About the IEEE

- World’s largest technical membership association with more than 430,000 members in over 160 countries
- Not for profit society
- Core areas of activity
  - Membership
  - Publishing
  - Conferences
  - Standards
  - Education
Agenda

1. Publishing choices
2. Peer Review
3. Paper Structure
4. Ethics
5. Submission
6. Resources
7. Student Competitions & Awards
Choices
Choices

IEEE journal or IEEE conference?

• A **journal article** is a fully developed presentation of your work and its final findings
  • Original research results presented
  • Clear conclusions are made and supported by the data

• A **conference article** can be written while research is ongoing
  • Can present preliminary results or highlight recent work
  • Gain informal feedback to use in your research

• Conference articles are typically shorter than journal articles, with less detail and fewer references
### IEEE journal or IEEE conference?

**IEEE Journals**
- IEEE journals are cited 3 times more often in patent applications than other leading publisher’s journals
- A high percentage of articles submitted to any professional publication are rejected
- Peer Review process can be lengthy

**IEEE Conferences**
- IEEE Conference proceedings are recognized worldwide
- Peer Review process is typically faster than journals
- Per IEEE Policy, if you do not present your article at a conference, it may be suppressed in IEEE Xplore and not indexed in other databases
Peer Review
Peer Review

What is Peer Review?

Peer review is defined as the "critical assessment of manuscripts submitted to journals by experts who are not part of the editorial staff."

The most common types of peer review are single blind and double blind review

• Single Blind: the names of the reviewers are not shared with the author but the reviewers are aware of the author’s identity

• Double Blind: neither the author nor the reviewers are aware of each others' identity

• In both models, the anonymity of the reviewer ensures that the reviewer can give an honest and impartial evaluation of the manuscript.
Peer Review

What IEEE editors and reviewers are looking for

- Content that is appropriate, in scope and level
- Clearly written original material that addresses a new and important problem
- Extension of previously published work
- Valid methods and rationale
- Illustrations, tables and graphs that support the text
- References that are current and relevant to the subject
Peer Review

How does the Review Process Work?

- Editor-in-Chief (EIC) gets the paper after it goes through content match check (iAuthenticate) and “banned author” check
- If the paper is in scope for the journal, it is assigned to an associate editor
- Editor assigns the paper to five or more reviewers
- Reviewers send their comments back to the editor
- Editor makes a recommendation to the EIC as follows
  - Accept
  - Revise & Resubmit
  - Reject
- The EIC makes the final decision and informs the corresponding author
Example of one journal’s review process

IEEE Transactions on Information Technology in Biomedicine
Peer Review

Why IEEE editors and reviewers reject papers

- The content is not a good fit for the publication
- There are serious scientific flaws:
  - Inconclusive results or incorrect interpretation
  - Fraudulent research
- It is poorly written
- It does not address a big enough problem or advance the scientific field
- The work was previously published
- The quality is not good enough for the journal
- Reviewers have misunderstood the article
**Peer Review**

**Responding to Peer Reviewers**

- Go into the process with an open mind and appreciate the opportunity to improve
- Be prepared for different opinions and suggestions between reviewers
- Write a clear and well organized response letter
- Be polite and respectful
- Respond to every comment
- Address why you did not implement or address a concern from a reviewer
- Indicate where you have added new information in your manuscript
Peer Review

How do I become a peer reviewer?

- Select a few journals in your subject area, visit those journals’ online submission web sites (accessible via each journal’s homepage on IEEE Xplore®) and create a user account. Provide keywords about your area of expertise in your user account so that the editor can match submitted manuscripts with your area of expertise.

- You can also contact the editor directly to offer your services by going to the About tab on a journal homepage on IEEE Xplore and looking for the editor’s email address.
Structure
Paper Structure

Elements of a manuscript

- Title
- Abstract
- Keywords
- Introduction
- Methodology
- Results/Discussions/Findings
- Conclusion
- References
Paper Structure

Before you begin writing...

- Draft an outline
  - Why? What? How?
  - Organize data by importance (not chronological)
- Choose a journal or conference
  - Read & follow guidelines
  - Use the template
- Tell a story
  - Have a theme and punchline
  - Avoid data dumping
Paper Structure

Title

An effective title should...

