IEEE
Advancing Technology for Humanity

Publishing Operations Production Portal—POPP

The ***IEEE Publishing Operations Production Portal*** is your connection to the IEEE Publishing Operations journal and magazine production process. It is intended to streamline interactions between IEEE volunteers with publications roles and the IEEE Publishing Operations editorial staff. This tool was designed to provide you with detailed information about journal and magazine production status, enabling you to interact with our production system to make decisions about page budgets, manage issue contents, and view useful reports. Access is provided, through a Society Production Dashboard, a Journal Production Dashboard, and a Magazine Production Dashboard, based on role. Publications volunteers fall into two major categories: Society/Council Officers and publication-specific volunteers such as Editors-in-Chief (EICs) and Associate Editors (AEs). Society staff Publications Managers will also be given access to relevant publication information through POPP. Society/Council Officers will see the Society Production Dashboard, which gives summary information about all of a Society's publications, both Journals and Magazines, and will have read-only access to each individual Journal or Magazine Production Dashboard. EICs, AEs, and society staff will have access to individual journal and magazine dashboards and their respective Master Article Queues, where they will be able to assign articles to issues and do other production-related work.

Society Production Dashboard

The Society Production Dashboard displays key areas of journal and magazine production status for each journal published by a Society/Council. The key areas on the Society Production Dashboard are View a Journal and Magazine Dashboards, Metrics, Manuscript Due Dates, Production Status, Advertising Pages, and Page Budget.

What is the submission-to-epublication report?

The submission-to-epublication report is a quarterly report that measures the time from initial submission to online publication of all articles posted to IEEE *Xplore*® within a particular quarter. The report is designed to provide information about the length of time from initial article submission to the first date of online publication in IEEE *Xplore*. The report contains three key pieces of data for each journal:

1. Number of articles per report period
2. Average weeks from submission to online publication in IEEE *Xplore*
3. Median weeks from submission to online publication in IEEE *Xplore*

The average and median weeks from submission to online publication have proven to be the most reliable data points and respond to the question of how long it takes to publish an article.

What is the journal Impact Factor?

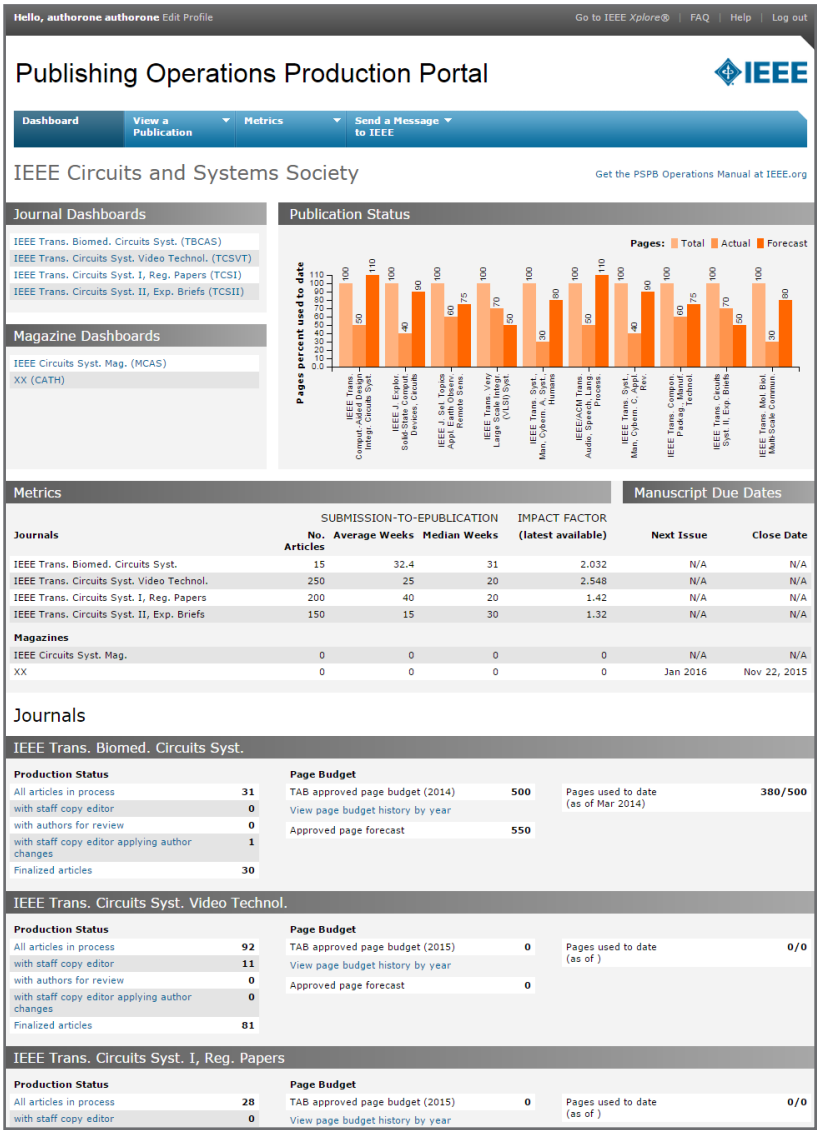
Impact Factor is the average number of times articles from a journal published in the past two years have been cited in the JCR year. The Impact Factor is a so-called popularity measure which relies on the crude number of citations, each of them counting the same independently of the quality of the source.

