

# Appendix I:

## Submit Papers to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) and Information of TUFFC

Appendix A to L are compiled from the conference web at: [http://ewh.ieee.org/conf/ius\\_2008/](http://ewh.ieee.org/conf/ius_2008/)  
(The web is also in DVD with ISBN: 978-1-4244-2480-1 and IEEE Catalog No. CFP08ULT-DVD)

### 2008 IEEE International Ultrasonics Symposium Proceedings

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# Part I: Submit Papers to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC)

Authors are encouraged to submit manuscripts expanded (more complete and with additional results) from the conference proceedings papers to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC). Unlike the conference proceedings, IEEE TUFFC is peer-reviewed and thus would allow a wider dissemination of your research results. The three documents below will give you more information on the IEEE TUFFC including its history, *impact factors* (IF) over the past 10 years, and its ranking among acoustical and electrical engineering journals:

**A Link to the IEEE TUFFC:** <http://www.ieee-uffc.org/tr/>

**Three Documents to Help You Learn More about IEEE TUFFC (see the included documents in this Appendix on the remaining pages):**

- **Open Access, Impact Factor, and Manuscript Central Tricks:**  
Please click on icon below to download the PDF file

- **TUFFC Operation Statistics and Trend:**  
Please click on icon below to download the PDF file

- **Recent Associate Editor Luncheon Agenda:**  
Please click on icon below to download the PDF file

**Job Description of EIC of IEEE TUFFC**  
(Previous Operations and Changes in 2007-2008)  
Jian-yu Lu, Ph.D.  
Editor-in-Chief (EIC)  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC)  
(Created: June 20, 2007; Latest Revision: December 18, 2007)

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**Final Report to UFFC-S Administrative Committee (AdCom) from Current Editor-in-Chief (EIC)**  
(A Summary of Operation of TUFFC Manuscript Central (MC))

Presenter: **Jian-yu Lu, Ph.D.**  
(October 28, 2007)  
(Note: Updated on December 31, 2007 with Latest Data)

**Editor-in-Chief**  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC)

(UFFC AdCom: 8:30 a.m. – 5:00 p.m., October 28, 2007, Hilton, New York, NY, USA)  
Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)  
Institute of Electrical and Electronics Engineers (IEEE)

10/28/2007/Jian-yu Lu

**Associate Editor Luncheon (Agenda)**  
(12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA)  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

**Discussion on Open Access and Impact Factor**

- Background (see "Job Description of EIC of IEEE TUFFC – Jian-yu Lu" for details):
  - Open Access (OA) movement is advancing. Over 300 peer-reviewed OA journals are planned to be launched in 2007 by one publisher alone, posing a threat to TUFFC.
  - Impact Factor (IF) is used by some countries and institutes to measure the productivities of scientists and to make funding decisions. Thus, high IF journals could attract more high-quality submissions.
- Questions and Opinion Polls:
  - #1: The goal of OA is in line with the purpose of a journal (i.e., to disseminate research results as widely as possible) by removing access barriers to further the advancement of sciences and technologies. Do you agree? (Yes/No)
  - #2: Open Access could increase TUFFC impact factor. Do you agree? (Yes/No)
  - #3: The IEEE International Ultrasonics Symposium (IUS) conference proceedings have neither copy editors nor peer reviews. But it would NOT impair the understanding of scientific or technical contents of the papers. Do you agree? (Yes/No)
  - #4: It would be worth to remove TUFFC copy editing to eliminate a huge cost (\$100,000-\$200,000 USD) (reduce a few months of delay in publication, and pave the way for low-cost OA that could potentially increase the IF of TUFFC). Do you agree? (Yes/No)
  - #5: It would be worth to remove the print version of TUFFC for OA, given the cost in the range of \$100,000-\$200,000 USD versus the benefits of print. Do you agree? (Yes/No)

10/30/2007, Jian-yu Lu, Editor-in-Chief, IEEE TUFFC

# Part II: Job Description of EIC of IEEE TUFFC

(Personal Experiences and Views as an EIC of TUFFC)

**Jian-yu Lu, Ph.D.**

Editor-in-Chief (EIC)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC)

(Created: June 20, 2007; Latest Revision: November 30, 2007)

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## **II. Definitions of Terms and Related Websites**

The Institute of Electrical and Electronics Engineers (*IEEE*), Inc. is an international organization of hundreds of thousands of members worldwide. It covers many multi-disciplinary engineering fields as well as all traditional electrical engineering areas. Its website is at:

<http://www.ieee.org/>

The Ultrasonics, Ferroelectrics, and Frequency Control (*UFFC*) society is one of the dozens of societies that form the IEEE. It includes not only ultrasonics, but also ferroelectrics and frequency control. Its website is accessible at:

<http://www.ieee-uffc.org/>

The IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (*TUFFC*) is the only archival journal that the IEEE UFFC society publishes. Its website is at:

<http://www.ieee-uffc.org/tr/>

The IEEE UFFC *Digital Archive* is a digital depository containing the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (1954-present), Proceedings of the IEEE International Ultrasonics Symposia (IUS) (1970-present), Proceedings of IEEE International Symposia on Applications of Ferroelectrics (1986-present), Proceedings of the Annual Symposium on Frequency Control (1956-present), nine books, all UFFC newsletters (1953-present), three special issues, reports, and more. This archive is a valuable tool for the editors of TUFFC for their jobs (only IEEE UFFC members have an access to the full-text articles in this archive). It is accessible at:

<http://www.ieee-uffc.org/archive/>

## **III. Introduction**

I have been asked to write a description of the job that an Editor-in-Chief (EIC) of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) is expected to do to help future EICs, prospective applicants of EICs, and transitions from one EIC to another. This is necessary because after January 1, 2002, a new bylaw of the Ultrasonics, Ferroelectrics, and Frequency Control (UFFC) Society has been established to limit the maximum number of terms of an EIC could serve to two, each of which is three years. I have had the pleasure to serve as an EIC of TUFFC for the UFFC Society since January 1, 2002. By December 31, 2007, I will have served the maximum of two terms and thus a new EIC will be needed starting January 1, 2008. According to the plan, the current Associate Editor-in-Chief (AEIC) will serve as the new EIC and the UFFC Society will need a new AEIC who could eventually become an EIC of TUFFC.

The job of an EIC has many details which are difficult to document completely. In the following, I will only describe some of the tasks and details, and focus exclusively on the TUFFC operations using an electronic system, which will be most relevant to future EICs. Discussions on two critical issues, the challenge of the open access (OA) movement (related to the TUFFC financial stability and the purpose of a journal) and the

impact factor (IF), that could affect the future of TUFFC are also included. In addition, “**Some ‘Tricks’ for AEs to Use MC**” are provided in a later section of the document to help Associate Editors to use the Manuscript Central electronic system more effectively.

**Note:** This PDF document could be navigated by *bookmarks* (click the first tab named “Bookmark” on your left to show it) or the link-enabled *Table of Contents*.

## **IV. Brief History of TUFFC**

The IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) was founded in June 1954 with the name of “Transactions of IRE”, where IRE was short for the Institute of Radio Engineering. It underwent several name changes. In May 1955, the name was changed to “IRE Transactions on Ultrasonics Engineering”, in 1963, it adopted the name “IEEE Transactions on Ultrasonics Engineering”, and in 1964, the name became “IEEE Transactions on Sonics and Ultrasonics”. Beginning 1986, the current name “IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control” has been used until present.

During the 53-year journey, TUFFC has served its research communities by publishing archival papers and other manuscripts and has evolved to become one of the leading journals in our disciplines. Four Editor-in-Chiefs including the present one have served for the TUFFC so far. Today, TUFFC has grown from a journal that published 35 pages in 1954 to one that publishes nearly 3000 pages (expected) in 2007. It has expanded from a journal that published semiannually (1954-1965), quarterly (1966-1974), bi-monthly (1975-2001), to one that publishes monthly (2002-present).

The four Editor-in-Chiefs of TUFFC in chronological sequence are:

***Oskar E. Mattiat*** (June 1954 – May 1971)  
Clevite-Brush Development Co.  
Cleveland, Ohio, USA

***S. Wanuga*** (July 1971 - September 1985)  
General Electric Co.  
Syracuse, New York, USA

***William D. O’Brien, Jr., Ph.D.*** (November 1985 – December 2001)  
Professor  
University of Illinois  
Urbana, Illinois, USA

***Jian-yu Lu, Ph.D.*** (January 2002 – December 2007)  
Professor  
The University of Toledo  
Toledo, Ohio, USA

The evolution of the journal name, publisher, and publication frequency of TUFFC is as follows:

**Journal Title:** *Transactions of IRE* (June 1954 – November 1954)

**Publisher:** Published by the Institute of Radio Engineering, Inc., for the Professional Group on Ultrasonics Engineering

**Publication Frequency:** Semi-Annually

**Journal Title:** *IRE Transactions on Ultrasonics Engineering* (May 1955 - December 1962)

**Publisher:** Published by the Institute of Radio Engineering, Inc., for the Professional Group on Ultrasonics Engineering

**Publication Frequency:** Semi-Annually

**Journal Title:** *IEEE Transactions on Ultrasonics Engineering* (July 1963 – December 1963)

**Publisher:** Published by the Institute of Electrical and Electronics Engineers, Inc., for the Professional Technical Group on Ultrasonics Engineering

**Publication Frequency:** Semi-Annually

**Journal Title:** *IEEE Transactions on Sonics and Ultrasonics* (July 1964 – November 1985)

**Publisher:** Published by the Institute of Electrical and Electronics Engineers, Inc., for the Sonics and Ultrasonics Group

**Publisher:** Published by the Institute of Electrical and Electronics Engineers, Inc. (starting July 1966)

**Publication Frequency:** Quarterly (1966-1974)

**Publication Frequency:** Bi-Monthly (1975-1985)

**Journal Title:** *IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control* (January 1986 – Present)

**Publisher:** Published by the Institute of Electrical and Electronics Engineers, Inc.

**Publication Frequency:** Bi-Monthly (1985-2001)

**Publication Frequency:** Monthly (January 2002 – Present)

## V. Key Duties

The key duties of an EIC of TUFFC are to make TUFFC a high-*quality* archival journal in our disciplines and shorten the *time* from submission to publication as much as possible through a smooth daily operation, *strategic* planning, technological innovations, *personal dedication*, and last but not least, answering the needs of *readers*. Detailed tasks of an EIC of TUFFC are described in a later section, *Details of the Tasks of an EIC of TUFFC*, of this document.

## VI. A Key to Accomplish Required Tasks

A key to accomplish the required tasks of an EIC without burdening or costing the UFFC society financially by hiring a human secretary is to be very familiar with the operation of the Manuscript Central (MC) software (MC is a product of ScholarOne, now part of the Thomson Corporation). This could be accomplished by reading the MC “TUFFC Site Evaluation Guide (produced by ScholarOne on March 25, 2002, with 82 pages)”, training through IEEE technical support, practicing through IEEE MC Demo (demonstration) website, testing all the operation functions of the website, and then checking to see if MC



produces desired results. This process will make an EIC efficient in using the modern software so that he/she could do more in less time without the need of a human secretary.

It is important that each time one tries something that he/she has not done before in MC, make sure to follow up and check if the results are what he/she expects. For example, when a manuscript is withdrawn upon the request of authors, if only one version is withdrawn, other versions of the same manuscript could float around and thus may show up as a manuscript that is being revised by authors or being handled by an AE, which is incorrect. Thus, a search through the Administrator Center of MC is required to withdraw all versions of the same manuscript.

## **VII. Manuscript Central**

The Manuscript Central (MC) software was produced by ScholarOne and has been used by TUFFC since June 1, 2002, after the current EIC has customized it to suit for the TUFFC operations with the help of IEEE staff and inputs from UFFC Society officials. MC allows a complete paperless operation from author submission, peer-review, to journal production. The software has also been used by most of the IEEE societies for journal operations.

The use of MC has been very beneficial for TUFFC. It has reduced the operation cost of TUFFC significantly and has contributed to the long-term financial stability of the UFFC Society. For example, since the MC was established for TUFFC on June 1, 2002, the current EIC has used it as a “secretary”, which currently costs about a few thousand dollars per year versus tens of thousands of dollars if a full-time human secretary were to be employed. Compared to a human secretary, MC has the advantage of providing reliable services 24 hours a day and 7 days a week, even when the EIC is traveling. Without MC, the current EIC would have difficulty to handle paper-based manuscripts while having a full teaching and research load at a University, in addition to being a father of two young kids and having been a General Chair since 2004 to prepare for the 2008 IEEE International Ultrasonics Symposium to be held from November 2-5, 2008, in Beijing, China. MC has not only made the job of the EIC more efficient and convenient in a higher quality (various statistical data are readily available from MC), it has also great benefits to our authors, Associate Editors (AEs), reviewers, and journal production staff. Technological innovations are also made easier with MC. For example, the TUFFC context-sensitive multimedia would be difficult to implement without MC.

To use MC more effectively, future EICs could check “[Some ‘Tricks’ for AEs to Use MC](#)” in a later section of this document. For a complete understanding of all aspects of MC operations, the “TUFFC Site Verification Guide” in MC could be helpful.

## **VIII. Journal Production Vendors**

Working with the Federation of Animal Science Societies (FASS) for the TUFFC production has been efficient and satisfactory. FASS responds promptly to our various requests for improvements. Although I have not worked with the IEEE journal production services, I was told by some IEEE societies' EICs during annual IEEE Panel of Editors' meetings that they do not have good experiences, which make their jobs more difficult. The reasons could be that IEEE journal production services have to take care of many IEEE societies and each of which may have a different need. The large IEEE production services would require more regulations and thus could be less flexible.

Since TUFFC uses FASS, it has taken a full advantage of MC from the beginning. For example, right from the start (June 1, 2002), TUFFC has used the electronic journal production capability of MC to produce the journal directly from authors' electronic files rather than requesting a few paper copies to be submitted after an electronic manuscript has been accepted for publication in MC. This has reduced authors' chores and speeded up the publication. However, the IEEE publication services didn't use this electronic approach until two to three years later; after the current EIC has explained to the IEEE staff the TUFFC approach during a visit to the IEEE headquarter in late 2003. In addition, it could be difficult to implement TUFFC context-sensitive multimedia if we were using the IEEE publication services that might be lack of flexibility.

## **IX. Cost Reduction for a Long-Term Survival of TUFFC – Challenges from Open Access (OA) Movement**

In addition to a high technical quality and a short "time from submission to publication", *financial* sources to sustain the TUFFC production are crucial.

Although, currently, TUFFC has generated a sizable surplus for the UFFC Society to sustain the journal production, continue to lower the expenses of TUFFC is a key to its long-term survival in the growing "hostile" environment of open access (OA). Two major production costs of TUFFC are: copy-editing by FASS and printing the copy-edited TUFFC to produce a paper journal. As is seen from the trend, the next generation of researchers will favor more an electronic version than the print version of TUFFC. In a not-too-distant future, one could expect the print version would be phased out (for example, recent and future IEEE International Ultrasonics Symposia no longer provide attendees print proceedings). If this happens, it will save about a half of the expenses of TUFFC.