- Grab the reader’s attention
- Answer the question: “Is this article relevant to me?”
- Describe the content of a paper using the fewest possible words
  - Is crisp, concise
  - Uses keywords
  - Avoids jargon

TIP: Communicate the major finding in the title
Paper Structure

Title Dos and Don’ts

✓ A Human Expert-based Approach to Electrical Peak Demand Management

VS

✗ A better approach of managing environmental and energy sustainability via a study of different methods of electric load forecasting
Paper Structure
Abstract

A “stand alone” condensed version of the article
- Summary of the research conducted, the conclusions reached, and the potential implications
- No more than 250 words; written in the past tense
- Uses keywords and index terms
The objective of this paper was to propose a human expert-based approach to electrical peak demand management. The proposed approach helped to allocate demand curtailments (MW) among distribution substations (DS) or feeders in an electric utility service area based on requirements of the central load dispatch center. Demand curtailment allocation was quantified taking into account demand response (DR) potential and load curtailment priority of each DS, which can be determined using DS loading level, capacity of each DS, customer types (residential/commercial) and load categories (deployable, interruptible or critical). Analytic Hierarchy Process (AHP) was used to model a complex decision-making process according to both expert inputs and objective parameters. Simulation case studies were conducted to demonstrate how the proposed approach can be implemented to perform DR using real-world data from an electric utility. Simulation results demonstrated that the proposed approach is capable of achieving realistic demand curtailment allocations among different DSs to meet the peak load reduction requirements at the utility level.

This paper presents and assesses a framework for an engineering capstone design program. We explain how student preparation, project selection, and instructor mentorship are the three key elements that must be addressed before the capstone experience is ready for the students. Next, we describe a way to administer and execute the capstone design experience including design workshops and lead engineers. We describe the importance in assessing the capstone design experience and report recent assessment results of our framework. We comment specifically on what students thought were the most important aspects of their experience in engineering capstone design and provide quantitative insight into what parts of the framework are most important.
Paper Structure

Introduction

- A description of the problem you researched
- It should move step by step through:
  - Generally known information about the topic
  - Prior studies’ historical context to your research
  - Your hypothesis and an overview of the results
  - How the article is organized

- The introduction should be:
  - Specific, not too broad or vague
  - About 2 pages
  - Written in the present tense
Problem formulation and the processes used to solve the problem, prove or disprove the hypothesis

Use illustrations to clarify ideas and support conclusions:

- **Tables**
  - Present representative data or when exact values are important to show

- **Graphs**
  - Show relationships between data points or trends in data

- **Figures**
  - Quickly show ideas/conclusions that would require detailed explanations
SIMULATION RESULTS

The objective of this section is to visualize, explore and compare the behavior of the three techniques before verifying it theoretically. The experiments focus on the fairness in workload distribution, the cost generated by the assignment and the execution time. Series of tests were devised to compare the three methods using MATLAB.

Applying these techniques on each configuration led to few observations. The choice of an assignment technique sometimes irrelevant. Config. (b) in Figs. 1–3 shows the three techniques exhibiting similar behavior. Targets Formula and Formula are always serviced by the same robots, respectively Formula and Formula. This suggests the existence of configurations and scenarios where other factors besides the technique need to be considered.
Paper Structure

Conclusion

• Explain what the research has achieved
  • Revisit the key points in each section
  • Include a summary of the main findings, important conclusions and implications for the field
• Provide benefits and shortcomings of:
  • The solution presented
  • Your research and methodology
• Suggest future areas for research

TIP: Answer the question “so what?”
Support and validate the hypothesis your research proves, disproves or resolves

There is no limit to the number of references

- But use only those that directly support your work (about 30)

Ensure proper author attribution

- Author name, article title, publication name, publisher, year published, volume and page number, Digital Object Identifier (DOI)
Ethics
Ethics

Ethical publishing

Plagiarism

- Avoid plagiarism
  - Cite and separate any verbatim copied material
  - Paraphrase other’s text properly, and include citation
  - Credit any ideas from other sources
  - Familiarize yourself with IEEE Policies

Refer to our Tips Sheet
Ethics

Ethical publishing

Duplication, Redundancies & Multiple Submissions

• Author must submit original work that:
  • Has not appeared elsewhere for publication
  • Is not under review for another refereed publication
  • Cites previous work
  • Indicates how it differs from the previously published work
  • Authors MUST also inform the editor when submitting any previously published work
Ethics

Types of misconduct

Author involvement/contributions

- Include any and all who have made a substantial intellectual contribution to the work
- Do not include minor contributors – use the Acknowledgements section to acknowledge non-author contributions
An author is an individual who meets **ALL** of the following criteria:

- Made a significant intellectual contribution to the work described in the article (e.g., theoretical development, system or experimental design, analysis and interpretation of data, etc.)
- Contributed to writing the article or revising it for intellectual content
- Approved the final version of the article as accepted for publication
Submission
Submit

The submission process is easy through IEEE Xplore

Click “Submit a Manuscript”

Follow the prompts to set up an account
Submit

To submit an article, follow the on-screen directions

Type, Title & Abstract

Attributes / Keywords
Submit

Check the status of your review

Track status and view the details of your manuscripts on the Author Dashboard.

