IEEE Control Systems Letters

Final Acceptance Letter & Author Checklist

Dear Author:

Congratulations for the acceptance of your paper in the IEEE Control Systems Letters (L-CSS).
In order for your paper to be published in the L-CSS within six months from submission, you should **submit your final material for publication via PaperPlaza at**
https://css.paperplaza.net/journals/cssl/scripts/login.pl
within two weeks (14 days) from the date of my message communicating the acceptance of your paper (the date of the email to which this file is attached). It is our commitment that any paper submitted to the L-CSS will either appear on IEEE Xplore within six months from first submission, or be rejected. In order to keep this promise, the two-week deadline cannot be extended, and if the material will not be received in good order within the deadline, you should be aware that your paper may *not* be published.

When ready, please follow the link "**Submit final version**" next to the accepted paper in your Author workspace to access the electronic final submission procedure. Note that this link is active only in the PaperPlaza L-CSS of the corresponding author.

Detailed instructions for the preparation and submission of your final manuscript (including the electronic copyright transfer to IEEE) can be found below, after this letter.

For any doubt, please do not hesitate to contact me or my Editorial Assistant, Francesca Bettini (bettini@dei.unipd.it).

Congratulations again for the acceptance of your paper in the IEEE Control Systems Letters.

M. Elena Valcher

Editor-in-Chief
IEEE Control Systems Letters

Instructions for preparation and final submission of papers accepted to appear in the IEEE Control Systems Letters

A. Preparation of the final manuscript.

A1. Style. The final version of the manuscript must be prepared in the **IEEE Control Systems Letters two-column format for journals and not for conferences.** If you use Latex, this means that you need to use the style file `ieeecolor.cls` and not `ieeeconf.cls` (see more below). (Alternatively, you can use `ieeetrans.cls`).

You may find all the instructions, the mandatory IEEE LaTeX or Word templates and style files to prepare your final manuscript at the page "Template for Transactions" of the IEEE Author Center http://ieeeauthorcenter.ieee.org/create-your-ieee-article/use-authoring-tools-and-ieee-article-templates/ieee-article-templates/templates-for-transactions/

Once you have selected the previous link and accessed the IEEE Author Center, select IEEE Template Selector -> Transactions, Journals and Letters -> select IEEE Control Systems Letters in the scrolldown menu -> Original research -> Latex or Word, according to your needs.

Manuscripts not properly formatted will not be accepted.

A2. Page number and numbering. The page count limit of the PDF file of your final paper is **6 (six) pages in Letters format**. Manuscripts exceeding this page limit will not be accepted. Modifying the style files or using other means to squeeze more content in six pages would result in publication delays and may even lead to manuscript being rejected for violating the required text limit. **You are not allowed to alter the style file to compress in 6 pages the content of your paper.**

Please, do not prepend a "cover page" to your final paper and insert the figures and tables inside the main text of the paper, where they should be located at best.

In the final manuscript **the page numbers should not appear and no text (such as running head or copyright information) should appear in the header or footer of your document,** otherwise you will encounter a margin problem when uploading your manuscript on PaperPlaza.

A3. Abstract and index terms. In the final version there should be a short abstract and at least two (and no more than five) keywords just beneath the abstract.

A4. Changes with respect to the accepted version. You must revise your manuscript as needed for final submission, based on the feedback that you received from the reviewers and the Editorial Board. All such changes must be described in detail in the "Author comments accompanying Final Submission" that you will be required to upload at the time of final submission. Failure to do so might entail time-consuming due diligence, and thus potentially compromise publication.

You are not expected to introduce major changes in the paper, including changes in the list of References or in the author list, apart from those requested by the Reviewers or the Associate Editor/Senior Editor. Any such change made to the accepted article during this final stage of the publication process must be communicated in writing to the Editor in Chief, who then will decide if the change is acceptable. Failure of such notification may be considered as author misconduct, and at the discretion of the Editor in Chief may be reported as such to the IEEE Vice President - Publication Services and Products (see IEEE PSPB Manual for more information).

Note that before being electronically dispatched to IEEE the final material, including the

"Author comments accompanying Final Submission" will be checked by the Editor-in-Chief for final approval. In case of problems, you will be contacted.

A5. Formatting instructions for re-formatting your manuscript into the L-CSS style.
The manuscript should be in the 2-column IEEE format for Letters and Transactions. If you do not submit the paper in this format, you will be contacted again to reformat the paper (this might pose the publication deadline at a peril).

If you use LaTeX, please download the zipped file pack Alternate-Transactions-Articles-LaTeX-template.zip which contains the LaTeX class file `ieeecolor.cls` following the instructions given before in A1.

The document should be configured for US Letter paper, using the line
`\documentclass[journal,twoside,web]{ieeecolor}`
(see the template file generic-color.tex for all the details)
To remove page numbers use the command
` \pagestyle{empty} % Removes all the page numbers (except for the title page)`
in your preamble, and immediately after
` \maketitle`
add
`\thispagestyle{empty} % Removes the page number in the first page`

In your text, make sure to put at least two (and no more than five) keywords just beneath the abstract
```
% Keywords appear just beneath the abstract. Use only for final
version.
\begin{IEEEkeywords}
List of keywords (from the L-CSS keyword list)
\end{IEEEkeywords}
```

and modify the first word of the Introduction to start with the initial drop letter
```
% Drop letter for first word of the Introduction
% Here we have the typical use of a "T" for an initial drop
letter
% and "HIS" in caps to complete the first word.
\IEEEPARstart{T}{his} is the first sentence of my Introduction.
% Use only for final version
```

If you use **MSWord** for preparing the final version of a Letter, you will have to reformat your first submission according to the IEEE Journal template that you can download following the instructions given before in A1.