The other major cost of the TUFFC operation is copy editing, which occurs after a manuscript is accepted for publication. If this cost could also be removed, the production costs of TUFFC would be dramatically reduced since the remaining costs would only be a fraction of that of the copy editing. As mentioned before, the current cost of using MC is about a few thousands of US dollars per year and hosting portable document format (PDF) files on both the FASS web server and IEEE Xplore has a relatively low cost. The removal of the copy-editing process might be feasible because according to the statistics of IEEE Xplore, the downloading (usage) of PDF papers of conference proceedings are comparable to those of journals, although typically, conference proceedings are not copy edited. In addition, as the computer technology, word processing, and graphics processing software advance, many authors could produce PDF files that would be indistinguishable in format from IEEE journals (for example, automatic formatting features of modern word processing software have helped me to produce this document and other documents that I produced for TUFFC). Besides the cost saving, a removal of paper journal (print version) and copy editing may also reduce the time from submission to publication significantly (currently, a few months may be needed for copy editing and printing after a manuscript is accepted for publication).

The essential (core or intellectual) part of TUFFC is produced through the efforts of authors, Associate Editors, reviewers, and EICs. As we know, the AEs, reviewers, and EICs of TUFFC are all volunteers who donate an enormous amount of time to create the treasure of TUFFC. If the time of volunteers were counted in a monetary term, TUFFC would be an extremely expensive journal. However, the purpose of the work of volunteers is to create a high-quality knowledge base to advance the sciences and technologies of our disciplines to serve our members and readers in the entire world. This purpose is in line with what is

promoted by the OA movement that argues the information created by the authors (in many cases funded by government agencies with public tax dollars) and volunteers should be freely available to anyone who has the need to access it, instead of being slowed by the barriers of access control.

Imagining if the annual expenses of TUFFC could be below twenty thousands of dollars with online-only version without copy editing, each author would need only to pay about a hundred dollars or less per manuscript (assuming TUFFC publishes about 250 papers a year) to sustain the production of TUFFC to accommodate an open access. Without an access control, there would be more readers and more citations, and thus could increase the impact factor (IF) of TUFFC further, as is reported for the journal of Optics Express (<http://www.opticsexpress.org/Issue.cfm>), which is an open access journal that has the highest impact factor among all the journals published by the Optical Society of America (<http://www.osa.org/journals/news/default.aspx>). Optics Express was started in 1997. It has an IF of 2.331, 3.219, 3.797, 3.764, and 4.009 for 2002, 2003, 2004, 2005, and 2006, respectively. It charges authors \$700 for manuscripts between 1-6 pages and \$1200 for those between 7-15 pages. (Although the IF might not be a perfect measure of the quality of a journal, it could affect the decision of some authors where to submit their high-quality manuscripts, which in term, might increase the quality of the journal. This may have happened to the Optics Express since I have heard that it is getting more and more difficult to get a paper accepted for publication by this journal. In addition, widen the accessibility of a journal would always serve the purpose of a journal – to disseminate research results.) Without open access, some authors might have to skip papers that require them to pay to gain an access, which could reduce the number of citations to these journals, even in developed countries such as U.S.A.

In summary, if TUFFC could reduce its major costs mentioned above, when the OA movement forces TUFFC to go open access, TUFFC would be in a good long-term financial standing to sustain its publication to serve our community. If the OA becomes a reality, financially, the UFFC Society might have to rely more on the surpluses of our current three annual international conferences and membership fees.

For your information, I include in **Appendix 1 “An Email from Bentham Science Publishers for Open Access Journals”** that was sent to me on August 30, 2007 regarding **“The Open Acoustics Journal”**. I assume many of you may have received similar emails. From the web site provided in that email, <http://www.bentham.org/>, one finds a news announcement “Welcome to Bentham Open Access: Bentham Publishers are launching more than 300 peer-reviewed open access journals during this year, under the banner of ‘Bentham OPEN’. The journals will cover all major disciplines and are exclusively open access publications.” Their manuscript submission and instructions webpage is included in **Appendix 2 “Open-Access Manuscript Submission and Instructions of Bentham Science Publishers.”** With this magnitude of expansion of peer-reviewed OA journals, if the cost could be further lowered for OA authors, the non-OA world, including IEEE journals, could be challenged soon.

One can also find numerous open access journal titles at: <http://www.bentham.org/open/a-z.htm>. For the “The Open Applied Physics Journal” at <http://www.bentham.org/open/toapi/index.htm>, it is interesting that there is a minimum page limit of 10 pages and unlimited maximum number of pages for research articles. In addition, “There is no restriction on the number of figures, tables or additional files such as video clips, animation and datasets, that can be included with each article online.” The publication fee for each research article is currently \$800.

## X. Impact Factor (IF)

**Definition:** Impact factor (IF) of a journal for a year, say, 2006, is defined as the number of citations in the current year (2006) from all Institute for Scientific Information (ISI)-recognized archival journals to articles of the journal in the most recent two years (2004 and 2005) divided by the number of articles published during the same period (2004 and 2005) by the journal. The impact factor is viewed by some to have a correlation with the quality of a journal and is known highly discipline dependent. However, others may be quite skeptical of the impact factor. Nevertheless, some countries and institutions use it to measure the productivity of a scientist.

The history of the Impact Factor of TUFFC over the past 10 years is given below:

**Acoustic Ranking:** *Ranking among acoustic journals*

**EE Ranking:** *Ranking among Engineering, Electrical, & Electronic*

**Acoustic Range:** *Acoustic journal impact factor range*

**EE Range:** *Engineering, Electrical, & Electronic impact factor range*

History (Year)	Impact Factor	Acoustic Range	EE Range	Acoustic Ranking	EE Ranking
2006:	<b>1.729</b>	0.000-2.288	0.000-4.500	#5 among 28 (Top 18%)	#34 among 206 (Top 17%)
2005	<b>1.819</b>	0.088-2.430	0.000-5.176	#4 among 27 (Top 15%)	#35 among 208 (Top 17%)
2004	<b>1.545</b>	0.128-2.167	0.006-4.352	#4 among 26 (Top 15%)	#35 among 209 (Top 17%)
2003	<b>1.421</b>	0.154-2.033	0.004-4.241	#6 among 28 (Top 21%)	#46 among 205 (Top 22%)
2002	<b>1.595</b>	0.025-1.806	0.004-3.400	#3 among 28 (Top 11%)	#29 among 203 (Top 14%)
2001	<b>1.372</b>	0.025-1.862	0.007-5.000	#5 among 27 (Top 19%)	#31 among 200 (Top 16%)
2000	<b>1.640</b>	0.050-1.822	0.007-4.909	#4 among 27 (Top 15%)	#17 among 202 (Top 8%)
1999	<b>1.713</b>	0.035-2.196	0.003-5.357	#5 among 27 (Top 19%)	#17 among 205 (Top 8%)
1998	<b>1.051</b>	0.026-2.182	0.016-2.230	#5 among 25 (Top 20%)	#36 among 208 (Top 17%)
1997	<b>1.058</b>	0.084-1.853	0.008-4.000	#6 among 20 (Top 30%)	#28 among 193 (Top 15%)

In late 2006, I did an investigation for TUFFC on the ISI database (cumulative citations to TUFFC papers):

<http://portal.isiknowledge.com/portal.cgi/>

At that time, I found that TUFFC published a total of about 2830 papers from 1990-2006 (for a period of about 17 years), **5.8%** (or 164) received 25 or more cumulative citations, **1.7%** (or 48) received 50 or more cumulative citations, **0.5%** (or 15) received 100 or more cumulative citations, and **0.14%** (or 4) received 150 or more cumulative citations.

For future EICs, the debate over the IF is likely to continue. To facilitate any future discussion on the IF and its impact on TUFFC, comments from many colleagues responded to my email sent to Associate Editors and other officials of UFFC regarding the IF on December 5, 2006 are given in “**Appendix 3 – Comments on Impact Factor**”.

## XI. A Survey on OA and IF from a Recent AE Luncheon

A brief survey with the following five questions has been conducted in a recent Associate Editor Luncheon (12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA), which was held in conjunction with the 2007 IEEE International Ultrasonics Symposium. Associate Editors of TUFFC and many UFFC society officers have attended the luncheon.

- **Question #1:** The goal of OA is in line with the purpose of a journal (i.e., to disseminate research results as widely as possible by removing access barriers to further the advancement of sciences and technologies). Do you agree? (Yes/No)
- **Question #2:** Open Access could increase TUFFC impact factor. Do you agree? (Yes/No)
- **Question #3:** The IEEE International Ultrasonics Symposium conference proceedings have neither copy editing, nor print version. But it would NOT impair the understanding of scientific or technical contents of the papers. Do you agree? (Yes/No)
- **Question #4:** It would be worth to remove TUFFC copy editing to eliminate a huge cost (\$100,000-\$200,000), reduce a few months of delay in publication, and pave the way for low-cost OA that could potentially increase the IF of TUFFC. Do you agree? (Yes/No)
- **Question #5:** It would be worth to remove the print version of TUFFC for OA, given the cost in the range of \$100,000-\$200,000 versus the benefits of print. Do you agree? (Yes/No)

The results of the survey are as follows:

- For **Question #1:** --- Generally agree.
- For **Question #2:** --- Generally agree.
- For **Question #3:** --- Generally agree.
- For **Question #4:** --- Some people disagree. Reasons: (1) Some manuscripts may be incomprehensible without copy editing. (2) An archival journal may need to have a professional looking.
- For **Question #5:** --- Some people mentioned that the print is still in demand.

A solution has been suggested by some AEs for Questions #4 above, i.e., to have some authors pay for the copy-editing services of their manuscripts. This could work because: (1) most authors have satisfactory English language skills to make their manuscripts technically understandable and thus do not need professional language services; (2) for a small number of manuscripts that may be technically acceptable for publication but would need professional language services in order for the manuscripts to be comprehensible by most readers (judged by AEs, reviewers, and EIC), the authors could be asked to pay an extra (say, paying \$800 USD that is similar to other OA journals instead of paying less than \$100 USD) for copy editing of their manuscripts by a trusted service provider (such as, FASS or IEEE) before the manuscripts could be published.

In addition, given the rapid advancement of word processing software and web technologies, good templates and tools (text formatting, on-line reference formatting and checking, and figures) could be developed by IEEE for authors to produce good enough “camera ready” papers to address the issue of “professional looking”. Notice that authors of conference papers nowadays are routinely using templates and tools provided by IEEE. If authors do not follow proper guidelines of paper formatting, their manuscripts could be subject to professional copy-editing services that would charge the authors an extra.

## **XII. Rejection Rate of TUFFC**

TUFFC were criticized to have a low rejection rate as compared to other IEEE journals in its last five-year review by IEEE a few years ago (currently, the rejection rate is around **30%**). We had discussion of this during our annual AE meetings. Most of the AEs and the society officials felt that TUFFC should not do anything to artificially increase the rejection rate without actually increasing the quality of TUFFC. Therefore, the future changes for TUFFC could be focused on increasing its **quality**. In addition, programs could be developed with the help of IEEE to honor our **anonymous heroes** – the **reviewers**, especially, those who have contributed significantly, to help us to further increase the quality and timeliness of TUFFC.

### **XIII. Three Key Documents for Authors, Reviewers, AEs, and Future EICs**

The following three documents were modified and expended from previous versions when the current EIC took office on January 1, 2002. These documents contain TUFFC MC screen shots that provide step-by-step operations for users to navigate through MC and have been updated from time to time. They have been very useful in guiding Associate Editors, reviewers, and authors. Therefore, future EICs would need to review these documents carefully and update them as necessary. When new AEs are appointed, they should review these documents first before starting their duties.

Guide for Associate Editors:

[http://www.ieee-uffc.org/tr/guide\\_for\\_ae.pdf](http://www.ieee-uffc.org/tr/guide_for_ae.pdf)

Guide for Reviewers:

[http://www.ieee-uffc.org/tr/rev\\_instr.pdf](http://www.ieee-uffc.org/tr/rev_instr.pdf)

Information for Contributors:

<http://www.ieee-uffc.org/tr/contrib.pdf>

### **XIV. Producing Reports for UFFC AdCom**

During the past six years, UFFC Administrative Committee (AdCom) had two meetings per year. In each meeting, a report for the operations of TUFFC was required from the EIC. In the reports, many aspects of the TUFFC operations have been included and data have been presented in a historical perspective to see the trend where TUFFC is heading. Many of you may already have a copy of these reports.

To produce the data more easily for the AdCom reports, needs of IEEE committees, requests from UFFC officials, and managing daily TUFFC operations, I have developed a computer program using the Microsoft Visual Basic language for the Microsoft Excel spreadsheet to automatically produce various statistics of MC operations and the operations of each AE. This program is available to future EICs. Since the program is developed for the popular Microsoft Excel, it is portable and easy to use. In case any future EIC has difficulty to use it or would like to expand or develop new programs based on it, I will be happy to explain and demonstrate. The program can do the following among other things: (1) automatically calculate most of

the statistic tables that I have presented in each report for the UFFC AdCom (notice that some statistics were obtained directly from MC and some were calculated manually), (2) detailed performance and manuscript processing status of each AE, (3) detailed status of each in-progress manuscript (manuscripts that have not reached a final decision yet), and (4) all of the statistical charts of manuscripts for each AE.

Complete data of the TUFFC operations can be obtained from the following items in the Report Menu of MC (note that the Report Menu in the AE Center is quite restrictive and thus is not the same as the one shown below). Some of the items (started with “\*”) have been useful for me to produce the reports. However, ScholarOne is continuing to expand the list and more data may be available in the future.

- Manuscripts Status by Date Submitted
- Manuscripts In Process
- Manuscripts Pending Associate Editor Decision
- 
- Manuscripts Accepted
- \* Manuscripts Accepted by Type
- \* Manuscripts Accepted by Country
- Manuscripts Rejected
- \* Manuscripts Received by Type
- Manuscripts Received by Custom Field (cust1)
- \* Manuscripts Received by Country
- \* Manuscripts Received by Decision
- \* Manuscripts Received by Associate Editor
- 
- Pending Reviews
- Late Reviews
- 
- \* Time from Submission to Decision
- \* Time from Submission to Acceptance
- \* Time from Submission to Reject
- \* Time for EIC to Assign Associate Editor
- \* Time for Associate Editor to Assign Reviewer
- 
- \* Turnaround Time by Associate Editor
- \* Accept/Reject Ratio by Associate Editor
- \* Reviewer Statistics and History
- \* Reviewer Agreed List
- \* Manuscripts With Final Decisions (Export)
- \* Reviewer History Agreed Listing
- Manage Outstanding Revisions
- \* Decision Ratio Report-Display Export
- \* Decision Ratio Report-Data Export
- 
- Users With Duplicate E-mail Addresses
- Potential Duplicate Users (by e-mail address)
- Users with Duplicate User ID

- Merge Users Tool
- Correct Duplicate Reviewer Assignments (S1 Migration Use)
- Match Authors (S1 Migration Use)
- Journal User Permission Level Report
- Periodicals Committee Report

Note: The Excel spreadsheet downloaded from “[Decision Ratio Report-Data Export](#)” is used as an input to the Visual Basic program that I developed to produce various reports automatically. Other spreadsheets downloaded from “[Manuscripts With Final Decisions \(Export\)](#)” and “[Reviewer History Agreed Listing](#)” may also be used to manage TUFFC operations.

Note: The “Periodicals Committee Report” is an item newly added by ScholarOne and could be of use for future EICs to provide data specifically for the IEEE Periodicals Review Committee. This committee reviews every IEEE journal once every five years. During the last report, data were collected from other items of the Report Menu above.