Select the appropriate queue in the My Manuscripts section.

The results will display directly below the dashboard.
Submit

Use conference site (not IEEE Xplore) to submit to a conference

For complete information, see the Call for Papers for a conference.

Each IEEE sponsored conference has its own requirements for publishing.
Conference Calls for Papers

IEEE sponsors more than 1,400 annual conferences and meetings worldwide. IEEE is also highly involved in the technical program development of numerous events including trade events, training workshops, job fairs, and other programs.

For more information about an IEEE conference, search the IEEE conference database below.

[screenshot of conference search interface]

**Featured conferences and events**

- **2014 IEEE International Symposium on Electromagnetic Compatibility - EMC 2014**
  4 August - 8 August 2014 | Raleigh, NC, USA

- **2014 IEEE Region 10 Humanitarian Technology Conference (R10-HTC)**
  6 August - 9 August 2014 | Chennai, India

- **2014 5th IEEE RAS & EMBS International Conference on Biomedical Robotics and Biomechatronics (BioRob)**
  12 August - 15 August 2014 | São Paulo, Brazil

**Running an IEEE conference**

If you are interested in organizing an IEEE conference, contact:

MCE Customer Relationship Management:
Phone: +1 855 340 4333, +1 732 562 3878
E-mail: ieeo-mce@ieee.org

http://www.ieee.org/conferences_events/index.html
Resources
More than 4 million full-text documents and growing
  – About 25k new documents added monthly
  – Xplore updated daily
180+ IEEE journals & magazines
1,400+ annual IEEE conferences
2,500+ active and archived IEEE standards
Other publishers content including IET, VDE, and IBM
Backfile to 1988 with select legacy content back to 1872

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IEEE offers a suite of tools to help authors prepare their manuscript and find the right publication outlet. Our package of tools is unique among scholarly publishers.
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Robust tool with resources to help you reach your full potential as a published author

- IEEE Style Manual
- Reference Preparation Assistant
- Editing Assistance
- Templates
- Instructions for submitting multimedia materials

http://www.ieee.org/authortools
Key sites to remember

IEEE Author Resources  www.ieee.org/go/authorship
IEEE Author Tools  http://www.ieee.org/authortools
IEEE Xplore:  http://ieeexplore.ieee.org
IEEE Xplore information, training and tools:  http://www.ieee.org/go/clientservices
Collabratec (IEEE AuthorLab):  https://ieee-collabratec.ieee.org
IEEE Journal Citation reports:  http://www.ieee.org/publications_standards/publications/journmag/journalcitations.html
## Contacts for Author Questions

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Student Competitions & Awards
IEEE SusTech 2017
Student Poster Competition

- Date: Sunday, November 14 in Phoenix, AZ
- Deadline to Submit Abstracts: September 15
- Poster authors must be undergraduate students and may be members of a team comprising of up to four students.
- At least one student author must be an IEEE student member at the time of the submission of the poster to the Contest.

IEEE Global Humanitarian Technology Conference 
Student Paper Competition

- Date: October 19-22 in San Jose, CA
- Deadline to Submit Abstracts: July 21
- Must be an IEEE student member or graduate student member at the time of the submission.
- The work presented must be completed before the student receives a baccalaureate or master’s degree.

IEEE Fellowship/Scholarship

- IEEE Charles LeGeyt Fortescue Fellowship
- IEEE Computational Intelligence Society Conference Travel Grants
- IEEE Computational Intelligence Society Summer Research Grant
- IEEE Components, Packaging, and Manufacturing Technology Society Graduate Fellowship for Research on Electronic Packaging
- IEEE Computer Society Merwin Scholarship
- IEEE Dielectrics and Electrical Insulation Society Graduate Student
- IEEE Electron Devices Society Graduate Student Fellowship

http://ieee.org/membership_services/membership/students/awards/index.html
Scholarships and Fellowships

A Scholarship for Undergraduate Electrical Engineering Students in the U.S. and Canada

If you’re an undergrad in electrical engineering or considering it, you may be eligible for scholarship money and real-world experience in one of the most rewarding and future-facing careers for young graduates. Find out how.

