirmed; the EIC shall send a notice of the confirmed appointment to the candidate, with copies to the vice president for publications, the publisher, and the director of finance and administration.
 4. If there are objections to the appointment, the appointment shall be deferred until the next regularly scheduled meeting of the Publications Board, at which the EIC appointment may be discussed and decided.

10.2.9 Publications Planning Committee

The Publications Planning Committee shall monitor the overall set of Computer Society **periodical** publications with respect to their relevancy to and relationships with current trends and future directions of both the Computer Society and computer technology and the needs of membership, and shall recommend to the Publications Board changes in the direction, scope, focus, format, and components of the society's **periodical** publications. The technical membership segment champions should give input to the Publications Planning Committee in this context.

10.2.10 Annual Planning, Orientation, and Leadership Session

The Publications Board will organize an annual EIC budget planning, orientation, and leadership session.

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10.2.11. Evaluation Procedures for Periodicals

The evaluation of periodicals shall use the criteria below:

1. Objective Criteria: examine current financial health, **current circulation and trends**, acceptance ratios for **papers**, citations index for **transactions**, editorial processing time.
2. Subjective Criteria: breadth of coverage of field, informal sampling of readership opinion, informal sampling of authors opinion.

When possible, the evaluation of a **periodical** should be done during the period of a search for a new EIC for the **periodical**.

10.2.12. Editorial Budget Policy

The Computer Society and the host institution of an EIC together shall supply the support required to perform the **EIC job**. The EIC should use funds from the host institution or other available sources in preference to the funds of the Computer Society **where a choice is possible**. The Computer Society shall assure sufficient funding to perform the following when host institution funds are insufficient to support these activities:

Secretarial Support: An EIC needs secretarial support proportional to the workload, based on the number of submissions. The maximum support is a full time secretary. **Periodicals with relatively small workloads shall have proportionally smaller amounts of secretarial time supported**. The budgeted cost of a secretary shall take into consideration the nominal cost of secretarial time at the host institution.

9.2.11. Evaluation Procedures for Publications

The evaluation of publications shall use the criteria below:

1. Objective Criteria: examine current financial health, **current and projected circulation and sales**, acceptance ratios for **manuscripts**, citations index for **publications**, and editorial processing time.
2. Subjective Criteria: breadth of coverage of field, informal sampling of readership opinion, informal sampling of authors opinion.

When possible, the evaluation of a **publication** should be done during the period of a search for a new EIC for the **publication**.

9.2.12. Editorial Budget Policy

The Computer Society and the host institution of an EIC together shall supply the support required to perform the **functions of the EIC**. The EIC should use funds from the host institution or other available sources in preference to the funds of the Computer Society. The Computer Society shall assure sufficient funding to perform the following when host institution funds are insufficient to support these activities:

Secretarial Support: An EIC needs secretarial support proportional to the workload, based on the number of submissions **and page count**. The maximum support is a full time secretary. **Publications shall be supported in proportion to their workloads**. The budgeted cost of a secretary shall take into consideration the nominal cost of secretarial time at the host institution.

Office Expenses: Office expenses include the cost of communications and supplies. the expenses related to phone, fax, mail, filing, copying, and so forth are proportional to the workload, based on the number of submissions.

Travel Policy: Each EIC shall have budgeted funding for the EIC or the EIC's designee to travel to up to three Publications Board meetings annually. In addition, each EIC shall have budgeted funding for the EIC or the EIC's designee for travel to an EIC meeting with managing editors.

Publication-specific Expenses: When identified by an EIC and endorsed by the vice president for publications, some publication-specific expenses can be included in the budget. Among the items that qualify as publication-specific are travel of some editorial board members to a meeting for a specific purpose, assistance to associate editors, and special activities for particular publications that are not generic to all publications.

The policy does not provide for funding travel of all associate editors to annual editorial board meetings. Under the policy above, funding for travel to such meetings must be provided by the host institution of the associate editor or from other sources, with exceptions to be requested by the EIC as Publication-Specific Expenses. If an EIC chooses to hold an editorial board meeting, the EIC is encouraged to hold it at a major conference that is normally attended by many members of the editorial board, and for which travel support can readily be obtained from sources outside the Computer Society.

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10.3 OPERATIONS COMMITTEE

10.3.1 Membership

The membership of the Magazine Operations Committee (MOC) and Transactions Operations Committee (TOC) shall be as specified in the bylaws.

10.3.2 Duties

The **TOC and the MOC** are responsible for collecting budget information from the EICs, analyzing and recommending EIC budgets for approval by the Publications Board, providing such other assistance to the vice president for publications as may be required, and overseeing all of the operational aspects of the **periodicals**.