## **XV. Monthly Deadlines of an EIC of TUFFC**

One of the responsibilities of an EIC is to follow the monthly deadlines closely. Deadlines of some major tasks are listed below:

- Receive a list of accepted manuscripts available for publication in a current issue from FASS around the 20<sup>th</sup>-25<sup>th</sup> of each month. For example, the list for *January 2008 issue* will be available around *December 20-25, 2007*.
- Arrange the Table of Contents of each issue of TUFFC according to the *seven major technical areas* of UFFC. Such arrangement will save readers’ time when they browse the Table of Contents of TUFFC monthly for each issue. In the era of information explosion, many people may not have a lot of free time to make extra efforts to find information they need. Our efforts to help readers, although they might seem little, will be *magnified* by the number of readers. I have also suggested a future version of IEEE Xplore to accommodate subtitling in the Table of Contents of each issue of TUFFC similar to what we have on the FASS website. The seven technical areas for each Table of Contents in an alphabetical order are as follows:
  - *Ferroelectrics*
  - *Frequency Control*
  - *Medical Ultrasound*
  - *Physical Acoustics*
  - *Sensors, NDE, and Industrial Applications*
  - *Surface Acoustic Waves*
  - *Transducers and Transducers Materials*
- Send the arranged Table of Contents back to FASS.
- Check the blueline from the “Printer” for each issue of TUFFC (the “Printer” is a company that produces the print version of TUFFC and the blueline is a proof of each issue of TUFFC). Although FASS is responsible for including all the information in each issue, often, they make mistakes. When checking, pay special attention to all multimedia contents and those contents you have asked FASS to add, delete, or change. After checking, give your approval to FASS with a list of errors to be corrected, if there is any.



- Check the on-line PDF files on the FASS TUFFC website. Correct any errors by communicating with the TUFFC production staff. Pay special attention to multimedia files and changes you have requested. Once the files are checked, FASS will send an announcement to all TUFFC subscribers.
- Download each issue of TUFFC from FASS protected website for IEEE Xplore. Check all the files carefully and make sure that there is no discrepancy between files in this package and those on the FASS TUFFC website. Correct any mistakes if there are any with FASS and download and recheck the updated files FASS produced if needed.
- Compress the checked package into a single zip file and then upload it to the IEEE file server via FTP (file transfer protocol) for IEEE staff to load the issue into Xplore. Send an email to notify IEEE staff for the upload.
- Check IEEE Xplore to make sure they have correctly posted the issue as much as the Xplore software could accommodate (IEEE Xplore software has many limitations and inflexibilities, and improvements could be slow because IEEE has to take care of all of its societies and many of their staff members are overloaded). Pay special attention to the multimedia files and their links in PDF papers as well as their functionality (compare them to those on the FASS TUFFC website since IEEE staff may handle this inconsistently from one TUFFC issue to another). Also pay attention to errors that might be introduced by IEEE PitStop software that IEEE uses when uploading TUFFC issues to Xplore. These errors could randomly strip off a paragraph, a figure, a title, some symbols in an equation, and sometime authors' names within a PDF file due to the limitations of the IEEE PitStop software (PitStop may have problems with font substitutions and thus produce a string of strange errors in PDF files). Correct any problems found with IEEE staff. (The current Vice President for Publications of UFFC, Dr. Don Yuhas, has helped to have IEEE correct some of the problems of Xplore, but solving other problems may need to wait until IEEE Xplore becomes more flexible and accommodating, which could take some time.)

## **XVI. Details of the Tasks of an EIC of TUFFC**

### **Check Each Manuscript Authors Submitted in Administrative Center of MC:**

- Make sure the PDF file of the manuscript authors submitted is on the top of the file list. If not, move it to the top.
- Move any Microsoft Word document, if it exists, that corresponds to the PDF manuscript immediately below the PDF file to allow reviewers to write comments directly into the Word file (second from the top).
- If only a Microsoft Word file of the manuscript is submitted, save the file to a local hard drive and then upload it back to MC. The file will be automatically converted to PDF format. If the conversion produces errors, such as, only the first few pages are converted, then do the conversion directly from Microsoft Word to PDF file on the local hard drive and then upload the PDF file into MC.
- Open each PDF file to check for any irregularities in the manuscript.
- If authors use Japanese, Chinese, or Korean fonts in the PDF file, ask authors to email a new file in Microsoft Word format or some other formats that the EIC could handle. Then, create a new PDF file and update MC for the authors. This is important because not all AEs and reviewers have these font packages installed in their computers and many users of computers do not have an administrative privilege to install or modify installed software. (The custom default letter "Additional Word Processing Files Needed" in "[Appendix 5 - Other Default Letters](#)" could be used to notify the authors.)

- If authors submit manuscripts in a zip package, download the package and then unpack it in your computer. Upload the necessary files back into MC to make it easier for AEs and reviewers.
- Check multimedia files to make sure they can be opened properly and are viewable with a common program such as Windows Media Player that is bundled with Microsoft operating systems. Check the size of files as specified in the “Information for Contributors” to make sure they are not too large to ensure a reasonable downloading time for AEs, reviewers, and readers.
- Make sure the subject classification of the manuscript is correctly selected by authors according to the seven technical areas of TUFFC. In the process of submission of manuscripts, authors are prompted to select the classifications defined when the TUFFC MC was established. If the selection by the authors is incorrect, make a note to yourself so that statistics can be produced more accurately for the reports to UFFC society.
- Copy the “Authors Notes to Editor-in-Chief” to the “Notes” area as appropriate so that AEs could see the same notes, which may be necessary for AEs to conduct the peer-review process. Please remember to click the button “Save Notes” when the operation is done so that the changes are effective in MC.
- After checking carefully for all of the above, select “Yes” in “Send on to Editor-in-Chief” box, and then click “Update Information” to forward the manuscript to the EIC Center in MC.

### **Assign Manuscripts to Associate Editors:**

- Assign Manuscripts to Associate Editors according to the contents of the manuscripts. This is an essential step to ensure the quality of TUFFC because AEs who are knowledgeable on the subjects of the manuscripts would handle the peer-review process better and more efficiently, and would enjoy more while doing their jobs. On the other hand, one tries to avoid overloading AEs and thus compromises may sometimes be necessary. TUFFC currently has about 50 AEs. This helps to cover a wide range of areas. Although we try to balance the loads of AEs, some AEs will still have a heavier load than others due to the nature of the research areas.
- When assigning manuscripts, take care of all special requests that AEs have asked for so that in some periods of time, do not assign manuscripts to particular AEs. Sometimes, AEs are sick, in travel for an extended period of time, and in sabbatical, etc.
- Some authors requests that their manuscripts not be handled by some AEs for various reasons. When assigning manuscripts, try to honor authors’ requests. If authors put some AEs in the list of non-preferred reviewers, try to avoid assigning the manuscripts to those AEs whenever possible.
- After assigning manuscripts, if some AEs request not to handle particular manuscripts, assign those to other AEs whenever possible. (So far, I have accommodated all such requests from AEs.)
- Pay attention to those manuscripts that are resubmitted as Correspondence after the decision “Resubmit as Correspondence” has been made for their original manuscripts. As far as MC is concerned, such a decision means the termination of the peer-review process of the manuscripts. Therefore, when these manuscripts are resubmitted, they are assigned new manuscript numbers (IDs) and may be difficult to distinguish from other new submissions. However, authors always have a note to EIC to indicate that these are resubmissions and they have uploaded responses to reviewers’ comments with their manuscripts. For these manuscripts, it is desirable to assign them back to the original AEs for handling if the AEs are still available. In the letters to the AEs, make a note on the top of the letter: “This manuscript is a resubmission as Correspondence of the original manuscript, TUFFC-0XXXX-XXXX, which was handled by you.”
- Sometimes, authors may have new manuscripts related to earlier submissions. Such relationships should be established for proper assignments and tracking of these manuscripts.

## Front Cover Images:

- During the past six years, the current EIC has handled the peer-review process of all front cover images. When handling the front cover images, an EIC should ensure an adequate supply of the images while avoiding a huge backlog (only 12 images can be published per year). Because the peer-review process of front cover images has been taken into consideration when TUFFC MC was established, it should be straightforward and efficient for future EICs to handle them if they choose to do so. However, it would be easier to ensure an adequate supply of images if an EIC handles the front cover images.
- The criteria for accepting a front cover image for TUFFC and the procedure for submissions have been described clearly in the “Information for Contributors”.
- Because front cover images are different from regular manuscripts, different default letters have been produced (“[Appendix 5 - Other Default Letters](#)”).

## Special Issues:

After TUFFC MC system was established, in 2003, Special Issue (SI) publications in TUFFC restarted and now we have 11 Special Issues (9 of them have been published, one of them will be published before the end of the term of the current EIC, and the remaining one has almost finished its peer-review process and is likely to be published in early 2008). Special Issues bring papers of current interest together in single issues, and are important tools for research. Since the peer-review process for the publications of SIs has also been taken into consideration when TUFFC MC was established, the publications of SIs have been smooth and automatic, even for the SI “Applications for Ferroelectrics” that has as many as 150 submissions and for the SI “Diagnostic and Therapeutic Applications of Ultrasound in Bone” that has a submission of 42 manuscripts. The following are some steps for the publications of SIs:

- To develop Special Issues, an EIC needs to work with AEs and/or experts in the fields to decide suitable topics. In many cases, Special Issues are initiated by AEs and Guest Editors.
- Once the topic of an SI is determined, Guest Editor(s) should develop an announcement of the SI a few months (around 6 months) before the manuscript submission deadline and submit the announcement to the EIC to review and publish in TUFFC. The approved announcement should run continuously in TUFFC until the deadline expires to solicit as many manuscripts as possible. Usually, most of the submissions occur within 10-20 days before the deadline.
- If the SI is handled by more than one Guest Editor, designate one of them as a grand Guest Editor to whom all manuscripts are assigned. After the grand Guest Editor check through all the manuscripts, he/she should let the EIC know which Guest Editor should handle the peer-review process for which group of manuscripts. Then, the EIC will reassign the manuscripts to various Guest Editors. If some Guest Editors are not existing AEs, temporarily add an AE privilege for these Guest Editors in their MC accounts. Once the Guest Editors have finished the peer review process and the SI is published, remember to add *a termination date* to the AE privilege of them. Please do not simply remove them from the AE privilege because it may mess up the statistics in MC (MC could not find corresponding entries if any person who once had an editorial role is removed).
- If a Guest Editor has never served as an AE of TUFFC after the start of the TUFFC MC in 2002, it is important to have him/her review the three documents, “Guide for Associate Editors”, “Guide for Reviewers”, and “Information for Contributors” before his/her handling of manuscripts. This will

help to ensure a consistent high quality of TUFFC among the Guest Editors and help the Guest Editors to navigate through MC (step-by-step guides and screen shots are available in these documents). It is very important to emphasize to all Guest Editors that the *quality* of manuscripts is the most important factor when they accept manuscripts for publication in TUFFC. Since Guest Editors may be new to the TUFFC MC system, they often need more help from the EIC. (Please notice that it will never be too much to constantly emphasize the quality of TUFFC to the Guest Editors and remind them of the IEEE peer-review *policies* and *procedures* that they need to follow during the courses of SIs. Even if you think you have asked Guest Editors to review the three documents above before starting their duties and you think they should have been clear, you may still find problems in their following these procedures because they may be too busy and thus finding problems and helping them to solve the problems may be necessary, especially for SIs that are large and have many Guest Editors. Because the Grand Guest Editors may not have a clear view of the statuses and the entire operations of SIs once some manuscripts are reassigned from them to other Guest Editors, it is important for an EIC to periodically produce statistics of operations of SIs for them.)

- Once the peer-review process is completed for all manuscripts of an SI, the EIC should ask the grand Guest Editor to write an introduction to the SI. The grand Guest Editor should also submit Biographies, photos, affiliations, and addresses of all Guest Editors to the EIC. After checking through all of the submitted materials, the EIC should submit them to the publisher (FASS).
- As soon as the peer-review process is completed for the SI, the grand Guest Editor should also be asked to select a candidate of the front cover image of the SI. If there is a suitable image, after consulting with the EIC, the grand Guest Editor should send out an invitation to the authors to submit a front cover image for peer-review. After improvements of the image through the peer-review process, the cover image may be used for the SI. If there is no suitable image, the EIC should use one of the available images accepted previously.
- To avoid delay of publication of regular issues due to the SI, an SI is usually published as a part of a TUFFC regular issue. This removes the scheduling pressure due to the SI and would even allow TUFFC to publish one SI in each issue.
- More instructions on the handling of an SI can be found in the “Guide for Associate Editors”.

### **Withdraw Un-submitted Revisions and Withdraw Other Manuscripts:**

It is the policy of TUFFC to withdraw any manuscripts that have been returned to authors for revisions for more than 90 days. This policy was established by UFFC AdCom and has been clearly written in the automatic decision letters AEs send to authors. The policy may avoid inappropriate claims to priorities of some patent applications and greatly reduce the delay due to authors. However, for various reasons, authors may either ignore the policy or have difficulty to follow it in extenuating situations.

- Periodically, say, once every half month, I check the “Withdraw Un-submitted Revision” in MC to find manuscripts that have a revision time over 90 days and send emails to those authors to remind them of the policy. In the reminder, one more month is given to authors to resubmit their manuscripts. If we do not hear from the authors after the deadline, the manuscripts will be withdrawn. In most cases, authors simply resubmit their manuscript before the deadline. In rare cases where authors request additional time and could justify their delays, their requests could be granted after establishing new deadlines with the authors. (A default letter “Reminder for

Submission of Revision” has been developed for this purpose in “[Appendix 5 - Other Default Letters](#)”.)

- When withdrawing an un-submitted manuscript, first withdraw it in “Withdraw Unsubmitted Revision” screen. Then, search for part of the Manuscript ID to find all versions of the same manuscript. For example, if the Manuscript ID is TUFFC-01234-2007.R1, type in only “1234” to search for the manuscripts in the Administration Center of MC. This allows for manuscript, TUFFC-01234-2007, with all suffixes to be displayed. Then, withdraw the manuscripts one by one. This is necessary because other versions of the manuscript are still regarded active by MC and statistics produced by MC may not be accurate if this is not done properly.
- There are other reasons to withdraw a manuscript. These include: (1) withdraw upon the request of authors, (2) manuscript “A” has been merged with manuscript “B”, (3) English of a submitted manuscript is not satisfactory for review, and (4) the manuscript is not properly prepared for TUFFC, and so on. When withdrawing such a manuscript, it is also necessary to withdraw all versions of the manuscript. (See the default letter “Withdraw” in “[Appendix 4 - Default Letters in TUFFC MC](#)” for details.)

