

## PART VII – PUBLICATIONS

### ARTICLE I – NAME AND COMMITTEE

Section 1. Here the scope of the word “publication” is restricted to journals, magazines and books published by the society, not publication of conference proceedings. The overall publication activities are primarily governed by the IEEE PSPB Operations Manual and the Computational Intelligence Society (CIS) Bylaws relevant to publications activities. This manual describes some of the operating procedures/practices followed by the publication committee, particularly, by the Editors-in-Chief and the Vice President for Publications. If there is any discrepancies between this manual and the PSPB Operations Manual, the latter should take precedence.

Section 2. The Publications Committee (PubsCom, herein after) is Chaired by the Vice President for Publications (VP Pubs). Editors of the publications sponsored by CIS and financially co-sponsored by CIS as the lead Society, the Conference Publications Editor, the SPC Chair for PubsCom, and the CIS Liaison to the IEEE for the IEEE Press/Wiley book series are members of the PubsCom. The PubsCom is responsible for coordinating, facilitating, and monitoring CIS publications activities (mainly IEEE journals and magazines sponsored, co-sponsored, or technically co-sponsored by CIS, books published by IEEE Press/Wiley), and preparing or facilitating the proposals for new publications.

Section 3. The position of CIS Conference Publications Editor is appointed yearly by the President and VP Publications. The job scope of the Conference Publications Editor includes:

- Handle issues (if any) related to publications for CIS financially sponsored/co-sponsored conferences,
- Lead the deliberations and implementation of C2J and J2C initiatives,
- Serve as a PubsCom liaison with ConfCom.

Section 4. The PubsCom SPC subcommittee (3 members including the Chair) is appointed yearly by the President and VP Publications. The subcommittee is responsible for making recommendations on strategic issues of PubsCom including those identified by CIS SPC and CIS Retreats. For 2021, these may include (but not limited to):

- Pubs and Conferences: Increase the connection between publications and conferences. J2C models and evolution C2J.
- Nurture smaller Pubs: Marketing; engagement with co-sponsors of CIS journals;
- IEEE Press: How can we encourage more authors to publish in IEEE Press book series?

- CI Magazine: Expand new features (include hot topics...), promote CIM outside CIS.
- Other new initiatives that are important to PubsCom.

Section 5. The CIS Press Liaison serves as the interface between IEEE press and the CI society. A focal point is to promote the CIS Book Series (see paragraph below) through appropriate media and at relevant conferences. At conferences, display space should be arranged. In both internet and hard copy media, advertisements and book reviews are appropriate. Of special attention is the goal of stimulating book proposals from prospective authors. This can be done by general publicity of the series but also by personal contact.

The CIS Book Series has been operational since 1998 and has published more than 20 volumes. The aims and scope of the series are defined next. The IEEE Press Series on Computational Intelligence includes books on neural, fuzzy, and evolutionary computation, and related technologies, of interest to the engineering and scientific communities. Computational intelligence focuses on emulating aspects of biological systems to construct software and/or hardware that learns and adapts. Such systems include neural networks, our use of language to convey complex ideas, and the evolutionary process of variation and selection. The series highlights the most recent and ground-breaking research and development in these areas, as well as the important hybridization of concepts and applications across these areas. The audiences for books in the series include undergraduate and graduate students, practitioners, and researchers in computational intelligence. Information concerning this book series can be found at the following link: <https://cis.ieee.org/publications/ieee-press-book>. Guidance on book proposals for this series can be found at <https://books.ieeeauthorcenter.ieee.org/create-your-book-proposal/>. Resources from IEEE for book authors can be found at <https://books.ieeeauthorcenter.ieee.org/>.