Please, remember the following:
- do not include biographical sketches nor photographs of authors
- do not include a "cover page" in your manuscript
- insert the figures and tables inside the main text of the paper
- do not upload papers longer than 6 (six) pages

For more information, please consult the "IEEE Authors Tools" at

In the final submission procedure, you need to provide separately a PDF file of the complete final version of your paper. This version must meet all formatting and style requirements, and will be used as a camera-ready version to appear as an Early Access preprint version on IEEE Xplore. For this reason, **you are not expected to use colors different from black to highlight parts that have been modified with respect to the accepted version of the paper**.

This PDF version will also be used as a main reference, in the unlikely event of discrepancies with respect to the source files you will provide. Note that Early Access preprints are citable papers and have a permanent DOI.

B. Final submission in the PaperPlaza L-CSS website

Once you have accessed your workspace in the PaperPlaza L-CSS website, select your paper ID and follow the links in the Final Submission page to complete each step. Note that you may leave this page, log out and return later to continue. Be sure that you have saved/submitted what you consider as final information for each of the steps you have taken.

The steps to be taken are the following ones:

B1. Finalize the title and author list
B2. Transfer copyright to IEEE
B3. Complete the submission meta data
B4. Upload the PDF with the final version of the manuscript in IEEE two-column format
B5. Upload the Source files of your paper
B6. Upload the Author comments accompanying Final Submission.

After all mandatory steps have been completed a Next button appears. When you are ready, use this Next button to finalize the submission. Note that final submission is not complete until the status of the paper has changed to 'Final MS received'. You will receive an acknowledgement by e-mail.

B1. Finalize the title and author list

The title and author data are preloaded from the database of the accepted version of your paper. You can revise the title and author data fields if needed. To change the order of authors or the corresponding author, or add/delete authors you should use the link Update the author list. Note however, that substantial changes either to the title or to author list (e.g. adding/ removing an author) require the authorization of the EiC, and should be accompanied by a motivation of the reasons as well as evidence that all the co-authors agree about the changes. Failure to do so might entail time-consuming due diligence, and potentially fail the strict publication deadlines.

The author data are for the information of the publisher. IEEE membership status is also required. Please, include the fax number (with country and area code) at least for the author who is to receive the galley proofs (by default, the corresponding author). While IEEE will make galley proofs available to this author through a web link, fax could be used as an alternative communication for special situations.

Edit and complete the various fields as needed and click on the Save button at the bottom of the page.

At the end of this step, the title and the author list should be considered as definitive. It is important that you do not change them later, in particular once the transfer of copyright to IEEE has been completed.

B2. Transfer copyright to IEEE

Title of the paper and complete list of authors are preloaded from the database (possibly, after having been updated in the previous step). Make sure that they correspond exactly to the final ones.

In this step, you will be taken to the IEEE Electronic Copyright Form site by clicking on the Continue button. If you cannot access the IEEE site then please return later. Make sure that your browser has cookies enabled. If the IEEE server denies access then you may have been directed to the submission management system through a site using frames. Please log in to the submission system in a separate window or tab.

After completing the procedure at the IEEE Electronic Copyright Form site you must follow this instruction on the Congratulations page:

"Click on the Return button below to return to the Originating Site."

If you do not click on the "Return" button on this final page then PaperPlaza is unable to determine that copyright was transferred and you will not be able to complete the final submission.

When the procedure has been completed the IEEE wizard will not return you to PaperPlaza but you will need to log in again.

B3. Complete the submission metadata

Some fields in this step are preloaded from the database of the accepted version of your paper. You can update and complete them as needed.

a) Previous presentation
Complete the information about any conferences where the material of the paper was presented. Use a free text format if several conferences were involved.

b) Source material
Specify here just the format of the source files of your final paper. Only LaTeX or MS Word (or compatible) are accepted. The use of IEEE LaTeX or Word templates and style files is mandatory. Please also make sure that you followed the formatting instructions appearing in section A5, above.

c) Figures
Figures are published on IEEE Xplore in color or black-and-white as supplied, at no charge for color pictures.

B4. Upload the PDF with the final version of the manuscript

Upload here the PDF file with the final version of your manuscript. The maximal size allowed is **5 MB**. Remember that, as mentioned before, **this version must meet all formatting and style requirements, and will be used as a camera-ready version to appear as an Early Access preprint version on IEEE Xplore.** For this reason**, you are not expected to use colors different from black** to highlight parts that have been modified with respect to the accepted version of the paper**.**

B5. Upload the Source files

Upload here all source files needed for the final version of your manuscript in a single zipped archive file. The maximal size is 5 MB, with extension zip.

The acceptable formats for graphic files and photos are: Postscript (PS), Encapsulated Postscript (EPS), Tagged Image File Format (TIFF), Microsoft Word, Microsoft Power Point, Microsoft Excel, or Portable Document Format (PDF). In general, files prepared as GIF, JPEG, WMF, PNG, and BMP (or in any other file formats not listed) are not acceptable and will not be processed.

B6. Upload the Author comments accompanying Final Submission

Upload here the PDF file where you list (if any) all the pending requests from the reviewers and the Editorial Board at the end of the previous round of review, and clarify in detail how and where you have addressed them.

Options

1. Code Ocean and IEEE DataPort

At the time of the upload of the final manuscript, you will be asked if you are interested in sharing with the readers of your paper on IEEE Xplore also any original software or data that was used for the simulations presented in your paper or in any case to carry on the research on the paper subject.
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