What is a page budget?

A page budget is the Society/Council-determined projection of total pages to be produced in a year (volume). Page budget information is located on all Dashboards under Publication Status, which offers a pie chart or bar graph visualization of page budget status, or view the Page Budget area listed in each Journal or Magazine title.

How do I send a message to my Staff Editor, Managing Editor or IEEE Publishing Operations?

You can contact IEEE Publishing Operations whenever you need information or help in the production of your journal or magazine. "Send a message to IEEE" is located on the right of the Navigation Bar located at the top of every page of the IEEE Publishing Operations Production Portal. Simply choose the person you would like to contact from the drop-down list.



Journals	SUBMISSION-TO-EPUBLICATION No. Articles	Average Weeks	Median Weeks	IMPACT FACTOR (latest available)	Next Issue	Close Date
IEEE Trans. Biomed. Circuits Syst.	15	32.4	31	2.032	N/A	N/A
IEEE Trans. Circuits Syst. Video Technol.	250	25	20	2.548	N/A	N/A
IEEE Trans. Circuits Syst. I, Reg. Papers	200	40	20	1.42	N/A	N/A
IEEE Trans. Circuits Syst. II, Exp. Briefs	150	15	30	1.32	N/A	N/A
Magazines						
IEEE Circuits Syst. Mag.	0	0	0	0	N/A	N/A
XX	0	0	0	0	Jan 2016	Nov 22, 2015

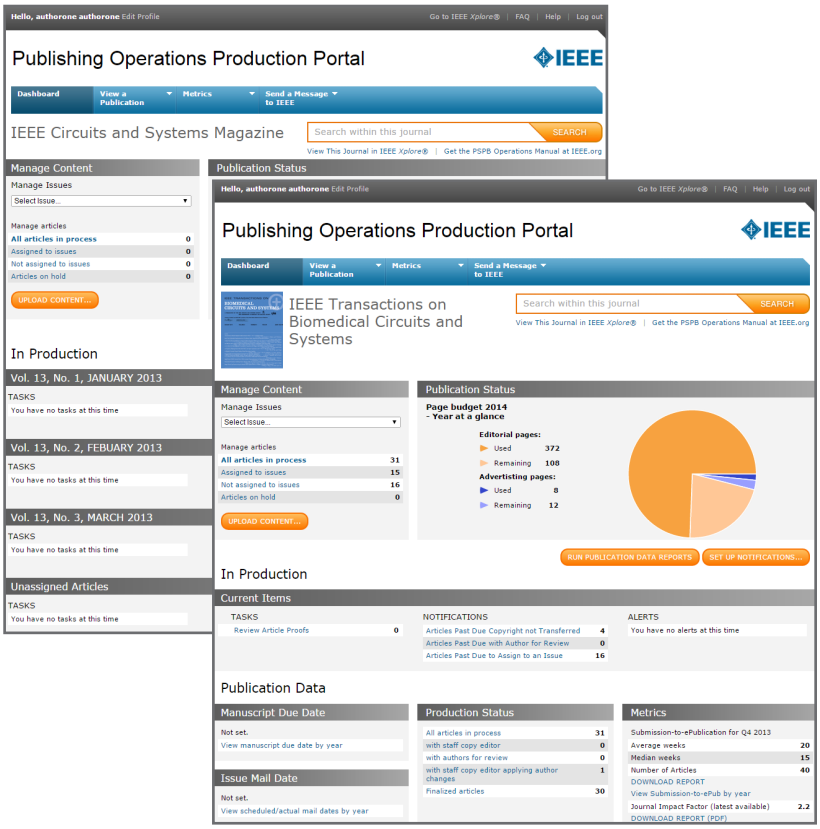
Journal and Magazine Production Dashboards