## ARTICLE II – EDITOR-IN-CHIEF AND ASSOCIATE EDITORS

Section 1. *Appointment of Editor-in-Chief* – The procedure followed for the appointment/reappointment of Editors of CIS sponsored Transactions/Magazines could be slightly different from the procedure followed for Co-sponsored Transactions. For CIS sponsored transactions, the President nominates a candidate to the Administrative Committee of CIS, which makes the final appointment. However, to help the President, typically an AdHoc Committee, chaired by the Vice President for Publications, is formed by the CIS Executive Committee. This AdHoc Committee should use an open call and collect nominations/applications for the EiC. The AdHoc committee takes into account various factors including Vision, Editorial Experience, CIS Publication Experience, CIS Volunteer

Experience, Leadership Skill, Networking Ability, Institutional Support, and Commitment to the society of the candidate to make a list of candidates in order of merit for the President. Once selecting a short list of candidates, it is recommended that the AdHoc committee proceeds to interview them. Management of Co-sponsored publications is governed by an agreement signed between the sponsoring societies. This agreement usually dictates how the EiC of the publication is to be selected.

Section 2. *Appointment and Training of Associate Editors* – For Transactions/Magazines published by CIS, usually Associate Editors (AEs) are appointed/reappointed at the beginning of a year, i.e., in January for a period of one year. If the performance of an associate editor is satisfactory, the associate editor may be reappointed by the EiC. Except for unusual circumstances, continuous AE appoint should not exceed 6 years. Appointment of new associate editors is determined by the Editor-in-Chief (EiC) based on the requirements to encourage gender, IEEE region, and affiliation diversity. Appointment as an AE is at the discretion of the EiC, taking into account the scope of the journal, the track record of the applicant (publications, prior referee status, guest editorships), and potentially other factors such as coverage of topic areas, gender balance, and geographic regions. The role of an AE is not associated as a matter of right with any membership of any committee or society.

In this regard, the EiC prepares a document containing the names, affiliations, specializations, and pointers to curriculum vita of candidate AEs that he/she wants to appoint and shares the same with the President and Vice President for Publications seeking their views. Finally, the appointments are made by the EiC. This procedure is followed with a view to ensuring a uniform quality of AEs over different transactions of the Society. Although, it is better to avoid, if required one or more AEs can be recruited at other time of the year also. However, the tenure of such appointments will also be over on December 31 of the same year.

For co-sponsored publications, the procedure may be slightly different and is listed in the Agreement or Memorandum of Understanding (MOU) between societies. Usually, every co-sponsored publication has a Steering Committee to oversee the publication activities. Typically, the EiC receives nominations for Associate Editors from the Steering Committee members of the sponsoring societies proportional to the financial share of the societies, to the extent practicable. Technical so-sponsors should also have representation in the Editorial Board as suggested in the MOU between societies. The Editor can also propose names based on his/her requirements. The EiC then seeks the views of the President and Vice President for Publications by forwarding the list of potential candidates along with their affiliations, specializations and pointers to their curriculum vita. Finally, the EiC makes the appointments with the concurrence of the Steering Committee.

While making the list of candidates to serve as associate editors of a publication, the EiC should consider representation of all subfields/topics covered by the journal, gender balance to the extent possible and the geographical distribution AEs, which should be proportional to the geographical distribution of authors to the extent possible. Unnecessary crowding of AEs in some particular area of research should be avoided.

The appointed AEs are supported by an editorial assistant of EiC with regards to admin matters such as access/setting in S1M, communication with authors regarding review comments etc. Each EiC also prepares AE training materials/guidelines for his/her transactions or magazine which are distributed to all AEs upon appointment usually in January each year. All AEs are requested to read through these materials to understand review requirements, timelines, and how they will interact with the Publications Office, the reviewers, and the authors in fulfilling the important role of AE.

*Section 3. Manuscripts Submitted by the Editor-in-Chief/Associate Editors* – In principle, an Editor-in-Chief or an Associate Editor can submit a paper to his/her own transactions. The PSPB operations Manual says, “Articles submitted by an editor or associate editor shall be handled by another member of the editorial board.” Hence, dealing with a paper authored by an AE is straightforward – it is just handled by another appropriate AE. If the EiC is an author/co-author of a manuscript submitted to his/her own transactions, then one of the AEs or member of the editorial board (like a former EiC) who is technically competent to handle that paper, is made a temporary-EiC with a capability of accessing the papers submitted by the regular EiC. The regular EiC will not be able to see the status of his/her papers that are transferred to the temporary-EiC. Thus, for a short period, there would be two EiCs in the ScholarOne Manuscripts: the regular EiC with access over all but manuscripts authored/co-authored by him/her and a temporary-EiC with access only to the papers authored/co-authored by the regular EiC.