### **Merging Duplicate User’s Accounts:**

- Merging duplicate user’ accounts in MC is very important. Duplicate user accounts are produced either by AEs when they add new reviewers “on the fly” without checking if the accounts already exist, or by users themselves. Duplicate user accounts prevent reviewers from getting the manuscripts to review and are one of the reasons that AEs do not get responses from reviewers. For example, if MC has an account called [John A. Smith](#) with an email of [jasmith@aaa.bbb](mailto:jasmith@aaa.bbb), if an AE enters a name [Jon A. Smith](#) with the same email address due to a typo, MC may be confused as to which account to send the manuscript and the reviewer John or Jon will not get the manuscript.
- Occasionally, two different user accounts could be marked by MC as duplicates if they have the same first and last name, although middle names may be different. Therefore, it should be careful not to merge such accounts that may actually belong to two different users.
- When merging one duplicate account into another, if the email addresses of the accounts are different, an email should be sent to both of the email addresses so that the user is notified the activities of the accounts (sometimes one of the email addresses is no longer valid, or, in rare cases, these accounts belong to different users and are merged by mistake). The email should provide users a method to retrieve the password of their accounts using their email addresses that are associated with the user names of the accounts. In addition, the email should also be sent to the AEs who may have produced the duplicate accounts so that they could check with the reviewers to avoid delays. (A default letter “MC Account Merged” in “[Appendix 5 - Other Default Letters](#)” has been produced for merging duplicate accounts.) In case accounts of different users are merged by mistake, IEEE technical support can help to separate them.
- When sending account information to MC users, it is very important not to reveal any user password. Password should only be obtained by the account holder. Otherwise, the integrity of the peer-review process could be damaged. For example, if “A” would like to find out the password of “B”, “A” could simply assign “B” as a reviewer. Later, when “B” is handling a manuscript of “A”, “A” could log into the account of “B”.
- During the past 6 years, the EIC has merged accounts periodically (about once every two weeks) for nearly 1000 users in MC and thus one could see the magnitude of the problem. Sometimes, the EIC merges accounts due to complaints from reviewers who could not find the manuscripts to review.

## Miscellaneous Tasks:

There are other tasks pertinent to the job of an EIC:

- Attend the annual IEEE Panel of Editors (POE) meeting to exchange experiences with editors of other IEEE societies. The POE meeting is a good forum to update EICs with new developments in IEEE and helps to improve the operation of TUFFC.
  - Organize the annual AE meetings (usually it is a luncheon in conjunction with the annual IEEE International Ultrasonics Symposia).
  - Produce statistics of TUFFC operations and present reports for the twice-a-year UFFC AdCom meetings. Produce additional statistics and reports when requested by IEEE committees and UFFC officials.
  - Ask IEEE staff to provide information regarding the impact factor of TUFFC when it is available each year.
  - Inform the UFFC Awards Chair to publish award results in the July issue of TUFFC each year so that authors could find the award announcements easily in a single and fixed issue.
  - Send information of retired AEs, if there is any, to the UFFC Awards Chair to make plaques for these AEs three months before the annual AE meeting, and present the plaques to these AEs in the meeting to honor their contributions to the TUFFC. Do the same for Guest Editors also.
  - Update the information of officials of both IEEE and UFFC Society in the Inside Front Cover of TUFFC at the beginning of each calendar year.
  - Also update the Inside Front Cover of TUFFC whenever an AE is retired, a new AE is added, or other information is changed.
  - Update the Inside Back Cover of TUFFC for AdCom members and UFFC standing committee members when there are changes.
  - Publish the Call for Papers of the annual UFFC conferences in TUFFC continuously until the abstract submission deadlines expire when requested by conference chairs.
  - Publish the Call for Papers of Special Issue Papers continuously in TUFFC until the manuscript submission deadline expires.
  - Publish other announcements appropriate for TUFFC. These announcements should be checked before sending to the TUFFC production staff in FASS.
  - Update the TUFFC website through FASS whenever it is needed.
  - Always check if the change has been implemented properly whenever you have made a request of such change that is not a part of the routine production procedure of the Publisher. Often, you may be surprised that either your request is not implemented or it is not done in a way expected for various reasons.
- 
- Promptly return all the phone calls from the authors, reviewers, and AEs.
  - Provide guidance and help AEs to make decisions on some manuscripts.
  - Perform an initial investigation and then form a committee to handle any plagiarism, misconduct, or ethic violations according to the rules and instructions in the IEEE Operations Manual.
  - Investigate and report any allegations on AEs to the Vice President for Publications of the UFFC Society.
- 
- Contact the AE who has a long delay of manuscripts via emails and/or phone calls to find out the specifics and the cause of the delay. (The current AEIC, Dr. Marj Yuhas, has helped on this task.)

- Answer questions from authors, AEs, reviewers, and TUFFC production staffs of FASS promptly to avoid delays. When authors have complaints on a long delay of their manuscripts or disputes on the handling of their manuscripts, EIC should check each incidence and give an appropriate response to the authors. (The current AEIC, Dr. Marj Yuhas, has helped on this task.)

### **Default Letters for MC:**

- Default letters in MC have played a central role for an efficient operation of TUFFC. They are organized logically and consistently and allow the flow of necessary information to authors, reviewers, AEs, EIC, and the journal production staff. The letters were written or customized to suit for the needs of TUFFC when TUFFC MC was established in 2002. In addition, many thoughts for improving the quality of the peer-review process have been integrated into these letters. Suggestions for improvements from AEs and UFFC Society officials have also been incorporated. Future EIC could continue to use these letters or make changes to them as the operation of TUFFC changes over the time. (All default letters and their usages are provided in “[Appendix 4 - Default Letters in TUFFC MC](#)”.)

### **Other Default Letters:**

- Other default letters have been developed for the convenience of the EIC. Future EICs could use them independently or in conjunctions with the automatic letters in MC. (These letters are provided in “[Appendix 5 - Other Default Letters](#)”.)

### **Important Notes:**

- Do not delete (uncheck the selections for) any Associate Editor, Guest Editor, or other Editors' roles in MC. Otherwise, it may automatically change the history that may affect all the statistics (or MC database) caused by missing editors. Be sure only set the beginning and ending dates for editors who resigned or term ended. Beyond the ending date, these editors will not have the corresponding editorial assesses in MC.
- Make use of MC Report Menu in the Administration Center as a powerful tool to manage the operation of each AE and Reviewer, and find areas that need more attention of EIC by checking the status of each manuscript.

### **Works to Be Completed:**

- The first step of porting all of the UFFC digital archive contents (all three UFFC conferences, TUFFC since 1954, newsletters, and others) has been completed. However, some part of these contents (1988 and beyond) in IEEE Xplore may still have a lower quality and is less complete compared to what we have in the UFFC digital archive. Since electronic versions of the archive will be more and more important in the future, the contents in Xplore should be replaced with the best possible quality available. The current EIC will continue to work with IEEE staff to complete this work, although working with IEEE staff may take some time and thus require our patience. In addition, the presentation of TUFFC in Xplore is not ideal. For example, the table of contents of Xplore does not have any subject headings that are important for our society since UFFC covers a wide range of areas. In addition, the quality on presenting multimedia contents in Xplore is not consistent from issue to issue and thus needs to be improved with the help of IEEE staff. The front

cover images are also not presented in Xplore the way we expected due to the inflexibility of IEEE Xplore. Nevertheless, the current EIC will continue the effort to work with IEEE staff to make improvements.

- The current EIC will also continue to work with IEEE to establish multimedia standard for all IEEE journals (IEEE would like to use TUFFC to test the context-sensitive multimedia for PDF files with embedded linking via DOI).

## **XVII. Some 'Tricks' for AEs to Use MC**

I have sent multiple emails to AEs for "tricks" to use MC to help on some routine tasks. Some AEs may still not be aware of these tricks and may have experienced difficulties. Therefore, this section could benefit these AEs of TUFFC, especially, new AEs.

### **Trick #1 – Find Manuscripts That Have Been Returned to Authors for Revision:**

For the manuscripts that are outstanding for revisions, they will not show up in your regular places in the AE Center. However, they will show up when you do the following steps:

Main Menu -> Associate Editor Center -> Outstanding Revisions -> Click "All" and Type in "100" in "Show" and Then Click "Go". You will find all manuscripts that have been returned to authors for revisions. The same option is also available in the Report Menu of your AE Center.

### **Trick #2 – How to Find Reviewers and Their Information Quickly:**

You could get a list of all reviewers with the information on the number of manuscripts each reviewer has reviewed and the average turn around time of each reviewer from the file "reviewer\_history\_export\_443.csv". This file is very easy to use and can be downloaded as follows:

Main Menu -> Associate Editor Center -> Report Menu -> Export Reviewer Statistics -> Then, Right Mouse Click on "Export File Link" and then click "Save Link Target As ..." with Netscape 7.1, or click "Save Target As" when using Microsoft Internet Explorer 6.0 or later.

After you have downloaded the file, you could use Microsoft Excel to sort it according to the "D" column, "Average Turnaround Time in Days", or search within the file. This information may help you to see which reviewers are fast in your area. The list could also remind you of some familiar names who may do a better job.

You could also get the reviewers' contact information as follows:

Main Menu -> Associate Editor Center -> Report Menu -> Click "Reviewer Contact Information"

Often, there are phone numbers listed in addition to the email addresses of reviewers. Then, you could pick up the phone and give them a call to find out more.



### **Trick #3 – Dr. John Kosinski's Experience to Find Reviewers:**

For your reference, the following is the experience of finding relevant reviewers and checking for similar papers published:

Dr. John Kosinski, a retired AE of TUFFC, has given his experience as follows during an AdCom meeting: "When I was assigned a manuscript to conduct the peer-review process, the first thing I did was to scan through it quickly and then go to the UFFC Digital Archive website

<http://www.ieee-uffc.org/digarchive.asp>

and did a search with proper keywords picked up from the manuscript or from the references. Often, this resulted in a list of similar papers published either in the previous conference proceedings or in TUFFC. Then, some reviewers were picked up from there." Such a search helped John a lot since one could not be possible to read every paper in his/her areas nowadays. (www.google.com could be of help too.)

### **Trick #4 - How to Update Reviewer Email Addresses:**

Keeping email address current in MC is most important for the operation of TUFFC MC. If you need to correct any account information of reviewers, please do the following to bring up the reviewer information:

Main Menu -> Associate Editor Center -> Add Reviewer.

Then, on the right hand side of your screen, in the "User Search" column, type in part of the reviewer's name you're are searching (please notice that the more information you type in, the less likely you will find the reviewer because any entry that is even slightly different from what MC has in the record will result in a NULL return). For example, if the reviewer is Dr. L. Scott Smith, please type in "smi" (it is not case sensitive) in the "Last Name" row, and then click "BEGINS WITH Search" button. You will find a list of names whose last names start with "Smi" and then you could click on the name L. Scott Smith. After correcting the information of the reviewer (most important information is the email address), IMPORTANT, please do not forget to click the button "Update Information" at the end of the screen (sometimes you need to scroll down to find the button). This updates reviewer's information in MC that will not only be available to you but to all AEs. You could enter keywords for the reviewer in the same way so that it will be easier for later search for all AEs. Currently, we have about 50 AEs for TUFFC. If each AE updates 20 email addresses a year, there would be around 1000 corrections a year (often, when AEs send out invitations to reviewers and get no responses, then they may notice that the email addresses of reviewers could be wrong).

### **Trick #5 – How to Avoid Producing Multiple Reviewer Accounts:**

MC does not know which account to send a manuscript to if the reviewer has multiple accounts with the same email address. Therefore, always do the following to check if the reviewers are already in the MC system before adding new one:

For new manuscripts do: Main Menu -> Associate Editor Center -> New Manuscripts: Manage Reviewers and Make Decisions -> Manuscript Details -> Assign or Remove Reviewer

For revised manuscripts do: Main Menu -> Associate Editor Center -> Revised Manuscripts: Manage Reviewers and Make Decisions -> Manuscript Details -> Assign or Remove Reviewer

Then, on the right hand side of your MC screen, in the "Reviewer Search" column, type in part of the reviewer's name (please notice that the more information you type in, the less likely you will find the reviewer because any entry that is even slightly different from what MC has in the record will result in a NULL return). For example, if the reviewer is Dr. L. Scott Smith, please type in only "smi" (it is not case sensitive) in the "Last Name" row, and then click "BEGINS WITH Search" button. You will find a list of names whose last names start with "Smi" and then you could click on the name L. Scott Smith to bring the reviewer in. If the reviewer's email address is outdated, you could update by using the method given "Trick 4 – How to Update Reviewer Email Addresses" above.

Currently, MC has 3,443 potential reviewers. Thus the chance is great that the reviewers you would like to invite are in the MC system. Simply use the "Add New Reviewer" or "Add Reviewer on the Fly" button without checking first if the MC system has already had the reviewers will cause a problem that will prevent the reviewers from accessing the manuscripts you assigned. Therefore, always check MC system before adding new reviewers.

### **Trick #6 – How to Invite More Than Five Reviewers:**

The TUFFC MC only has 5 spaces for reviewers for each manuscript. If you already have 5 reviewers on your reviewer list, you cannot add more unless you drag some of them (those who are not responsive) into the trash cans beside their names.

### **Trick #7 – How to Avoid Breaching Confidentiality of Reviewers:**

Many of the electronic files (such as Microsoft Word and PDF) sent to AEs or EICs from reviewers contain reviewers' personal information such as names among others. This information is inserted automatically into the files by the software without reviewers' notice. When these files are sent to authors accidentally by AEs via emails, this information is readily accessible by simply placing a mouse over the file name in a Personal Computer (PC) running a Microsoft operating system, or by checking the "properties" of the files.

If reviewers submit attachment files for authors using MC, the hidden reviewer information is stripped off before sending them to authors. However, attachment files sent privately to AEs via MC may still contain reviewers' information. In case AEs need to send reviewers' files transmitted to them by email attachments or sent privately to them via MC attachments, AEs should create new Microsoft Word files or PDF files to copy the contents of the reviewers' files into the new files and then send the new files to authors, or, modify the "Properties" tabs of these files to remove reviewers' names and affiliations before sending them to authors.

## Trick #8 – Invite Reviewers for Revised Manuscripts:

For the convenience of AEs, MC automatically places the reviewers of original manuscripts as “already been invited” for all revised manuscripts as soon as authors submit them. However, this is confusing because MC has never sent out any automatic emails to invite these reviewers. Therefore, if AEs would like to invite the same reviewers for the revised manuscripts, they should either send emails to the reviewers without using MC and then wait for their responses, or, assuming the AEs are confident that these reviewers will agree to review the revised manuscripts, simply click the “Agreed” buttons beside the reviewers’ names in the MC. Otherwise, the AEs will never get responses from the reviewers and such confusion could greatly delay the handling of revised manuscripts.

## XVIII. Appendix 1 – An Email from Bentham Science Publishers for Open Access Journals

----- Original Message -----

Subject: Invitation Letter

Date: Thu, 30 Aug 2007 10:12:42 +0500

From: TOACOFJ [toacofj@bentham.org](mailto:toacofj@bentham.org)

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

The Open Acoustics Journal

Dear Dr. Lu

Bentham Science Publishers have gained a longstanding international reputation for their excellent standards and top quality science publications. Many journals published by Bentham Science Publishers have received high impact factors in their respective fields. For the current list of publications, please visit <http://www.bentham.org/>. Seven Nobel Laureates have endorsed a number of Bentham Science’s journals; please read their quotes at <http://www.bentham.org/Nobel.htm>.

The publishers are now undertaking a new publication venture by launching a number of Open Access journals in 2007, devoted to varied disciplines in the fields of science and technology.

Open Access Journals are freely accessible via the Internet for immediate worldwide, open access to the full text of articles in the best interest of the scientific community. All interested readers can read, download, and/or print any Open Access article at no cost. There are no subscription fees for Open Access journals. The modest Open Access publication costs are usually covered by the author's institution or research funds. Moreover, authors who publish in our Open Access journals retain the copyright of their article. Open Access journals are no different from traditional subscription-based journals; they undergo the same peer-review and quality control as any other scholarly journal.