The Journal and Magazine Production Dashboards provide detailed status for each journal or magazine published by a Society/Council. The key areas on the Journal and Magazine Production Dashboards are Tasks, Article Production, In Production, Publication Data, Manage Content, Metrics, Page Budget, and Manuscript Due Date.

What does the information provided under Publication Data mean?

The information provided in this section of the Dashboard summarizes the status of every article in the journal's production queue. Each article is in one of four production stages: With Staff Copy Editor, With Author for Review, With Staff Copy Editor—Applying Author Changes, or Finalized Articles. These stages are also displayed in the Article Queue View. "All Articles in Process" provides a summary of the number of articles in each stage of production. The production stages are defined as follows:

1. With Staff Copy Editor—Based on the level of editorial service, Moderate or Full Edit, these articles are with the staff copy editor for editorial processing and page composition
2. With Author for Review—These articles are in the proof stage and have been sent to the corresponding author for review and approval.
3. With Staff Copy Editor—Applying Author Changes–These articles have been returned by the corresponding author, and changes are being reviewed and incorporated into the article.
4. Finalized Articles—These articles have completed the IEEE Publishing Operations production process.



Article Queue View

The Article Queue View displays detailed information for each article in the production process. It can be filtered and sorted as needed, e.g., by issue or multiple issues, and it also serves as the starting point for issue management tasks. In addition, the Article Queue View provides access to a PDF of every article in the queue.

What is Manage Issues?

Manage Issues is a tool that allows an authorized user to view, assign, and order articles for current and future issues. Within this area, a user can:

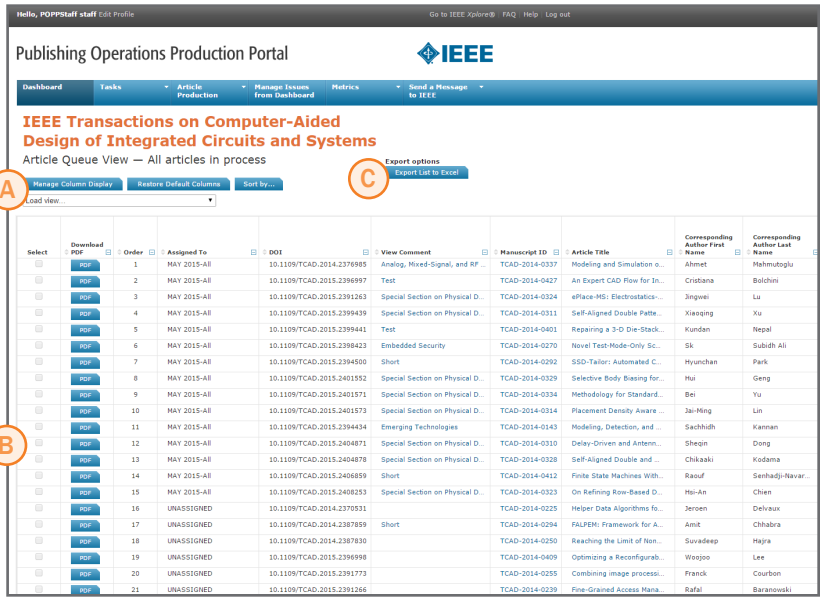
1. *Assemble Issues:* View all available issues and assign articles to any pending issue.
2. *Order Articles in an Issue:* View an issue and order articles within the issue.
3. *Finalize Issue:* View the current issue and order articles within the issue. The user will then "Approve Without Changes" or "Submit Changes" to the issue in order to complete the issue production process.

How do I see an issue?

Choose Select an Issue from the Manage Issues area on the dashboard.

How do I see a specific article?

Choose All Articles in Process under the Production Status area on the dashboard. This will open the Article Queue View where you can view article details.



A Columns can be removed, added, and reordered as the user prefers. Data can be sorted by multiple columns simultaneously.

B Articles can be reordered automatically using sequence numbers.

C Issue tables of content can be exported as an Excel file.