*Section 4. Recognizing Associate Editors and Reviewers* – Associate Editors and Reviewers are volunteers and our most important resources. In order to encourage them, it is a good practice to recognize outstanding associate editors and reviewers. In order to realize this, the following procedure is often followed. Using the data from S1M, the EiC generates a summary of performance for every Associate Editor containing information such as average time taken to finish processing of manuscripts and average time taken to assign an adequate number of reviewers. The EiC also notes the worst performing and best performing statistics. Each AE is then provided with his/her own statistics along with the best and worst statistics (without revealing the names of the best and worst performers). This helps each AE to evaluate his/her own performance at the same time the procedure does not disclose the worst performer. Moreover, based on these statistics as well as the quality of reports provided by the associate editor, the EiC selects one or more AEs as the Outstanding AEs of that year. The outstanding

AEs are then felicitated with a certificate at the annual Associate Editors Luncheon. Similarly, based on the inputs from the Associate Editors, one or more reviewers can be selected as the outstanding reviewers of that year and then they can be recognized using appropriate certificates.

As an example of determining outstanding AEs, here is the procedure followed by the EIC of TNNLS in 2020. This is a procedure that may be more suited for our larger publications, but serves as guidance for general principles.

Note: All calculations are based on the past 2 years data. That is to say, for 2020's outstanding AE service recognition, it is called outstanding AE for 2019, with the data collected for the AE performance for 2018 and 2019 (two full year data).

The ranking includes the combination of two type of metrics, quantitative and qualitative.

*Quantitative Assessment:*

1. Calculate the average time that each AE handles papers. Let us denote it as T.
2. Calculate  $score1 = (90 - T) / 90$ , where 90 is the average handling time for all AEs for TNNLS. (Note: this could be different for each journal, you may find out your average processing time for all AEs in S1M. For TNNLS, this is 90 days, roughly speaking 3 months);
3. Calculate the number of paper assignments for each AE for the entire year. Let us denote it as P. (Note: you should have an excel file record for yourself that how many papers you assigned to each AE every month. This may be helpful in order to balance the AE workload, i.e., not to abuse our good AEs who process papers quickly).
4. Calculate  $score2 = (P - 25) / 25$ , where 25 is the average number of paper assignments for all AEs for the entire year. (Note: again, this could be different for each journal. For TNNLS, on average each AE handles 25 new submissions every year. Please note this number refers to new submissions only: for Revisions, it will be automatically assigned to the same AE but it does not count as new assignments for the AE).
5. Calculate the sum: Final Score = score1 + score2. Then rank all AEs according to this numerical score.

*Qualitative Assessment:*

From an excel file or in your mind determine each AE's processing quality, such as how fast the AE replies to your emails, how good are the "AE Comments to EIC" and "AE Comments to Authors" (e.g., some AEs just want to check the decision box, some AEs not only check the decision box, but also provide a good summary comments to the authors), how good the AE handles authors rebuttal (e.g.: author send rebuttal to you, and then you need to contact the corresponding AE to discuss this since we keep the AE information anonymous to the authors), etc.

Once you have the "Quantitative Assessment + Qualitative Assessment," you can also consider other factors such as diversity, geographic distributions, etc to make the final ranking since this is a service recognition.

With all these considerations, you can then come up with your final ranking and then you can pick your top-ranked AEs to be the Outstanding AEs.

### ARTICLE III – OPERATIONS

Section 1. *Budgeting* – The VP-Finance requires certain inputs for each of the society's publication for preparing the annual budget. These inputs, which include information such as number of pages to be published (page counts), subscription rates of online/print/combined for member/non-member subscribers. These inputs are provided by the VP Pubs after consultation with the EiCs. However, for co-sponsored publications, the procedure is different depending on the MOU agreed upon between societies. Typically, budgetary data need approval by all financial sponsors and this is obtained via the Steering Committee which consists of representatives from all sponsoring and co-sponsoring societies. In addition, sometimes, some contingent plans may be needed to deal with unusual situations. For example, sometimes, we may need additional funds for clearing backlogs or additional page-budget to accommodate all manuscripts of a special issue and so on. Such issues are dealt with by the VP Pubs in consultation with the VP-Finances, President, and the Steering Committee, if appropriate.