We are to launch this year an exciting Open Access Journal entitled “The Open Acoustics Journal”.

The Open Acoustics Journal, a peer-reviewed Open Access Journal, aims to publish original research articles, review articles and short communications/letters.

The journal aims to provide the most complete and reliable source of information on current developments in the field. The emphasis will be on publishing quality articles rapidly and openly available to researchers worldwide. All published articles will be deposited immediately upon publication in at least one widely and internationally recognized open access repository. Moreover, all articles are indexed by Google and Google Scholar, therefore providing the maximum exposure to the articles.

The journal will be essential reading for scientists and researchers who wish to keep abreast of the latest developments in the field. The publishers are confident of the journal's rapid success.

Based on your eminent contributions in the field of acoustics, I would like to invite you to join us as an Editorial Board Member of the journal. As an editorial board member, you will be required to occasionally review research papers, review articles and letters and solicit articles from your colleagues/acquaintances and help promote the journal at conferences and meetings that you attend. Submissions of manuscripts to the journal from Editorial Board Members will receive a discount of 50% off the total publication charges.

In case you accept this invitation to join the editorial board of the journal, kindly send us your reply along with your curriculum vitae and list of publications by e-mail to [toacoj@bentham.org](mailto:toacoj@bentham.org) or alternatively to [sidra@benthamscience.org](mailto:sidra@benthamscience.org).

I look forward to hearing from you soon.

With kind regards,

Yours sincerely,

Matthew Honan, PhD  
Editorial Director  
Bentham Science Publishers

## **XIX. Appendix 2 – Open-Access Manuscript Submission and Instructions of Bentham Science Publishers**

From <http://www.bentham.org/ManSubInst.htm>, one finds:

“Online Manuscript Submission:

To facilitate speedy and cost-effective submission of abstracts and manuscripts, an online submission and tracking service via Internet is being offered. Once the Editor-in-Chief of the journal has accepted your abstract, we would prefer that you submit your full manuscript online via our online submission service available at [www.bentham-mps.org](http://www.bentham-mps.org).

For online submission, please provide your complete manuscript in the form of a single zipped folder containing all the material (main text, figures/ illustrations, scanned photographs, tables,

chemical structures drawn in ChemDraw) as separate files and a PDF version of the entire manuscript with all the figures / illustrations / tables / chemical structures etc., embedded in the text exactly in the manner as they should appear in printing.

Authors are required to proofread the PDF version of their manuscript before submission. The article will be published exactly as received and the Publishers will not be responsible for any error occurring in the manuscript in this regard.

For online submission of manuscripts, these should be submitted via our online manuscript submission service available at [www.bentham-mps.org](http://www.bentham-mps.org) or by FTP submission at [www.bentham-ftp.org](http://www.bentham-ftp.org).

You may, however, still submit your abstracts and manuscripts through conventional surface mail.”

## **XX. Appendix 3 – Comments on Impact Factor**

### **Comments from AEs and UFFC Officials:**

The following are comments from many colleagues responded to my email sent to Associate Editors and other officials of TUFFC regarding the impact factor (IF) on December 5, 2006.

(1) “Very, very interesting - esp. referring to comment (6) below: reference, reference, and reference again papers published in the journal (and authors) you want to make look good. This is some of the game I was afraid we could succumb to in order to get a better grade - and not necessarily better publications.

And the point that comment (7) and others make: there are areas of research where manuscripts, for better or for worse, exhibit a prolific authorship. An area that comes to my mind from the past was nuclear physics - you could hardly publish a note in the physics journals on the subject without 30 or more authors. I often wondered . . . (and was jealous!) of the lengthy list of pubs. these folks could put on their resume's.

Now we're focused, not on the number of publications, but the number of citations. Interesting - I feel it is a step in the right direction, but obviously also subject to abuse.

How do we avoid cheapening our profession while remaining competitive? Is it possible when we reduce value to a single criterion, a single number? Jian-yu, tell us: where is the 'perfect' world??”

(2) "This is an important matter - I think it would be good to have a discussion in person with as many as could attend an upcoming meeting (with AdCom or another forum).

I guess one could start with the recommendations from Kevin in your attachment. A lot of this will be distasteful to many of us, but we should talk about it. I say 'distasteful' because this is (at least partially) operating in the mode of doing something just for the sake of getting a better grade - not necessarily because it is right."

- (3) "I looked at Kevin's list of recommended "best practices" - I do not feel comfortable with some of them, e.g. hiring professional staff. I do not know that our Society could afford that."
- (4) "I would like to recommend that we do not become too complacent about this. Many of the people that could consider publishing in IEEE TUFFC also have the option to publish in physics journals, many of which have significantly higher impact factors. The concern I would have is that if we are short-sighted in this area, we may lose the "science-oriented" papers, and retain only the "engineering-oriented" papers. I think this would be a loss to the transactions."
- (5) "I would like to emphasize the importance of this point. I think in most of Asia, as well as Europe, the emphasis on high impact factor journals is increasing dramatically. A single paper in Science or Nature guarantees tenure in many institutions around the world."
- (6) "Some physics journals have a high impact factor because they encourage lots of references. For example Phys. Rev. D, it is common to have more than one hundred. Associate editors should encourage authors to highly cite other work, especially we should put all papers in historical context and reference other papers. Engineers tend to ignore other papers in the field or not reference papers well enough."
- (7) "Impact factor (IF) only measures short-term effects and its significant is highly questionable. Some journals manipulated it and now have higher IF but their reputations are worse. We should have confidence that we are doing good work. The journal needs to be very cautious to do anything about the IF."
- (8) "Often very good papers that have great applicability and "even change the world" are not read or even understood by the bulk of the readership. And hence they would have very few citations, if any. An example that comes to mind is the case of the Theory of Special Relativity published by Einstein in 1905. Nobody but a handful of people knew what he was taking about for years and years. And Einstein was an unknown then. Obviously this was a paper with a very low impact factor. At least at the time of its publication."
- (9) "I read the material that you sent concerning the "impact of impact factors" with dismay. I had been aware of the fact that researchers in many countries were being encouraged to publish only in high impact factor journals. However, I did not know that impact factors were often the sole criterion and that such Draconian measures were being taken concerning budgeting."
- (10) "I am very well aware of the questions you raise with respect to the impact factors of the IEEE publications. We have already entered into similar discussions within the Dielectrics and Electrical Insulation Society (DEIS). Unfortunately, it is true that the impact factors become more and more important in funding and publishing decisions. Even within our university, we now have to use a mild form of impact-factor ranking for the distribution of some of the money. This causes quite a lot of discussion, especially since some theory groups have very high impact factors. The German funding agencies do officially not use impact factors, but I am sure that the reviewers of project applications are strongly influenced by impact factors.

Personally, I have a very strong and very negative opinion about impact factors. I like to tell my colleagues about a recent visit to the Federal Institute of Materials Research and Testing where I saw

a testing machine for concrete slabs that are used in nuclear power plants. The testing is done by dropping a 120-ton mass from several meters onto the test slab. This is the only "real" impact factor I have ever seen in my life.

Publication impact factors, and especially the version introduced and exploited by ISI, measure something like the convolution of the "sexiness" of a topic, of the use of "buzz" words, of the number of good friends, and of the size of the respective community. It causes problems because it is a very strong instrument to control behavior and to influence economic decisions. It also directs publications into very expensive and sometimes questionable commercial journals such as Nature or Science. In essence, impact factors contribute strongly to a pseudo-rational, or in fact irrational, system of evaluating scientific "quality". This system helps some publishers to make quite a lot of money, and we dumb scientists pay large chunks of our research money for accessing our own output.

Personally, I am now very much in favor of publishing only in non-profit journals such as the ones published by the APS. In view of the ever-increasing costs of good libraries, I even prefer open-access journals over other non-profit journals. The APS now offers authors the possibility to pay a one-time fee for making their paper openly accessible forever (world-wide open access for everyone all the time). This is probably the only way to enable all scientists worldwide to access world-class journals.

One of the main problem with IEEE publications is their very high cost for libraries. Therefore, only large engineering universities have good access. Even for individual IEEE members, it is often prohibitively expensive to buy access to all or at least to selected IEEE publications. Even as Associate Editor (Digest Editor) for the IEEE TDEI, I do not obtain free access to this journal, but have to buy an individual subscription. Because of my research team, I have opted for the printed version, but this means strongly delayed delivery.

In my opinion, it is essential for the IEEE journals to provide unrestricted open access at least to all IEEE members if they want to stay in business. If I can access all Transactions I will also quote them more often so that the impact factor will go up. Unfortunately, the IEEE has now become a commercial enterprise which funds its huge central staff via the profit from publications and conferences. They even force the various societies to publish with them which is much more expensive than to publish with small local companies. If we do not go back to open access of our publications (in the old days, libraries could provide such an open access, but today you have to order special literature from one of the few libraries that can still afford to buy it) the system will eventually collapse.

Furthermore, a special IEEE impact factor could be defined. This could take care of the special situation in some IEEE communities where papers are often quoted only rarely during the first one or two years after publication, but more and more often in later years. Elsevier has come up with its own impact statistics via the Scopus system, and the results are sometimes surprisingly different from the ISI statistics for the very same papers. This demonstrates that the system does not only have bad consequences for science, but also severe flaws.

I am very strongly against editorial decisions that are based on anything but the scientific quality of a paper. Therefore, I find it frivolous to ask reviewers about the expected "impact factor" of a

manuscript. Most of Einstein's seminal contributions would not have made it if this criterion had been in place!

(When I requested permission to cite Reimund's remarks, he sent me this additional comment)

You have my full permission to use my thoughts on impact factors etc. in whichever way you deem appropriate. The important thing is that the situation is improved in the long run, and I do not care much about who made the suggestions as long as they lead to real improvements. My experience with the local politics here in Potsdam is that ideas have to be circulated as much as possible so that finally some politician can claim them for himself or herself. This is the best way to get ideas implemented, since politicians are very keen on authorship and the related media attention. If we can achieve the same here it is not at all important that my name is mentioned.

At a later point in time, it would be good if the results of your discussions within the T-UFFC editorial board could be communicated to the T-DEI editorial board (of which I am a member) as well. Since both our societies are "small societies" by the standards of the IEEE, it would be good if we had similar policies."

## **Memo from Professor Kevin O'Grady:**

The following is a Memo from Dr. Kevin O'Grady (I got it on November 30, 2006), who initiated the discussion of the impact factor (IF) [Kevin allowed us to publish his memo.]:

### IMPACT FACTOR ISSUES IN EUROPE AND BEYOND

#### Threats to publishing by IEEE

Kevin O'Grady, The University of York, Past President of IEEE Magnetics Society, Member of TAB

#### INTRODUCTION AND BACKGROUND

At the recent TAB meeting in New Orleans a general issue relating to impact factor of Transactions and other publications of IEEE was raised. This issue has been of major interest in Europe for the last five years and appears not to have come onto the radar in the US generally and specifically with IEEE Transactions journals. What is happening in Europe is that academics and workers in both industrial and government sponsored laboratories are being pressurised to publish only in journals with the highest impact factor.

This has been driven by direct instructions from government funding bodies, certainly in Italy, Spain and France, but also in the UK by the fact that research is assessed every five years by a process known as the Research Assessment Exercise (RAE) which impacts every academic in the country. The Research Assessment rating which is quantified numerically determines the level of government funding for an individual school within a university. The RAE is supposed to assess the quality of four publications which the academic signifies are an example of his or her best work during the period. However in practice it is accepted that the assessors will judge the work by the quality of the journal. In turn the quality of the journal is assessed by the impact factor. In some instances as



detailed below the impact factor of the journal is used as an arbitrary measurement of the quality of an individual in job selection. Hence impact factors have become a critical issue when selecting where to publish one's work, and particularly one's best work.

Given the above, the impact factor can lead to a major negative feedback process and the IEEE needs to be aware of this when looking at how it addresses its policies relating to publication. Many European journals, both commercial and published by learned bodies, have adopted strict quality measures, focused on improving their impact factor, to deal with this. Many IEEE journals have not responded, however other journals such as the Journal of Applied Physics and other AIP publications have responded in a similar way.

Below appears a series of anecdotal practices, which can be verified, so that IEEE can consider what actions it needs to take. I would point out that I have been urging the Transactions of my own Society (IEEE Transactions on Magnetics) to adopt some of these practices but there seems to be a lack of urgency among the editorial board, who are dominated by people from the US, to initiate some best practice. I would also point out that I am told that US government funding agencies are now operating similar requirements. The limited information I have is given below.

## IMPACT FACTOR REQUIREMENTS

In certain countries within Europe the majority of scientific research is undertaken within government sponsored labs not dissimilar to the major national laboratories in the United States such as Argonne, Brookhaven etc. In France this is undertaken by the CNRS, Italy, (CNR) and Spain (CSIC). I have particular knowledge of the practices in CSIC as I collaborate with a number of laboratories in Spain and also serve on their National Council for Nanotechnology which allocates funding across a wide range of technical areas.

In assessing grants and the quality of the individuals applying for grants in all these countries a resume of recent published work is required. The assessment takes as a major component the impact factor of the journal in which the researcher has published their most recent work. This is taken at face value as being an indicator of the likely research quality. In Spain workers in the CSIC are specifically instructed to publish all their work in journals having an impact factor greater than 2. They are allowed to publish work in journals having low impact factors but they are expected to first try to submit their work to a "better" journal and only to submit it to journals such as the IEEE Transactions on Magnetics if they fail.

In the UK the Research Assessment Exercise affects all university workers and in our case the majority of government funded research is undertaken in the universities as we do not have an infrastructure of large national laboratories. The process works by asking each individual to nominate their four best papers in the previous five years and 60% of the assessment is then based upon the so called "quality" of these papers. A committee of about 20 senior academics for each subject area is appointed and asked to numerically assess the research output quality of the individual academics. This assessment, together with the research environment and measures of esteem, is then used to assign a numeric assessment of the quality of the academic on a scale of 1-4 with 4 indicating work that is internationally leading, 3 representing work that is internationally competitive, 2 representing work that is nationally competitive and 1 representing work of limited quality. Special arrangements are made for younger people and workers who may have had a career break for some reason. Once all the academics from within a school or faculty have been assessed a

number called the “J” number is assigned to each department. Research funding for that department is then calculated by taking the J number, subtracting 2 on a scale of 1-6, and then multiplying by the number of staff in the faculty and a certain amount of money to be allocated each year. This is a highly regressive arithmetic formula since a school with a research rating of 2 will have no money at all for research, one with 3 will have a certain amount but one with 4 will have twice as much. This assessment is then used bluntly to give money to the university which is only allowed limited discretion to reallocate the research funds between its higher ranking and lower ranking schools. Hence the assessment of the publications is an absolutely critical factor. We have been doing this for some 20 years in the UK with the result that many of the small liberal arts college schools no longer undertaken government funded research at all and have very limited access to competitively awarded research grants from the Science Foundation as their work is deemed to be of poor quality.

It is clear that a panel of 20 cannot have sufficient knowledge to assess the quality and the importance of a research output. Hence the quality of the journal often forms a dominant part of the assessment. In Physics schools generally academics are instructed where ever possible to publish their work in PRL, APL and similar high impact journals and again to avoid any journal with an impact factor less than 2. In my field the IEEE Transactions on Magnetics would be an important publication vehicle but many people working magnetics, including the senior person in the UK, no longer consider us for publication because the impact factor is only about 1. In fact the individual concerned has said that he will not even publish invited papers from our Intermag conference in the Transactions because he feels obligated to send his work to APL. This is a disaster.

