

IEEE Transactions on Consumer Electronics

Special Sections Information for Guest Editors and Authors

Application for SS

The initial proposal for the special section should be sent to the EiC(KF Tsang) at kf.tce.eic@gmail.com. The materials should include the followings:

- Proposed CFP comprising (refer to SS template for details):
 - (a) Special Section Title
 - (b) Theme
 - (c) Example of Interested Topics
 - (d) Submission Timetable, i.e., Submission Deadline and Expected Publication Date
 - (e) List of Guest Editors and their corresponding institutions and emails
- Rationale (maximum 2 pages) of the proposal.
- Organizers will form the panel of Guest Editors (GEs). The number of GEs should be no more than FIVE and preferably from diverse geographical regions. Include one female whenever it is possible.
- List of related papers published recently in TCE/CTSoc journals and other journals.
- Biographical forms for all proposed Guest Editors.
- Once a SS is approved, the GEs are encouraged to submit a state of the art (SoA) paper with a title reflecting and related to the corresponding SS in 30 days from the date of approval (SoA paper is optional).

Please be sure that proposed special section is within the scope of TCE that Guest editors are familiar with information specific to the journal (see <https://ctsoc.ieee.org/publications/ieee-transactions-on-consumer-electronics.html>)

In the SS proposal, the Guest Editors are encouraged to conduct a survey to explore potential reviewers and authors on the market (e.g., from the IEEE Xplore). After recognizing the market, the Guest Editors shall establish an Excel database with potential authors. Also, the Guest Editors must prepare a final CFP to properly address the market and modify the timetable of the SS. The final documents of the SS include:

- Final CFP
- Excel File with the list of potential authors

The final proposal for SS should be sent to the EIC at kf.tce.eic@gmail.com.

After Establishing the SS

Once the SS is formally established, the GEs should promote the SS and handle the received manuscripts.

Promotion of SS:

- CFP is posted on TCE website.
- CFP is broadcasted by GEs.
- CFP is distributed and promoted in various conferences, seminars, and public media by GEs (keep EiC in the loop please).

Management of the received manuscripts:

- SS is created in Manuscript Central (MC, ScholarOne) with special type of manuscript recognized by SS title/name.
- Manuscript collection initialized.
- The Corresponding GE temporarily gains the rights to function as Associate Editor in MC (GE should NOT claim themselves as Associate Editor, either in public or private domains).
- All GEs can access all SS manuscripts and should assign reviewers for all received manuscripts. Each paper should typically receive at least three review comments.
- In the case of large SSs, other GEs may also temporarily gain the rights of the Associate Editors on MC. In this case, the Corresponding GE should send to EIC a list of manuscripts that would be transferred to other GEs/AEs on MC.
- The GEs shall start the review process as soon as manuscripts are submitted. So, the authors can receive a fast comments and feedbacks.
- To secure the quality of SSs, additional reviewers may be added to randomly-selected manuscripts. These reviewers may be done by EIC, other Senior Editors or Associate Editors or their designees. The identity of these additional reviewers may or may not be known to the GEs.

Additional Information

1. Each Special Section should have:
 - (a) An editorial (1 to 2 pages) written by Guest Editors
 - (b) A state-of-the-art (SoA) paper (optional) with critical review and survey of recent researches and development in the selected topic. This manuscript should have extensive (50 to 60) references. It can be written by the GEs and/or by other outstanding experts in the area.
 - (c) A typical SS should comprise FOUR to EIGHT manuscripts.
2. Timetable:
 - (a) Proposal Preparation of SS (sent to EiC for approval)
 - (b) Commence and complete Paper Review Process (3 months)
 - (c) Preparation of final manuscript for publications (2 months)
3. Each manuscript should be assigned with at least 3 or more reviewers. Also, the manuscript recommendation with a clear explanation should be given to the authors. To be accepted, a manuscript shall demonstrate its outstanding, original and innovative contributions within the consumer technologies/electronics scope.
4. Each author is limited to one submission in SS typically.
5. The acceptable rate for the SS should be the similar to the acceptance rate for the TCE.
6. The GEs may write no more than one paper to their SS. These manuscripts must be processed outside of the SS by another Associate Editors and/or EIC.



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