Section 2. *Organization of Special Issues* – Every CIS Transactions/Magazine organizes special issues on emerging and important topics relevant to the scope of the transactions/magazine. To organize a special issue, the Guest-Editor(s) needs to submit a proposal explaining the theme, relevance, timeliness, and deadlines for the special issue. In addition, the Guest Editors also need to provide an adequate evidence that there is a big enough authors pool to make the special issue successful. Usually there are a minimum of two Guest-Editors for a special issue. However, if the EiC expects a large number of submissions, he/she can allow more than two Guest Editors. It is a good practice (not a requirement) to have one of the Associate Editors as a Guest Editor of the special issues as it helps management of the special issues. The proposal for a special issue should be submitted to the Editor-in-Chief, who usually gets the proposal reviewed by the editorial board and/or Technical Committee of the transactions/magazine. Based on the reviews, the proposal may need to be revised. The final decision about the proposal is made by the EiC.

Whether to have a special issue or not depends on many factors of which the most important one is the theme, which must be focused, coherent, relevant and on an emerging topic. Other factors to consider include backlog and whether a special issue on a similar or related topic was organized in the recent past. All special issue papers are reviewed following the usual protocol for regular submissions. Note that, organization of a special issue *exclusively* based on extended versions of papers from a conference is strongly discouraged. Papers for a special issue must be obtained through an *Open Call* but this does not rule out submission of extended versions of some conference papers. Usually, the Guest-editors are not encouraged to submit papers for the special issue that they are editing. However, if they do, such a paper is processed by the Editor-in-Chief like regular submissions and if the paper is accepted, it is included in the special issue. If the Editor-in-Chief finds the content of some regular-issue papers appropriate for a special issue, he/she can transfer those papers in the special issue for the benefit of readers. If the number of papers accepted is not sufficient to cover a full issue, a special section is published using those special issue papers. The special issue/section begins with a Guest-Editorial, which not only explains the relevance and theme of the special issue, but also summarizes the articles in the special issue.

Section 3. *Publication of Enhanced Version of Conference Papers* – The IEEE acknowledges the evolution of research, in particular the movement from a conference publication to an enhanced fully developed journal paper, (denoted as “editorial reuse”). The PSPB operation manual ([www.ieee.org/documents/opsmanual.pdf](http://www.ieee.org/documents/opsmanual.pdf)), provides guidelines for this evolutionary process. The PSPB Ops Manual sections 8.1.E, 8.2.1.B.9, 8.2.4.G, 8.2.10 specify that “substantial additional technical material” must be present and that other guidelines in the Ops manual be satisfied. Consequently, CIS publications also recognize the evolutionary nature of research work to allow publication of an enhanced version of a conference paper to a transactions or to the CIM. CIS does not interpret the clause “substantial additional technical material” to equate to a percentage of new material. Rather, the Editors and reviewers base their judgement on assessment of the additional novel contribution made in the new manuscript. Hence, both the relationship of the submitted manuscript to the previously published work and the novel contribution of the new manuscript must be made explicitly clear to the reader within the manuscript text (not just in a covering letter). Authors should also keep in mind the following points:

- \* The conference paper must be referenced explicitly in the new submission;
- \* The novel contribution of the submitted manuscript should be made explicitly clear in the abstract, introduction, and conclusion, and perhaps elsewhere in the main text;
- \* The amount of text copied directly from the published work should be reduced where appropriate by either changing the presentation, paraphrasing and/or summarizing the previous work;

\* The previously published paper should be attached as a supplemental file, as a PDF file, at submission time.

A few examples of types of extensions that can qualify for a journal/magazine extension include (but are not limited to):

- \* Same proposed algorithm or technique, but with additional experimental results and real-world problems not found in the conference version;
- \* Same proposed algorithm or technique, but with additional theoretical proofs, experimental results and real-world problems not found in the conference version;
- \* Extensions of the proposed algorithm or technique, say extending from single source dataset to multiple source dataset, and with additional theoretical proofs, experimental results, real-world problems not found in the conference version;
- \* Completely new idea and problem setting compared to the conference version.