The good news is that many engineering schools and the engineering panels for electrical and electronic engineering regard IEEE Transactions journals as the quality indicator. Indeed the Physics school in which I work has suggested that I might be submitted for the RAE through the engineering panel for fear that the physicists will not assess the IEEE Transactions on Magnetics as a high quality journal.

In Spain, where the majority of scientific research is conducted through an organisation known as the Consejo Superior de Investigaciones Científicas, selections of individuals for interview for what are highly competitive posts asks the candidates to assess the quality of their papers by a similar blunt formula. They are required to take the impact factor of the journal, multiply it by the number of pages for each article and divide by the number of authors on the paper. This then gives a figure of merit for each paper. They are required to total the figures of merit for all their publications and a cut-off for people to be selected for interview will be determined based on this total figure of merit. Obviously impact factor here is a direct driver.

Similar practices are believed to be used in both France and Italy and certainly in Germany academics and workers in Fraunhofer institutes are selected based on the quality of journals in which they publish which are assessed solely by impact factor.

More recently I have been told that the US Department of Energy is using similar practices and is insisting that institutions such as Ames Lab at Iowa State University only publish work deriving from DoE funding in journals with an impact factor greater than 2. Given this, it is obvious that these practices are spreading far and wide whether we like it or agree with it or not. If we fail to react to these changes in the real world a downward spiral in IEEE Transactions journals will result. I believe it is already resulting for the IEEE Transactions of Magnetics.

## REMEDYING ACTIONS

There is little immediately that any journal can do to address the issue of its impact factor. However in my capacity as an editor of the British Journal of Applied Physics (J Phys D) we have instigated a number of practices which has raised our impact factor from about 1.2 to the critical value of 2 in the last five years. I have been intimately involved in these practices and can therefore validate which practices work and which do not. Below are itemised what I believe are the critical actions that we took and that were successful.

### 1. Quality assessment.

The philosophy of the IOPP journals is that for a paper to be original and technically sound are necessary but not sufficient criteria to be accepted for publication in our journals. We regard our journals as being internationally leading journals in the field of physics and hence we require a quality assessment. This is achieved by setting down quality ratings on a scale of 1-5 with 1 as best, which are clearly defined for the referees, rating from internationally leading through internationally competitive down to pedestrian work. The editorial board can then determine its own quality standards which for the Journal of Physics D are that we only publish papers that are internationally leading or internationally competitive. Hence papers are rejected and returned to authors if the two referees do not agree that the work falls into these high categories. This has led to a rejection rate of about 60% for all our journals and a rise in the impact factor from an average of about 1 to an average of over 2.

### 2. Citation Likelihood

Referees can also be asked to assess the level of citation that the paper would be expected to achieve in the subsequent 2 years. This is directly related to impact factor and they are asked to rate papers on the scale of 1-2, 2-5, 5-10 or more than 10. Papers that are not likely to be cited in the scale 2-5 can then be rejected on quality grounds. The bar is set deliberately high because referees who want to see a paper accepted will always over-estimate the likely number of citations.

### 3. Receipt to Publication

In the modern world where science and technology is moving ever faster the need to get work published quickly is essential. We have a target at IOPP of receipt to publication in 90 days. Publication here means publication on the website but nonetheless a volume and page number will be assigned to the paper at that time. This seems a very high standard indeed and so it is. Nonetheless we have achieved it and it has become a major factor in attracting the best work.

### 4. Refereeing Database

We have established a refereeing database that assesses the validity of referees reports and their speed of response. When a paper comes in its PACS numbers or key words can be typed into a database which throws up a list of potential referees. This in turn is linked to a database of the referees performance which is assessed firstly on response time and secondly on the validity of their assessment. We add new referees every year and delete those which do not meet our criteria. This has made a major impact not only on receipt to publication but also in quality assessment and we now have a database of referees that we trust.

## 5. Use of Editorial Board

It is essential to have an editorial board that understands the aims and objectives of the journal globally as well as the requirement for the authors. The policy is that split decisions from two referees are judged automatically by professional staff in our offices who handle all refereeing matters whenever possible. However when there are split decisions that they feel they cannot resolve these are sent to editorial board members who are required to respond within one working week. In this way we get rapid Yes/No decisions or well defined enumerated requirements for the authors to correct their paper with a time limit so that delays to publication do not occur.

## 6. Use of Professional Staff

Perhaps the most important factor is to use professional staff for manuscript handling. The days where volunteers act as editors they do not have time to do this work when they are gainfully employed as senior scientists. Also much of this work is purely administrative and does not require qualified scientists to undertake it. A good example of this is maintaining and monitoring the refereeing of papers. Many IEEE Transactions papers still rely on amateur volunteers which inevitably slows down publication and reduces quality as there is a lack of consistency between editors and between journals.

## 7. Commissioning of Reviews

The most highly cited papers in IOPP journals are often high quality reviews. These can have literally hundreds of citations. We have developed best practices to commissioning reviews such as not asking world leading people to write them. They are simply too busy. A better strategy is to ask world leading people to recommend a post doc or young worker within their group who will write the review and they will correct it and put their name on it so as to give it the stamp of authority. This helps the young person develop their CV whilst at the same time assists the journal by having the authority of the senior person. The other critical thing is for the editorial board to be forward looking as reviews of old subjects are rarely cited.

## THE WAY FORWARD

Individual IEEE journals may be reluctant to implement these policies, as indeed were the different editorial boards on the range of journals published by IOPP. However a new overall Editor in Chief of all our journals was appointed and got together the editors of the various journals and convinced them to adopt these best practices some five years ago. The consequence of this has been an overall improvement in impact factor.

My concern is that if the IEEE Transactions do not adopt some radical measures urgently to keep up with the rest of the world we may well find ourselves becoming “bargain basement” publishers. To a limited extent this has happened to the IEEE Transactions on Magnetics but in fairness the Transactions does publish engineering designs which are rarely highly cited. Obviously a policy needs to be developed through the Publication committee in consultation with the Editors in Chief so that everyone comes on board and that a clear direction is developed.

## **XXI. Appendix 4 - Default Letters in TUFFC MC**

The following default letters are an integral part of the peer-review process of TUFFC. They provide necessary information to authors, reviewers, AEs, journal production staff, and EIC. These letters have been specifically tailored for TUFFC MC operations and many thoughts (from the standing point of view of authors, reviewers, AEs, journal production staff, and *system security*) have been integrated into the development of the letters when the current EIC established the TUFFC MC system with the help of IEEE staff and inputs of UFFC Society officials in 2002. Future EICs could benefit their jobs by reviewing these letters.

### **“Send Account Information”**

When a user of TUFFC MC forgets or does not know their username and password and thus requests MC to send the account information, the following letter will be sent automatically to the email address that is provided by the user and is also associated with the account (my name and email addresses will be replaced by those of the user(s)):

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
From: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
CC:

Subject: Account Info for TUFFC at Manuscript Central

Dear Prof. Jian-yu Lu,

This e-mail has been automatically generated per your request. Your user ID and password for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) at Manuscript Central (<http://tuffc-ieee.manuscriptcentral.com>) are as follows:

Web Site: <http://tuffc-ieee.manuscriptcentral.com>  
USER ID: username  
PASSWORD: user-password

Please notice that the Password is case sensitive. If the password is not selected by you, please change it because others may be able to access your account.

After you have logged into TUFFC Manuscript Central, you may update your personal information by clicking on "Edit Your Information" and change password by clicking on "Change Your Password".

Sincerely,

IEEE Manuscript Central Support  
e-mail: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
phone: 732-465-5861

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Account Creation”

When a user of TUFFC MC creates a new account, the following email will be sent to the user automatically (my name and email addresses will be replaced by those of the user(s)):

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
From: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
CC:

Subject: Account Created for TUFFC at Manuscript Central

Dear Prof. Jian-yu Lu,

You are now registered for access to the ScholarOne Manuscript Central (MC) site for manuscript submission and review for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

An account has been created for you on this site. Your User ID and email address associated with this User ID are as follows:

TUFFC MC Site: <http://tuffc-ieee.manuscriptcentral.com>  
USER ID: username  
Password: user-password

Email Address Associated with the User ID: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the Manuscript Central login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you need technical help, please click on the "?" icon on the upper-right corner of any screen of MC.

After you have logged into TUFFC Manuscript Central, you may update your personal information by clicking on "Edit Your Information" and change password by clicking on "Change Your Password".

Please notice that the Password is case sensitive. If the password is not selected by you, please change it because others may be able to access your account.

Thank you for your participation.

IEEE Manuscript Central Support  
e-mail: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
phone: 732-465-5861

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Paper Submitted Corresponding Author”

When a manuscript is submitted successfully via TUFFC MC, authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

Subject: Manuscript Submitted (Corresponding Author) – TestID

Dear Prof. Jian-yu Lu:

The Editor-in-Chief and the Associate Editor-in-Chief of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control acknowledges receipt of the following manuscript on Sep 3, 2007:

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Please notice that the order of authors is in your submitted manuscript. The list here has no particular order.

It is understood that this manuscript is entirely original, has not been copyrighted, published, submitted, or accepted for publication elsewhere, and all necessary clearances and releases have been obtained. If the material in this paper has been published before in any form, it is imperative that you inform us immediately.

Your manuscript will be assigned to an Associate Editor who will conduct the review process. You will be notified by email from the Associate Editor when the review of this manuscript is completed. Please refer to the manuscript number in any communications regarding your manuscript. You may check the review status of your manuscript via the Manuscript Central website of IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control: <http://tuffc-ieee.manuscriptcentral.com>. When the review of your manuscript has been completed, you will be notified of its disposition by email and at that time reviewer comments will also be made available to you.

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

Sincerely,

Professor Jian-yu Lu, Ph.D.  
Editor-in-Chief  
Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

And

Marjorie Yuhas, Ph.D.  
Associate Editor-in-Chief  
Email: [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control  
(Manuscript Central website: <http://tuffc-ieee.manuscriptcentral.com>)

### **“Paper Submitted for Revisions - to Submitting Author”**

When a revised manuscript is submitted successfully via TUFFC MC, authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

Subject: Revised Manuscript Submitted (Corresponding Author) – TestID

Dear Prof. Jian-yu Lu:

The Editor-in-Chief and the Associate Editor-in-Chief of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control acknowledges receipt of the following revised manuscript (with suffix '.R1', '.R2', ..., for first, second, ..., revision) on Sep 3, 2007:

MANUSCRIPT NO: TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Please notice that the order of authors is in your submitted manuscript. The list here has no particular order.

It is understood that this manuscript is entirely original, has not been copyrighted, published, submitted, or accepted for publication elsewhere, and all necessary clearances and releases have



been obtained. If the material in this paper has been published before in any form, it is imperative that you inform us immediately.

You will be notified by email from the Associate Editor when the review of this revised manuscript is completed. Please refer to the manuscript number in any communications regarding your manuscript. You may check the review status of your manuscript via the Manuscript Central website of IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control: <http://tuffc-ieee.manuscriptcentral.com>. When the review of your manuscript has been completed, you will be notified of its disposition by email and at that time reviewer comments will also be made available to you.

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

Sincerely,

Professor Jian-yu Lu, Ph.D.  
Editor-in-Chief  
Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

And

Marjorie Yuhas, Ph.D.  
Associate Editor-in-Chief  
Email: [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control  
(Manuscript Central website: <http://tuffc-ieee.manuscriptcentral.com>)

### **“Paper Submitted Contributing Authors”**

The following default letter has never been used since it is redundant. It is the original undeveloped template provided by MC. When a manuscript is submitted successfully via TUFFC MC, authors will automatically receive the following letter:

To:

From:

CC:

Subject:

### **“Paper Submitted for Revisions - to all authors on co-author list”**

The following default letter has never been used since it is redundant. It is the original undeveloped template provided by MC. When a revised manuscript is submitted successfully via TUFFC MC, authors will automatically receive the following letter:

To:  
From:  
CC:  
  
Subject:

### **“Paper Submitted Admin”**

When a manuscript is submitted successfully via TUFFC MC, the EIC will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
From: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
CC:

Subject: Manuscript Submitted (Admin) – TestID

Dear Prof. Jian-yu Lu

The following manuscript has been submitted to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control on Sep 3, 2007:

MANUSCRIPT NO: TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Other information about the manuscript:

Special Issue Paper: Special Issue Paper  
Companion Paper: Companion Paper  
Author Agreement: Author Agreement  
Author Invited to Submit: Author Invited to Submit  
Author is Associate Editor: Author is Associate Editor  
Color Images: Color Images  
Color Image Fee Agreement: Color Image Fee Agreement

IEEE Manuscript Central Support  
e-mail: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
phone: 732-465-5861

## “Revised Paper Submitted to Associate Editor”

When a revised manuscript is submitted successfully via TUFFC MC, the AE will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [editor@journal.edu](mailto:editor@journal.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Revision Submitted – TestID

Dear Prof. Edwardo Editor,

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): 1) Fred Correspondent, 2) Diane Contributor 3) Ana Ng 4) William Supporter

The revision you requested from Prof. Jian-yu Lu for the above mentioned manuscript has been submitted Sep 3, 2007 and is waiting for your assessment.

Sincerely,

Professor Jian-yu Lu  
Editor-in-Chief  
Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

## “Paper Submitted EIC”

The following default letter has never been used since it is redundant. When a manuscript is submitted successfully via TUFFC MC, the EIC will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)  
From: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)  
CC:

Subject: Manuscript Submitted (EIC and AEIC) – TestID

Dear Jian-yu and Marj

The following manuscript has been submitted to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control on Sep 4, 2007:

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

Other information about the manuscript:

Special Issue Paper: Special Issue Paper

Companion Paper: Companion Paper

Author Agreement: Author Agreement

Author Invited to Submit: Author Invited to Submit

Author is Associate Editor: Author is Associate Editor

Color Images: Color Images

Color Image Fee Agreement: Color Image Fee Agreement

IEEE Manuscript Central Support

e-mail: [Support@ScholarOne.com](mailto:Support@ScholarOne.com)

phone: 732-465-5861

## “Assign Associate Editor”

When a manuscript is assigned to an Associate Editor to handle the peer-review process via TUFFC MC, the AE will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [editor@journal.edu](mailto:editor@journal.edu)

From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), ... all authors emails ...

Subject: Associate Editor Assignment – TestID

Dear Prof. Edwardo Editor:

Sep 4, 2007

The manuscript

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): 1) Fred Correspondent, 2) Diane Contributor 3) Ana Ng 4) William Supporter

has been submitted to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control and has been moved to your Associate Editor Center at the Manuscript Central (MC) (<http://tuffc-ieee.manuscriptcentral.com>). Unless you have a strong professional objection to doing so, we would greatly appreciate it if you would conduct the review process for this manuscript.

By way of this letter, the corresponding author is informed that you will be responsible for the review process and that further communications will be with you.

