

# INFORMATION FOR AUTHORS

The aims of the IEEE TRANSACTIONS ON EDUCATION are both scientific and educational, grounded in the theory and practice of electrical and computer engineering. The scope covers education research, methods, materials, programs, and technology in electrical engineering, computer engineering, and fields within the scope of interest of IEEE. Manuscripts submitted to the TRANSACTIONS should clearly embrace one or more of these topic areas. The IEEE TRANSACTIONS ON EDUCATION is published quarterly with a distribution in excess of 3500 copies. Subscribers include engineering educators and libraries, both in university and industry.

## A. Manuscript Submission

- All manuscripts must be submitted online at the IEEE TRANSACTIONS ON EDUCATION's Manuscript Central site, at <http://mc.manuscriptcentral.com/te-ieee>.
- Submission of material will be construed as indicating that it has not been copyrighted, published, submitted, or presented elsewhere, unless explicit notice to the contrary is given. All submissions undergo, and must pass, an originality check. Authors must complete an IEEE Copyright Transfer Form before publication and are requested to complete this upon submission.
- Two manuscript types are accepted, Regular or Special Issue. Special Issue papers are ONLY accepted in response to a published call for papers (to be found in the print version of the journal and at the IEEE Xplore site for the TRANSACTIONS, <http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=13>).
- Manuscripts are reviewed under one of three areas of scholarship: Discovery, Application, and Integration. Authors must select the appropriate area upon submission, and before preparing their manuscript should first read the information at <http://sites.ieee.org/review-criteria-toe/>

## B. Manuscript Format

- Manuscripts must be submitted in the journal two-column format, as a Word or a PDF document.
- IEEE templates, guidelines, and Style Manual are available in the IEEE Author's Toolbox ([http://www.ieee.org/publications\\_standards/publications/authors/authors\\_journals.html](http://www.ieee.org/publications_standards/publications/authors/authors_journals.html)).
- Manuscripts should be no longer than six journal pages.
- Manuscripts must be written in the third person, avoiding the use of the first person (I, we, our).
- Manuscripts should use first-, second- and third-order headings, formatted as per the Style Manual.
- All acronyms, abbreviations, subscripts, superscripts, Greek letters, mathematical symbols, and any nonstandard symbols must be defined when first used in the text.
- Complete bibliographies, formatted according to the Style Manual, should follow the References.
- Manuscripts should be spell-checked in US English. (Hint: To change the spell check language, select the entire document, go to Language on the Tools drop-down menu, and select US English.)
- Manuscripts are expected to meet the highest standards of writing quality. Authors should absolutely consider having a native English speaker review the manuscript before submission.

## C. Manuscript Abstract

The abstract must be a concise yet comprehensive reflection of what is in your article. In particular:

- The abstract must be self-contained, without abbreviations, footnotes, or references. It should be a microcosm of the full article.
- The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly.
- The abstract must be written as one paragraph, and should not contain displayed mathematical equations or tabular material.
- The abstract should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines.
- Ensure that your abstract reads well and is grammatically correct.

## D. Figures and Page Charges

- IEEE will automatically process color figures to appear in grayscale in the print edition of the journal, unless color printing is specifically requested. (Color printing will incur a charge of \$1045.00 (setup) plus an additional \$62.50 per color figure. Figures will appear in color on the online IEEE Xplore site free of charge.)
- Authors not requesting color printing should therefore make figures color-independent, and remove specific color references (e.g., “the blue line in the figure”).
- If the printed length of the paper exceeds six pages, mandatory charges will be levied of \$200 for each excess page.

## E. Final Manuscript Files

- Final files for accepted manuscripts can be uploaded **either** in Word, TeX, LaTeX, or WordPerfect (use standard Macros). IEEE can process most commercial software, but not page layout programs. Do not send PostScript files.
- *If the source file is in Word and contains the figures, separate figure files are not required.*
- *Using Word will make the final editing process a great deal simpler for the author.*

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