1. The **TOC and the MOC** will review **periodical** budgets and operating plans proposed by **the transactions and magazine** EICs and assist the EICs in preparing them as required. Once a budget is approved by **TOC or MOC**, it will be forwarded to the Publications Board with a recommendation for approval or amendment. The budget will become the official operating budget for the **periodical** upon its approval by the Board of Governors.
2. The **TOC and the MOC** are responsible for all of the operation aspects of **the periodicals** – dealing with insufficient or overabundant backlog, soliciting manuscripts, refereeing processes, copy editing processes, monitoring the timeliness of manuscript publication, and other issues.

9.3 OPERATIONS COMMITTEES

9.3.1 Membership

The membership of the Magazine Operations Committee (MOC), the Transactions Operations Committee (TOC), **and the Press Operations Committee (POC)** shall be as specified in the bylaws. **These three committees collectively shall be referred to as the 'Operations Committees' (OCs).**

9.3.2 Duties

The **OCs** are responsible for collecting budget information from the EICs, analyzing and recommending EIC budgets for approval by the Publications Board, providing such other assistance to the vice president for publications as may be required, and overseeing all of the operational aspects of the **publications within their scope**.

1. The **OCs** will review **the** budgets and operating plans proposed by **their respective** EICs and assist the EICs in preparing them as required. Once a budget is approved by **the applicable OC** it will be forwarded to the Publications Board with a recommendation for approval or amendment. The budget will become the official operating budget for the **publication** upon its approval by the Board of Governors.
2. The **OCs** are responsible for all of the operational aspects of **their publications** – dealing with insufficient or overabundant backlog, soliciting manuscripts, refereeing processes, copy editing processes, monitoring the timeliness of manuscript publication, and other issues.

3. The **TOC and the MOC** will encourage **periodicals** with common technical interests and overlapping scopes to (a) sponsor joint **issues** and explore ways to collaborate that might help in reducing backlog and publishing manuscripts with minimum delay and (b) provide useful, complementary coverage of important topics **for the reader**.
4. The **TOC and the MOC** will establish an effective interface between the EICs and other activities of the society.
5. The **TOC and the MOC** will assist the Publications Board and the **periodical** EICs in recognizing outstanding technical leaders and achievers (EICs, editorial board members, guest editors, quality referees, authors of outstanding manuscripts, et al.) and assist the EICs and vice president for publications in submitting the necessary documentation for nominating candidates for the various IEEE and Computer Society awards.

10.4 SCOPE STATEMENTS FOR TRANSACTIONS

NOT PART OF THIS UPDATE

10.5 SCOPE STATEMENTS FOR MAGAZINES

OMITTED - NOT PART OF THIS UPDATE

10.6 ADVERTISING IN COMPUTER SOCIETY PUBLICATIONS

OMITTED - NOT PART OF THIS UPDATE

10.7 MAGAZINE COPY EDITING POLICY

OMITTED - NOT PART OF THIS UPDATE

3. The **OCs** will encourage **publications** with common technical interests and overlapping scopes to (a) sponsor joint **publications** and explore ways to collaborate that might help in reducing backlog and publishing manuscripts with minimum delay and (b) provide useful, complementary coverage of important topics.

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9.6 ADVERTISING IN COMPUTER SOCIETY PUBLICATIONS

9.7 MAGAZINE COPY EDITING POLICY

10.8 SPECIAL SUBSCRIPTIONS

10.8.1 Promotional Subscriptions at Conferences

Responsibility for negotiating the terms and conditions for the provision of promotional subscriptions to periodicals at conferences resides with the vice president for publications, such terms and conditions to be approved by the vice president for conferences and tutorials.

10.8.2 Block Subscriptions

The sale of block subscriptions to sister societies is permitted. A block subscription is defined as 100 or more subscriptions shipped to the same address, or shipped to different addresses, where mailing labels have been provided by the sister society. The sister society would handle all collections. A "total membership" block subscription will be billed to the sister society at a rate of at least the IEEE entity member rate. A "member option" block subscription will be billed at a rate of at least 1.2 times the member rate. It will be required that the sister society bill individual members in the "member option" case at the sister society rate or greater.

9.8 SPECIAL SUBSCRIPTIONS AND SALES

9.8.1 Promotional Subscriptions and Sales at Conferences

Responsibility for negotiating the terms and conditions for the provision of promotional subscriptions to periodicals **and sales of books and conference proceedings** at conferences resides with the vice president for publications, such terms and conditions to be approved by the vice president for conferences and tutorials.

9.8.2 Block Subscriptions and Sales

The sale of block subscriptions **and sales of books and conference proceedings** to sister societies is permitted. A block subscription **or sale** is defined as 100 or more subscriptions **or copies of a single book or conference proceedings** shipped to the same address, or shipped to different addresses, where mailing labels have been provided by the sister society. The sister society would handle all collections. A "total membership" block Subscription will be billed to the sister society at a rate of at least the IEEE entity member rate. A "member option" block subscription will be billed at a rate of at least 1.2 times the member rate. It will be required that the sister society bill individual members in the "member option" case at the sister society rate **or greater**.