Section 4. *E-PRINTS* – Before submitting an article to an IEEE publication, authors frequently post preprints of their articles to their own website, their employer’s site, or to another server that invites constructive comment from colleagues and provides a publication time stamp. Upon submission of an article to IEEE, an author is required to transfer copyright in the article to IEEE, and the author must update any previously posted version of the article with a prominently displayed IEEE copyright notice (as shown in 8.1.9.B of the PSPB Ops Manual). Upon publication of an article by the IEEE, the author must replace any previously posted electronic versions of the article with either (1) the full citation to the IEEE work with a Digital Object Identifier (DOI), or (2) the accepted version only with the DOI (not the IEEE-published version). IEEE shall make available to each author the preprint version of the article that the author can post and that includes the Digital Object Identifier (DOI), IEEE’s copyright notice, and a notice indicating the article has been accepted for publication by IEEE.

The PSPB Operations Manual clarifies IEEE rules relative to E-Prints, particularly with respect to arXiv. The relevant sections of the Manual, which contain important details, are as follows:

First, some definitions (from p. 83 of the ops manual):

- a. An author-submitted article is the version originally submitted by the author to an IEEE publication. An author includes a completed IEEE Copyright Form during submission of the article to an IEEE publication and thereby transfers the copyright of the article to IEEE.
- b. An accepted article is a version which has been revised by the author to incorporate review suggestions, and which has been accepted by IEEE for publication.
- c. The final, published version is the reviewed and accepted article, with copy-editing, proofreading and formatting added by IEEE.
- d. E-prints are digital texts of research articles. Electronic preprint is a form of an e-print where an author posts a draft article on the author’s or another website. For purposes of this definition, a preprint is assumed to be the article in the form prior to submission to the IEEE,



at which point copyright is transferred to IEEE. Authors who have submitted articles for publication by the IEEE may be interested in posting various preprint versions of the same article on e-print servers operated by third parties. E-print servers provide authors rapid dissemination of new results, with the opportunity of receiving comments from the peer community and with the opportunity to have a timestamp associated with the announcement of results.

And now, the relevant policy (from Section 8.1.9, beginning on p. 82):

3. IEEE seeks to maximize the rights of its authors and their employers to post preprint versions of an article on the author's personal web site, on a server operated by the author's employer, or on a server operated by an approved not-for-profit third party as specified in 8.1.9.G.2 below.

4. IEEE allows its authors to follow mandates of agencies that fund the author's research by posting accepted versions of their articles in the agencies' publicly accessible repositories.

5. IEEE does not restrict the rights of authors to use their IEEE-copyrighted articles in their own teaching, training, or work responsibilities, or those of their institutions or employers. In any preprint version archived by the author after submission, IEEE requires that IEEE will be credited as copyright holder. Upon publication of the work, authors are asked to include the article's Digital Object Identifier (DOI).

6. As indicated in Section 8.1.9.A.4 (above) and amplified in Sections 8.1.9.C through G below, IEEE's policy for permitting posting of IEEE-copyrighted articles extends only to authors, their employers, approved third-party not-for-profit organizations, and IEEE organizational units. The IEEE Intellectual Property Rights Office maintains a list of not-for-profit third-party servers where material submitted to the IEEE may be posted.

Section 5. *Dealing with High Similarity to Previously Published Articles* – In CIS, for every sponsored and co-sponsored transactions, the EiC uses the iThenticate software to check for similarity to previously published articles. The iThenticate software, although is quite useful, its report should be analysed carefully before making a judgement because of the following reasons: (i) it cannot properly deal with objects like Tables and Figures and hence the actual extent of overlap could be much more than what it reports; (ii) iThenticate can pick up a large number "benign" sentences with no relation to plagiarism and report a reasonably high similarity; (iii) sometimes authors reuse their own material with references but without using quotes; (iv) more importantly, a lower % of similarity in the main content (theory/methodology) could be much more serious than a larger % of similarity in, say, introductory materials and survey of literature. Hence, utmost care must be used to make judgements based on the iThenticate reports as well as in deciding the level (severity) of plagiarism.