The "Guide for Associate Editors" is located at:

[http://www.ieee-uffc.org/tr/guide\\_for\\_ae.pdf](http://www.ieee-uffc.org/tr/guide_for_ae.pdf)

which contains a step-by-step guide for you to conduct the peer-review process in MC. Please notice the following tricks when using your Associate Editor Center:

(1) All the underlined items contain a link and thus can be clicked. (2) When you click on the title (underlined) of a manuscript, a window will popup showing filename (underlined) of the manuscript. To view the manuscript, you need to click on the filename in the popup window. (3) Authors' suggested and non-preferred reviewers can only be found after clicking on "Assign or Remove Reviewers". (4) To invite a reviewer, please don't forget to click on "Send Letter" button near the bottom of the letter (otherwise the letter is not sent and the reviewer is not invited). Sometimes, one of the two scroll bars on the right hand side of the MC window needs to be dragged down to find the "Send Letter" button. (5) After reviewers agree to review the manuscript, please click on the button "Agreed", edit the letter, and then click on the "Send Letter" button (otherwise the reviewers will not see any manuscripts in their Reviewer Center).

NOTE for AUTHORS: The IEEE TUFFC is striving to shorten the time between submission and publication. To help expedite the peer-review process of your manuscript, it would be extremely helpful if you could suggest possible reviewers. If you have not done so during the manuscript submission, please contact the Associate Editor immediately to recommend 5 reviewers who you feel are qualified to review your manuscript. For example, identifying authors from your manuscript's reference list might be ideal. The suggested reviewers must be from outside your institution.

NOTE for ASSOCIATE EDITORS: If the type of manuscript below is LETTERS, please process it as either accept or reject (poor English may also be a reason for rejection) after the first review cycle to speed up the process (see the "Guide for Associate Editors" at [http://www.ieee-uffc.org/tr/guide\\_for\\_ae.pdf](http://www.ieee-uffc.org/tr/guide_for_ae.pdf) for details - the latest revision date of this document was October 13, 2005).

Many thanks for conducting the review process for this manuscript.

Sincerely,

Professor Jian-yu Lu

Editor-in-Chief

Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

## “De-Assign Associate Editor”

When a manuscript is de-assigned from an Associate Editor via TUFFC MC, the AE will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [editor@journal.edu](mailto:editor@journal.edu)

From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), ... all authors emails ...

Subject: De-Assign Associate Editor – TestID

Sep 4, 2007

RE:

Manuscript No. TestID

Manuscript Type: Manuscript Type

Title: This is a test

Author(s): 1) Fred Correspondent, 2) Diane Contributor 3) Ana Ng 4) William Supporter

Dear Prof. Edwardo Editor:

Due to certain circumstances, we have found it necessary to assign the above referenced manuscript, which has been submitted to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control, to another Associate Editor to manage its review.

You are no longer required to manage manuscript TestID.

We apologize for any inconvenience this may have caused.

Best Regards,

Sincerely,

Professor Jian-yu Lu

Editor-in-Chief

Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

**“Invite Reviewer”**

When a reviewer is invited to review a manuscript via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

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From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Invite Reviewer – TestID

Dear Prof. Jane Reviewer:

The manuscript:

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

ABSTRACT: See at the end of this email.

has been submitted to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control for publication consideration.

I would greatly appreciate your taking the time to review this manuscript.

We request that you review the manuscript within FOUR weeks. Please let me know by email to indicate your acceptance of my invitation to review this manuscript. After receive your acceptance email, I will send you a separate email that will provide the account information for you to login and to obtain the manuscript from the following Manuscript Central website.

To ease the burden on those asked to perform the review and to accelerate the review process, the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control, in conjunction with IEEE Periodicals, has established an electronic web-based reviewing process (IEEE Manuscript Central) at the website: <http://tuffc-ieee.manuscriptcentral.com>.

If you are unable to meet this schedule, please advise me via e-mail of an approximate date that you can review the manuscript. I know you are extremely busy and it represents an imposition on your time to perform this service. My primary objective is to obtain a high quality, fair review of the manuscript. If you are unable to perform the review, please inform me via e-mail. It would be extremely helpful if, at that time, you would suggest a colleague that could review the manuscript.

When the reviews are completed, I will inform you of the decision as to publication. Thanks in advance for your assistance.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*  
ABSTRACT: This is a test abstract  
It's known to have multiple lines.  
It contains a lot of information.  
\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Custom Invite Reviewer”**

This is similar to the “Invite Reviewer” letter. When a reviewer is invited to review a manuscript via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Invite Reviewer (Custom) – TestID

Dear Prof. Jane Reviewer:

The manuscript:

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here  
ABSTRACT: See at the end of this email.

has been submitted to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control for publication consideration.

I would greatly appreciate your taking the time to review this manuscript.

We request that you review the manuscript within FOUR weeks. Please let me know by email to indicate your acceptance of my invitation to review this manuscript. After receive your acceptance email, I will send you a separate email that will provide the account information for you to login and get the manuscript from the following Manuscript Central website.



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If you are unable to meet this schedule, please advise me via e-mail of an approximate date that you can review the manuscript. I know you are extremely busy and it represents an imposition on your time to perform this service. My primary objective is to obtain a high quality, fair review of the manuscript. If you are unable to perform the review, please inform me via e-mail. It would be extremely helpful if, at that time, you would suggest a colleague that could review the manuscript.

When the reviews are completed, I will inform you of the decision as to publication. Thanks in advance for your assistance.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*  
ABSTRACT: This is a test abstract  
It's known to have multiple lines.  
It contains a lot of information.  
\*\*\*\*\*

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**“Dis-Invite Reviewers”**

When a reviewer is dis-invited from reviewing a manuscript via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
  
Subject: Reviewer Disinvite – TestID  
  
Sep 4, 2007

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Dear Prof. Jane Reviewer:

Due to unavoidable circumstances, I have found it necessary to find another reviewer for the above referenced manuscript which has been submitted to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

I hope that on a future occasion you will be available to serve the Transactions in the very important role of reviewer.

Best Regards,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

### “Reviewer Reminder Invite”

When a reviewer is invited to review a manuscript via TUFFC MC but does not reply the invitation in time, the reviewer will automatically be reminded by the following letter according to the reminder schedule (**10 days** after the reviewer is invited) currently set in the TUFFC MC (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Invite Reviewer (Reminder) – TestID

Dear Prof. Jane Reviewer :

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here  
ABSTRACT: See at the end of this email.

It has been 10 days since our email invited you to review the above referenced manuscript for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. Could you please inform me of your decision with a return email as soon as possible?

Sincerely Yours,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*  
ABSTRACT: This is a test abstract  
It's known to have multiple lines.  
It contains a lot of information.  
\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Reviewer Agreed”**

When a reviewer has agreed to review a manuscript and notified the AE, after the AE click the “Agreed” button beside the reviewer via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript – TestID

Dear Prof. Jane Reviewer,

Thank you for agreeing to review the manuscript that has been submitted to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control for publication consideration:

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

To ease the burden on those asked to perform the review and to accelerate the review process, the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control, in conjunction with IEEE

Periodicals, has established an electronic web-based reviewing process (IEEE Manuscript Central) at the website: <http://tuffc-ieee.manuscriptcentral.com>.

An account has been created for you on the site to access the manuscript. Your User ID and email address associated with this User ID are as follows:

USER ID: Userid

Email Address Associated with the User ID: [reviewer@university.edu](mailto:reviewer@university.edu)

For security, your password is not listed in this email. If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the above Manuscript Central (MC) login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you find the field in "USER ID" above is empty, please inform me immediately via email. If you need technical help, please click on the "?" icon on the upper-right corner of any screen of MC.

After you have logged into IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central, you may update your personal information by clicking on "Edit Your Information" and change password by clicking on "Change Your Password". You may view and download the manuscript via the "Reviewer Center." For reviewing purposes all papers have been converted to Adobe Acrobat Portable Document Format (PDF). In order to view the paper, you will need the Adobe Acrobat Reader. If you do not have the Reader, you may download it via a link on "Instructions and Forms" at <http://tuffc-ieee.manuscriptcentral.com>.

We request that you review the paper within FOUR weeks, if possible.

If you are unable to meet this schedule, please advise me via e-mail of an approximate date that you can review the manuscript. I know you are extremely busy and it represents an imposition on your time to perform this service. My primary objective is to obtain a high quality, fair review of the manuscript. If you are unable to perform the review, please inform me via e-mail. It would be extremely helpful if, at that time, you would suggest a colleague that could review the manuscript.

Please submit your completed review via the "Reviewer Center" in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central (MC) Web site <http://tuffc-ieee.manuscriptcentral.com>. If you have printed out the manuscript on paper and made comments on the manuscripts, you can either use a scanner to scan the comments in as attachments in MC (preferred) or send me the corrections on the manuscripts via regular mail. In any case, please fill out the online review form. If you mail in your comments, please notify me in the box of the Confidential Recommendations for Associate Editors in MC. The Guide for Reviewers may be of help for you to review the manuscript in MC (it contains a step-by-step guide to navigate through MC). It is located at: [http://www.ieee-uffc.org/tr/rev\\_instr.pdf](http://www.ieee-uffc.org/tr/rev_instr.pdf)

When the reviews are completed, I will inform you of the decision as to publication. Thanks in advance for your assistance.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Reviewer Agreed Revision”

When a reviewer has agreed to review a revised manuscript and notified the AE, after the AE click the “Agreed” button beside the reviewer via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Revised Manuscript – TestID

Sep 4, 2007

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Dear Prof. Jane Reviewer:

A revised version of the above mentioned manuscript has been submitted by the author.

Thank you for agreeing to review this revised manuscript for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

To ease the burden on those asked to perform the review and to accelerate the review process, the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control, in conjunction with IEEE Periodicals, has established an electronic web-based reviewing process (IEEE Manuscript Central) at the website: <http://tuffc-ieee.manuscriptcentral.com>.

An account has been created for you on the site to access the manuscript. Your User ID and email address associated with this User ID are as follows:

USER ID: Userid  
Email Address Associated with the User ID: [reviewer@university.edu](mailto:reviewer@university.edu)

For security, your password is not listed in this email. If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the above Manuscript Central (MC) login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you find the field in "USER ID" above is empty, please inform me immediately via email. If you need technical help, please click on the "?" icon on the upper-right corner of any screen of MC.

After you have logged into IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central, you may update your personal information by clicking on "Edit Your Information" and change password by clicking on "Change Your Password". You may view and download the manuscript via the "Reviewer Center." For reviewing purposes all papers have been converted to Adobe Acrobat Portable Document Format (PDF). In order to view the paper, you will need the Adobe Acrobat Reader. If you do not have the Reader, you may download it via a link on "Instructions and Forms" at <http://tuffc-ieee.manuscriptcentral.com>.

We request that you review the paper within FOUR weeks, if possible.

If you are unable to meet this schedule, please advise me via e-mail of an approximate date that you can review the manuscript. I know you are extremely busy and it represents an imposition on your time to perform this service. My primary objective is to obtain a high quality, fair review of the manuscript. If you are unable to perform the review, please inform me via e-mail. It would be extremely helpful if, at that time, you would suggest a colleague that could review the manuscript.

Please submit your completed review via the "Reviewer Center" in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central (MC) Web site <http://tuffc-ieee.manuscriptcentral.com>. If you have printed out the manuscript on paper and made comments on the manuscripts, you can either use a scanner to scan the comments in as attachments in MC (preferred) or send me the corrections on the manuscripts via regular mail. In any case, please fill out the online review form. If you mail in your comments, please notify me in the box of the Confidential Recommendations for Associate Editors in MC. The Guide for Reviewers may be of help for you to review the manuscript in MC (it contains a step-by-step guide to navigate through MC). It is located at: [http://www.ieee-uffc.org/tr/rev\\_instr.pdf](http://www.ieee-uffc.org/tr/rev_instr.pdf)

When the reviews are completed, I will inform you of the decision as to publication. Thanks in advance for your assistance.

Best Regards,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

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**“Reviewer Late to Accept”**

When a reviewer agrees to review a manuscript but never returns the review or does not accept the invitation from an AE and the AE has dragged the name of the reviewer to a trash can beside the reviewer to make room to invite other reviewers via TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)

From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Reviewer Reassignment – TestID

Sep 4, 2007

RE:

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

Dear Prof. Jane Reviewer:

This is to confirm that you are no longer requested to review the above referenced manuscript which has been submitted to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

Please contact me if you have any questions.

Best Regards,

Jian-yu Lu

Associate Editor

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Custom Reviewer Agreed”**

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From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript (Custom) – TestID

Dear Prof. Jane Reviewer,

Thank you for agreeing to review the manuscript that has been submitted to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control for publication consideration:

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

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USER ID: Userid

Email Address Associated with the User ID: [reviewer@university.edu](mailto:reviewer@university.edu)

For security, your password is not listed in this email. If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the above Manuscript Central (MC) login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you find the field in "USER ID" above is empty, please inform me immediately via email. If you need technical help, please click on the "?" icon on the upper-right corner of any screen of MC.

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We request that you review the paper within FOUR weeks, if possible. If you are unable to meet this schedule, please advise me via e-mail of an approximate date that you can review the manuscript. I know you are extremely busy and it represents an imposition on your time to perform this service. My primary objective is to obtain a high quality, fair review of the manuscript. If you are unable to perform the review, please inform me via e-mail. It would be extremely helpful if, at that time, you would suggest a colleague that could review the manuscript.



Please submit your completed review via the "Reviewer Center" in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central (MC) Web site <http://tuffc-ieee.manuscriptcentral.com>. If you have printed out the manuscript on paper and made comments on the manuscripts, you can either use a scanner to scan the comments in as attachments in MC (preferred) or send me the corrections on the manuscripts via regular mail. In any case, please fill out the online review form. If you mail in your comments, please notify me in the box of the Confidential Recommendations for Associate Editors in MC. The Guide for Reviewers may be of help for you to review the manuscript in MC (it contains a step-by-step guide to navigate through MC). It is located at: [http://www.ieee-uffc.org/tr/rev\\_instr.pdf](http://www.ieee-uffc.org/tr/rev_instr.pdf)

When the reviews are completed, I will inform you of the decision as to publication. Thanks in advance for your assistance.

Sincerely,

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Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

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### “Reviewer Reminder Level1”

When a reviewer agreed to review a manuscript but has not returned the review in time according to the first reminder schedule (**four weeks** after the reviewer agreed) currently set in the TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript (Reminder) – TestID

Dear Prof. Jane Reviewer :

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Four weeks ago, the above referenced manuscript was sent to you. Has your review been completed? Our goal is to provide authors with a review decision within 6 weeks of submission of a manuscript.

Please let me know if you need any assistance completing your review. We look forward to your comments being received at the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Reviewer Reminder Level2”

When a reviewer agreed to review a manuscript but has not returned the review in time according to the second reminder schedule (**five weeks** after the reviewer agreed) currently set in the TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript (Reminder #2) – TestID

Dear Prof. Jane Reviewer :

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

The above referenced manuscript was assigned to you 5 weeks ago. A previous e-mail was sent to you as a reminder that your review was expected to be returned as soon as possible. We have not received it back from you. We would greatly appreciate your help in accomplishing our goal of having an expedited reviewing process. Please contact us if we can be of any assistance. We look forward to your comments being received at the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

### “Reviewer Reminder Level3”

When a reviewer agreed to review a manuscript but has not returned the review in time according to the third reminder schedule (**six weeks** after the reviewer agreed) currently set in the TUFFC MC, the reviewer will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)

From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript (Reminder #3) – TestID

Dear Prof. Jane Reviewer :

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

Six weeks ago, the above referenced manuscript was assigned to you for review. It is a stated goal of IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control to have reviewers complete and submit their reviews within 4 weeks after agreeing to review the manuscript. This is so that we maintain a short cycle and that authors receive a decision within a reasonable period of time.

