IEEE Transactions on Consumer Electronics

<u>Special Sections (SS)</u> Information for Guest Editors and Authors

Application for SS

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

- A CFP proposal should comprise of (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 (primary email should be institutional email other than gmail, yahoo mails, or other free mails; free mails may serve as secondary email for efficient communications)
- 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 SIX and preferably from diverse geographical regions. Include at least one female whenever it is possible.
- All GE applicants should have rich knowledge and experience of the related field in consumer technologies (e.g., academic achievement of PhD or equivalent, recognized professional knowledge and project experience, etc.).
- A GE applicant must fill up the GE application Form A or Form B. There are two categories of GE, namely Class-A or Class-B. An experienced researcher who publishes frequently quality journal papers may apply for Class-A GE. A less experienced researcher without sufficient journal papers may apply for Class-B GE. A SS may be comprised of SIX GEs (max) with either one of the following arrangement: SIX Class-A GEs or "FIVE Class-A GEs + ONE Class-B GE". Each SS, in general, should not have more than ONE Class-B GE except under exceptional case. A Class-A GE completed successfully at least ONE SS is eligible to apply for TCE Associate Editor position. A Class-B GE completed successfully at least TWO SSs is eligible to apply for TCE Associate Editor position.
- Fill up and return biographical forms for all Guest Editors. (1) For Class-A GE, please fill up and return form A. You should list related papers published recently in TCE/CTSoc journals and/or other journals. (2) For Class-B GE, please fill up and return form B. You may waive/disregard: "papers published recently in TCE/CTSoc journals and/or other journals".
- 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 (preferred) from the date of approval (SoA paper is optional).

Please make sure that the proposed SS is within the scope of TCE. GEs may familiarize with TCE scope and related topics of interest via https://ctsoc.ieee.org/publications/ieee-transactions-on-consumer-electronics.html .

In the SS proposal, GEs are encouraged to conduct a survey to explore potential reviewers and authors in the market (e.g., from the IEEE Xplore). After recognizing the market, GEs 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:

- The Final CFP
- An 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, GEs should promote the corresponding SS and handle the received manuscripts.

Promotion of SS:
- CFP posted on TCE website.
- CFP broadcasted by GEs.
- CFP distributed and promoted by GEs in appropriate channels such as conferences, seminars, and public media (keep EiC in the loop please).

Management of the received manuscripts:
- SS 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 Editors 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. Hence, 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 SS should have:
   (a) An editorial (1 to 2 pages) written by GEs;
   (b) A state-of-the-art (SoA) paper (optional) with critical review and survey of recent researches and development in the selected topic, with foresights and innovative new directive giving insights, guidance and idea for other authors to follow. 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 would comprise of up to TEN manuscripts. An excessively huge SS may be split into numerous SS (EiC will recommend).

2.   Timetable:
     (a)   Proposal Preparation of SS (sent to EiC for approval)
     (b)   Commence and complete Paper Review Process (3 months, typical)
     (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 (assigned by the EiC or a Senior Editor).

Paper presentation and Best Paper Award

Accepted TCE papers, at the discretion of the EiC, may be invited to present in an event (e.g. IEEE ILN, conference, seminar/webinar, …) and join a forum discussion to receive questions. Authors may illustrate the key concept of the innovation and show key collaboration and/or adoption of inventions, with demonstrations, during the presentation. The presentation will contribute a key weighting towards the nomination of TCE Best Paper Award.

END