Based on studying the iThenticate report and the manuscript, the EiC has 3 possible actions. First, the EiC judges that the similarity level is benign, the EiC enters the manuscript into the

review process. If the iThenticate report shows a high level of similarity (as judged by the EiC according to an established criteria) to previously published articles, then the EiC shall communicate with the authors to seek clarification, potentially including amendment of the manuscript to reduce similarity. This case particularly applies to the situation where the similarity comes from the authors' previously published articles.

If the iThenticate report and the EiC's inspection clearly suggests a case of plagiarism, the EiC needs to deal with it using the procedure suggested in the PSPB Operations manual, which is briefly explained next. The EiC stops processing of the manuscript and informs the corresponding author of the manuscript about this issue. The EiC also shares with the author the evidences in support of the suspected plagiarism. The author is asked to respond within a specified time. If the response from the authors is not satisfactory or if the authors do not respond to repeated emails, the manuscript is rejected, and an AdHoc committee is formed by the EiC to investigate the case. The AdHoc committee is formed avoiding any possible conflict of interest. This information about formation of the AdHoc committee is also given to the authors. The AdHoc committee does not directly interact with the authors. If the committee requires any information from the authors or the complainant, it is obtained either by the VP Pubs or by the EiC. The committee is asked to prepare a report and suggest corrective actions/sanctions based on the guidelines provided in the PSPB operations manual. The report of the committee is then sent to the appropriate person of the IEEE Intellectual Property Rights Office, who analyses the case carefully and renders a judgement and determines the corrective or disciplinary action. The authors are informed of the final decision.

Sometimes, plagiarism is detected at the review state or even after a paper has been published. In these cases, also a similar procedure is followed to investigate the case.

**Section 6. *Publication Committee Complaint Handling*** – If a member has a complaint or dispute about how committee procedures are applied or appointments are made, they shall submit a complaint in writing to the VP for Publications. The VP for Publications will confirm receipt of the complaint within 5 business days. The VP for Publications will evaluate the complaint on its merits and makes a decision. The VP for Publications will notify the complainant with a decision on the outcome within 30 days of original receipt of the complaint. If the complainant is unsatisfied with the decision of the VP for Publications, they may appeal the matter in writing to the President of IEEE CIS within 30 days of notification of the VP for Publications decision. The President of IEEE CIS will confirm receipt of the appeal within 5 business days. The President of IEEE CIS, will review the original complaint, the decision by the VP for Publications and consult with IEEE CIS EXCOM on the matter. The President of IEEE CIS will resolve the complaint and communicate the resolution to the complainant. If the complainant remains unsatisfied, the complainant may escalate the matter in writing to IEEE CIS ADCOM within 30 days of the President's decision, who will then discuss the matter and reach a resolution that will be communicated in writing to the

complainant. If the complainant is still unsatisfied with the outcome, the complainant may escalate the matter to IEEE Ethics and Members Conduct Committee (EMCC) and follow IEEE complaint handling procedures listed at <https://www.ieee.org/about/ethics/complaint-procedures.html>

It shall be the goal of IEEE CIS to complete the complaint resolution process for a particular complaint/dispute within three months of receipt.

*Section 7. Adherence to the Page Budget* – The EiC needs to carefully monitor the use of page-budget over the issues – all efforts must be made to distribute the total pages more or less uniformly over all issues in a year. The EiC needs to ensure that the actual number of pages allocated is as close as possible to page budget for that year. It rarely happens that the actual number of published pages is significantly lower than the budget. If it happens, although it does not cause any penalty, it creates a poor impression about both the journal as well as its administration, and hence should be avoided. However, there could be situations, where some additional pages may be required to complete the last issue of a given year – for example, to accommodate all papers of a special issue. In such cases, the EiC must get prior approval of the additional requirements from the CIS administration (President and VP for Finances via the VP for Publications). This approval then needs to be communicated to the appropriate IEEE Publication Editor responsible for the journal. If the publication is a co-sponsored one, then concurrence of the co-sponsoring societies is also needed for using additional pages. Depending on the agreement between the co-sponsoring societies, such approvals may need to be obtained via the Steering Committee of the co-sponsored publication.