Get a Head Start with Relevant Experience in Power and Energy Field

Internships are available for qualified undergraduate students in electrical engineering programs. Start your career off on the right foot. Find out more.

Student Stories

Curious about how IEEE PES and the IEEE PES Scholarship Plus Initiative can help you? Read about the experiences fellow PES Scholars have had that are helping to further their careers.

Emmeline Zhu
University of Maryland
“I grew up with a strong sense of giving back.”

Raymond Jones
Howard University
“In my family, I’m the first one to go to college.”

John Hofman
Washington State University (WSU) Vancouver
“I see the need in power and energy engineering and what the future holds in the industry.”

Jimmy Higgins
South Dakota School of Mines and Technology
“Since I was a kid, I’ve always been into electronics…”

Sarah Szewczyk
University of Washington
“By studying power engineering, I could affect energy consumption in the U.S.”
Grants to Attend IEEE Events

IEEE offers a number of Student Travel Grants to assist Student Members in attending conferences

Some grants are based on need; others are designated for students who have papers that have been accepted by an IEEE conference

Grants are offered by 11 IEEE societies: http://www.ieee.org/about/awards/student_travel_grants.html

The IEEE Foundation supports various Education Funds to support the brightest and most capable young minds https://www.ieee.org/organizations/foundation/educationalfunds.html

Additional student grant opportunities may be found by visiting an IEEE Conference Web site
Larry K. Wilson Regional Student Activities Award

The purpose of this award is to recognize annually, in each Region of IEEE, the Student member most responsible for an extraordinary accomplishment associated with Student Activities.

The award is designed to reward a particular event, program, or product of IEEE Student Activities. It is sponsored by the IEEE Member and Geographic Activities (MGA) Board.

For more information, please visit http://www.ieee.org/membership_services-membership/students/awards/larrykwilson.html
Questions?

Jalyn Kelley
IEEE Client Services Manager
Jalyn.kelley@ieee.org
Open Access
IEEE is a “Green” Open Access Publisher

SHERPA, the open access partnership, has defined RoMEO colours to highlight publisher’s archiving policies. These colours differentiate between four categories of archiving rights:

<table>
<thead>
<tr>
<th>ROMEO colour</th>
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<tr>
<td>green</td>
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<tr>
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</tr>
<tr>
<td>yellow</td>
<td>can archive pre-print (i.e., pre-refereeing)</td>
</tr>
<tr>
<td>white</td>
<td>archiving not formally supported</td>
</tr>
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- **Publisher:** Institute of Electrical and Electronics Engineers (IEEE)
- **Pre-print:** ✓ author can archive pre-print (i.e., pre-refereeing)
- **Post-print:** ✓ author can archive post-print (i.e., final draft post-refereeing)

**Conditions:**
- Preprint - Must be removed upon publication of final version
- Preprint - Set phrase must be added once submitted to IEEE for publication (see policy)
- Preprint - Set phrase must be added when accepted by IEEE for publication (see policy)
- Preprint - IEEE must be informed as to the electronic address of the pre-print
- Postprint - Publisher copyright and source must be acknowledged
- Postprint - Publishers version/PDF *must* be used

**Mandated OA:** ✓ Wellcome Trust (Compliant); ✓ ARC (Compliant); ✓ BBSRC (Compliant); ✓ MRC (Compliant); ✓ NERC (Compliant)

**Copyright:** See [general policy](#) and [copyright form](#) and [other copyright information](#)

**RoMEO:** This is a RoMEO green publisher
### Articles in Progress

**Progress in Chip Scale Integrated Photonic Sensing**

*Transactions on TESTA*

Upload your proof corrections by Oct 05, 2013

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<th>Digital Object identifier</th>
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<td>testa-2387</td>
<td>10.1109/TESTA.2012.2188005</td>
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<td>With Author for review and commentary</td>
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### Completed Articles

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<td>10.1109/TESTA.2011.2168490</td>
<td>Accepted Manuscript</td>
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OA Opportunity for Authors (Author Pay Model)

- Authors seek maximum exposure for their groundbreaking research and application-oriented articles.
- Open access makes their research freely available to all reader communities.
- IEEE provides 3 open access publishing options to meet the varying needs of authors throughout their careers.
IEEE also makes available various types of open access publications

IEEE Open Access

- Hybrid Journals
  Subscription-based and Open Access
- Mega Journal
  Multidisciplinary Open Access
- Fully Open Access Journals
  Devoted to One Technology Topic