*Section 8. Timely Publication and Best Practices* – The VP Pubs needs to coordinate with the EiCs to ensure that all issues of every publication are published as per the schedule. The weekly Periodical Mail Dates Report is an important source of information for this. In order to meet the publication schedule, review process must be completed as soon as possible and, of course, maintaining high quality of the reviews.

In order to attract top quality papers and to enjoy a privileged position among the journals in the related area, several factors are important : (i) submission of quality manuscript; (ii) timely review – low submission to decision making time; (iii) preferably three to four (at least two) quality reviews; (iv) low submission to e-pub time; (v) low submission to print time; (vi) avoiding backlogs longer than a year; (vii) timely publication of every issue, if applicable, and maintaining the periodical mail-date schedule.

As “best practices” all efforts should be made so that at least 50% of the papers submitted to a journal are reviewed and receive the first decision within 90 days and the submission-to-e-

publication period (Sub-2-Epub) of the accepted papers should not be more than a year. In order to meet these goals some of the steps followed by the EiCs are mentioned next.

The EiC should try to ensure that the Associate Editors (AEs) invite reviewers within 2-3 days. Just the automatic reminders often are not enough. Personalized emails usually help a lot. Although, it is the job of the AEs to remind reviewers to get the reviews on time and there is an automatic reminder system in place, it does not work always. Again, personal intervention of the EiC may be needed. Moreover, it is not uncommon to find some AEs holding a paper without any action for several weeks. In such a case, for the benefit of the journal/authors, it is desirable to reassign the paper to another AE. If such things happen repeatedly with a particular AE, his/her services as an AE should be terminated at the earliest opportunity.

Editorial pre-screening of articles is very useful for maintaining timeliness of processing without sacrificing quality. For example, papers which are clearly out of scope and/or of very poor linguistic quality can be rejected by the EiC. If the EiC finds that an article does not meet the minimum criterion for technical substance established for the periodical, the EiC can reject that article provided at least two members of the editorial board concur with the EiC on this. For manuscripts with very poor technical quality, "Early Rejection" can be initiated by either the EiC or the assigned AE. As with "not enough technical substance", the EiC needs to seek out two reviews from the editorial board to substantiate a decision. The EiC then makes an early rejection based on the reports by the AEs and his or her own views. This approach ensures the authors a reasonably detailed report behind the decision. This saves time for both authors and reviewers and helps the journal to maintain quality.

If the EiC finds growth of backlogs longer than a year, it must be brought to the attention of the CIS Executive Committee via the Vice President for Publications so that necessary actions can be taken. Backlog reliefs for a given year are decided by March.

*Section 9. Reporting to the AdCom* – EiCs are required to report in writing the up-to-date status of his/her publication to the Administrative Committee during the AdCom meeting. It is expected that the EiC attends the Adcom meeting in person. Such a report should contain information about gender, geographic and affiliation diversity of the AEs, special issues, submission statistics, acceptance-rejection statistics for the present year, which are to be contrasted with respect to data of past years. This report should also contain statistics about distribution of AEs and authors over different geographical regions, gender statistics, backlog data, if any, journal's bibliometric information such as impact factor, h5 index, and eigen factors.

Section 10. *Dealing with Issues of Concern* – PubsCom also needs to deal with any issue of concern that may arise with any of the publications. For example, if the impact factor of a journal suddenly drops or makes a quantum jump up, PubsCom should analyse the situation to understand the reason behind it. If there is a publications issue determined, the VP Pubs informs this to the appropriate IEEE staff member for resolution.

Section 11. *Transferring of Out-of-Scope Papers between CIS Transactions/Magazine* – The S1M has a feature that allows EiCs to transfer an out-of-scope paper to another transactions/magazine with a click of a button (the feature gets enabled when both transactions/magazine agree to it). If the author(s) agree to the transfer, the paper will be transferred to another transactions/magazine automatically without going through the normal review process. The EiCs may enable this feature on S1M for CIS transactions/magazine as and when is needed.