Would you kindly complete your review within the next week so that we may provide the author with a review decision? We look forward to your comments being received at the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>.

Thank you in advance for attending to this and we look forward to receiving your review.

Sincerely,

Jian-yu Lu

Associate Editor

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Custom Reminder”**

When a reviewer agreed to review a manuscript but has not returned the review in time and the delay has passed the third reminder schedule (**six weeks** after the reviewer agreed) currently set in the TUFFC MC, the AE could send out a custom reminder and the reviewer will receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [reviewer@university.edu](mailto:reviewer@university.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Review of Manuscript (Reminder Again) – TestID

Sep 4, 2007

Dear Prof. Jane Reviewer:

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

Your review of the above cited manuscript is now well overdue. Due to the need to maintain timeliness in the review and publication cycle, it is necessary for us to have a high-quality review within a fixed period of time after we receive a manuscript. Please inform us of when you will complete the review. When you complete your review please visit the "Reviewer Center" at the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central website at <http://tuffc-ieee.manuscriptcentral.com>.

Your User ID and email address associated with this User ID are as follows:

USER ID: Userid  
Email Address Associated with the User ID: [reviewer@university.edu](mailto:reviewer@university.edu)

For security, your password is not listed in this email. If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the above Manuscript Central (MC) login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you find the field in "USER ID" above is empty, please inform me immediately via email.

Thank you for your assistance and attention in this matter.

Best Regards,

Jian-yu Lu  
Associate Editor

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Review Submitted”

After a reviewer has submitted a review via the TUFFC MC, the AE will receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC:

Subject: Review Submitted – TestID

Dear Prof. Jian-yu Lu:

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

We would like to inform you that Prof. Jane Reviewer has submitted scores for above referenced manuscript. The scoresheet is available to you through the Associate Editor Center in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central website at <http://tuffc-ieee.manuscriptcentral.com>.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

## “Invite Paper”

This letter has not been used so far. When inviting an author to submit a manuscript via the TUFFC MC, the author will receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: Author@ScholarOne.com  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

Subject: Invitation to Submit a Manuscript

Dear Dr. John Author:

With the recommendation of an Associate Editor,

Dr. \_\_\_\_\_,

we would like to invite you to submit a manuscript to IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

The detailed information for submission of your manuscript can be found at: <http://www.ieee-uffc.org/tr/contrib.pdf>. The IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central website for your submission is at <http://tuffc-ieee.manuscriptcentral.com>.

If you have forgotten your User ID and Password, please click the button "Check for Existing Account" on the site, or click "Create a New Account" if you do not have one.

Thank you in advance.

Sincerely,

Professor Jian-yu Lu, Ph.D.  
Editor-in-Chief  
Email: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

And

Marjorie Yuhas, Ph.D.  
Associate Editor-in-Chief  
Email: [myuhas@imsysinc.com](mailto:myuhas@imsysinc.com)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control  
(Manuscript Central website: <http://tuffc-ieee.manuscriptcentral.com>)

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## **“Withdraw”**

When a manuscript is withdrawn via TUFFC MC, the authors will automatically receive the following letter. An “x” should be placed to indicate an appropriate choice (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Withdrawn - Manuscript TestID

Dear Dr. John Author

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

The above referenced manuscript has been withdrawn from the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central website: <http://tuffc-ieee.manuscriptcentral.com>, for one of the following reasons:

- (1) Upon your request.
- (2) This manuscript has been merged into another manuscript, TUFFC-XXXXX-XXXX.
- (3) English is not satisfactory for review.
- (4) You have not resubmitted your revised manuscript within 3 months of our request for revision. (It has been \_\_\_ days for your manuscript. Please also see the note at the end of this email for more details.)
- (5) The manuscript is not properly prepared for TUFFC (please follow instructions in "Information for Contributors" at <http://www.ieee-uffc.org/tr/> to prepare your new submission).
- (6) Other reasons (the reasons will be given below).

If Item #(3) above is checked, please notice the following:

I apologize for what may have seemed to you as an inordinately long delay. I have taken much time to consider your manuscript above. Your manuscript appears to cover potentially interesting material, however, the English language presentation is simply too poor to conduct a proper technical review process. Proper English presentation is important to convey correct technical information. Therefore, I am placing your manuscript as Administratively Withdrawn at this time. We encourage you to find assistance with the English language presentation. After you have made corrections and improvement, please email your revised manuscript in either PDF or Microsoft Word format in an email attachment to me. After I have reviewed your revised manuscript and in my judgment, the English is satisfactory, I will notify you via email and then you may re-submit the revised manuscript through the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central website: <http://tuffc-ieee.manuscriptcentral.com>.

When you resubmit, in the FIRST paragraph of the "Comments to Editor-in-Chief", please enter MY NAME and THE MANUSCRIPT NUMBER (see above) assigned to your original submission. This will allow your manuscript to be assigned to me again for handling the review process whenever possible.

Please note that this action does not constitute any technical judgment or technical review of your work. Also, note that this situation is not uncommon for authors with other than English as a first language.

If Item #(4) above is checked, please notice the following:

In order to maintain a short time between submission and publication for all manuscripts in TUFFC, we would like to request those who have been asked to revise their manuscripts not to exceed 3 months for the revision and resubmission process (please also see this request in the decision letter sent to you previously). If you find it will take more than three months to revise your manuscript, we request you resubmit your manuscript via our Manuscript Central website <http://tuffc-ieee.manuscriptcentral.com> as a new manuscript after you receive this withdraw notice, and the same peer-review process will start over again.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Accept”

When a manuscript is accepted for publication via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Accept - Manuscript TestID

Dear Dr. John Author

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here



We are pleased to inform you that the above referenced manuscript has been accepted for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. The publisher has been notified of this decision and all the files you have uploaded will be retrieved for journal production.

Please make sure you have submitted all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf> for production purpose:

High quality art work,  
Signed copyright form,  
Recent photos for all authors (for papers only),  
Updated biosketches for all authors (for papers only).

If you have not properly uploaded any of the files mentioned above, please contact the publisher at [ronk@assoq.org](mailto:ronk@assoq.org) for further instructions. All communications with the publisher should include your manuscript number indicated above.

**IMPORTANT:** Any changes other than minor ones such as corrections for typos or English for your accepted manuscript are not allowed. In case more significant corrections or changes are necessary, please submit your modified manuscript to me for review as early as possible with a clear indication where the changes are made so that I may grant final approval. Late changes may incur a heavy editorial cost and should therefore be avoided as much as possible.

You will receive the proof of your manuscript directly from the publisher via email.

Please refer to the policies regarding the Voluntary Page charges, Mandatory Page charges, and Color Illustration charges in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>. However, there is no charge for publishing front cover images.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>

## **“Major Revision”**

When an Associate Editor makes a “Major Revision” decision via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Major Revision – TestID

Dear Dr. John Author

Your manuscript

MANUSCRIPT NO. TestID

MANUSCRIPT TYPE: Manuscript Type

TITLE: This is a test

AUTHOR(S): All authors with e-mail addresses first and last names listed here

REVIEWERS' COMMENTS: See at the end of this email

has been reviewed and publication is not recommended in its present form. Below are summary comments explaining major revisions from the reviewers. In order to speed up the publication process, we urge you resubmit your revised manuscript within the next THREE WEEKS.

Please resubmit your manuscript as revised in accordance with the reviewers' comments (see near the end of this email). You must submit your comments, detailing all the changes you have made, in the Response to Reviewers and the Response to Associate Editor boxes, accessible when the manuscript is resubmitted. Please mark up your responses to reviewers in your revised manuscript with a yellow highlight tool to help us to locate your modifications. If marking up the resubmission with a highlight tool is not practical, please clearly indicate the revisions you have made some other way.

Please electronically resubmit your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>. If the revision takes more than THREE MONTHS from today, your manuscript may be subject to administrative withdrawal unless you inform both the Editor-in-Chief ([jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)) and myself in advance. For detailed preparation of your resubmission, please refer to the document "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>.

[IMPORTANT: Please follow the instructions in the "Manuscripts to be Revised" box on the first screen of your Author Center and be sure to click on the "Submit Your Manuscript" button after uploading your revised files with the button "Use the File Manager" during the submission process. The next screen you see will be a confirmation. An automatic email will also be sent to you for the confirmation. If you do not receive the confirmation, your revised manuscript is not transmitted to us and we will not be able to continue to process your manuscript. If you have difficulties, please click "?" button on the upper-right corner of any screen of the Manuscript Central to get help.]

Upon resubmission, please make sure to include or update all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>:

PDF manuscript for review,  
Original word processing file of the manuscript,  
High quality art work,  
Signed copyright form,  
Recent photos for all authors (for papers only),  
Updated biosketches for all authors (for papers only).

Please refer to the policies regarding the Voluntary Page charges, Mandatory Page charges, and Color Illustration charges in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>. However, there is no charge for publishing front cover images.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Minor Revision”**

When an Associate Editor makes a “Minor Revision” decision via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Minor Revision – TestID

Dear Dr. John Author

Congratulation! Your manuscript

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here  
REVIEWERS' COMMENTS: See at the end of this email

has been reviewed and it is suggested that it be accepted for publication after minor revisions. In order to timely publish your manuscript, we urge you resubmit your revised manuscript within the next THREE WEEKS.

Please resubmit your manuscript as revised in accordance with the reviewers' comments (see near the end of this email). You must submit your comments, detailing all the changes you have made, in the Response to Reviewers and the Response to Associate Editor boxes, accessible when the manuscript is resubmitted. Please mark up your responses to reviewers in your revised manuscript with a yellow highlight tool to help us to locate your modifications. If marking up the resubmission with a highlight tool is not practical, please clearly indicate the revisions you have made some other way.

Please electronically resubmit your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>. If the revision takes more than THREE MONTHS from today, your manuscript may be subject to administrative withdrawal unless you inform both the Editor-in-Chief ([jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)) and myself in advance. For detailed preparation of your resubmission, please refer to the document "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>.

[IMPORTANT: Please follow the instructions in the "Manuscripts to be Revised" box on the first screen of your Author Center and be sure to click on the "Submit Your Manuscript" button after uploading your revised files with the button "Use the File Manager" during the submission process. The next screen you see will be a confirmation. An automatic email will also be sent to you for the confirmation. If you do not receive the confirmation, your revised manuscript is not transmitted to us and we will not be able to continue to process your manuscript. If you have difficulties, please click "?" button on the upper-right corner of any screen of the Manuscript Central to get help.]

Upon resubmission, please make sure to include or update all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>:

- PDF manuscript for review,
- Original word processing file of the manuscript,
- High quality art work,
- Signed copyright form,
- Recent photos for all authors (for papers only),
- Updated biosketches for all authors (for papers only).

Please refer to the policies regarding the Voluntary Page charges, Mandatory Page charges, and Color Illustration charges in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>. However, there is no charge for publishing front cover images.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Reject”**

When a manuscript is rejected via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)):

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Reject - Manuscript TestID

Dear Dr. John Author

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

I regret to inform you that we are unable to accept your above referenced manuscript for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. Below are summary comments from the reviewers for your information.

Thank you for submitting your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. We look forward to having the opportunity of publishing your work in the near future.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Resubmit as Correspondence”**

When an AE makes a “Resubmit as Correspondence” decision via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)). This decision terminates the peer-review process in MC. When authors resubmit the manuscript, which will be given a new Manuscript ID, EIC needs to assign the new manuscript back to the original AE if possible because the AE already has all the background information of the original manuscript.

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Resubmit as Correspondence – TestID

Dear Dr. John Author

Your manuscript

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

has been reviewed and publication is not recommended in its present form.

Below are summary comments explaining revisions from the reviewers. Please resubmit your manuscript as revised in accordance with the reviewers' comments. You must submit your comments, detailing all the changes you have made, with your resubmission. Please indicate in the "Author Comment" during the resubmission the manuscript number (of the format: TUFFC-XXXXX-XXXX)

so that your manuscript can be better tracked along with your original submission and can be assigned back to the original Associate Editor who handled your manuscript if possible.

It is requested that the manuscript type of this manuscript be changed to "Correspondence" upon resubmission. If you have difficulty to make this change, please let me know.

Please electronically resubmit your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>. For detailed preparation of your resubmission, please refer to the document "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>.

[IMPORTANT: An automatic email will be sent to you for confirmation after your successful resubmission. If you do not receive the confirmation, your revised manuscript is not transmitted to us. If you have difficulties, please click "?" button on the upper-right corner of any screen of the Manuscript Central to get help.]

Upon resubmission, please make sure to include or update all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>:

- PDF manuscript for review,
- Original word processing file of the manuscript,
- High quality art work,
- Signed copyright form.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Submit to Another Journal”**

When an Associate Editor makes a “Submit to Another Journal” decision via TUFFC MC, the authors will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)). This decision terminates the peer-review process in MC.

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Submit to Another Journal – TestID

Dear Dr. John Author

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

In our judgment, the above referenced manuscript is not suitable for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. It is recommended that this manuscript is resubmitted to another journal. Below are summary comments from the reviewers for your information.

Thank you for submitting your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. We look forward to having the opportunity of publishing your work in the near future.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*  
REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):  
These are the Reviewer's comments to the author.  
\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Decision and Thank You to Reviewers”**



When an Associate Editor makes a “Major Revision”, “Minor Revision”, “Resubmit as Correspondence”, “Submit to Another Journal”, “Reject”, or “Accept” decision via TUFFC MC, all reviewers will automatically receive the following letter (my name and email addresses will be replaced by those of the user(s)).

To: [reviewer@ScholarOne.com](mailto:reviewer@ScholarOne.com)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Decision on Manuscript – TestID

Dear Dr. John Reviewer:

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

A decision of The Decision made on this paper. has been rendered on the above referenced manuscript.

Thank you very much for your time and effort to review the manuscript.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*  
REVIEWER'S Comments (please notice that any of your comments that are not directly in the box "Recommendation for Author" will not appear below):  
These are the Reviewer's comments to the author.  
\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

**“Letter to Publisher on Acceptance”**

When a manuscript is accepted for publication via TUFFC MC, the publisher of TUFFC (here is the FASS) will automatically receive the following letter so that the copy-editing process can start based on first-come-first-serve sequence (my name and email addresses will be replaced by those of the user(s)):

To: [ronk@assoqh.org](mailto:ronk@assoqh.org)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [susanp@assoqh.org](mailto:susanp@assoqh.org)

Subject: Accept (Production) - Manuscript TestID

Ron Keller  
UFFC Technical Editor  
Federation of Animal Science Societies (FASS)  
1111 N. Dunlap Ave.  
Savoy, IL 61874  
Email: [ronk@assoqh.org](mailto:ronk@assoqh.org)  
Tel: (217)356-3182 (x53)  
Fax: (217)398-4119

Dear Ron,

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

The above referenced manuscript has been accepted for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. It is in the Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com> for your retrieval.

Thank you for your prompt action.

Sincerely,

Jian-yu Lu  
Associate Editor  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **“Outstanding Revision Reminder”**

When an AE reminds authors to resubmit their manuscripts under revisions in the link “Outstanding Revisions” in the AE Center of TUFFC MC, the authors will automatically receive the following letter:

To:  
From:  
CC:

Subject: Outstanding Revision

You have an outstanding revision in your Author Center in Manuscript Central. Please submit your revised manuscript or notify the editorial office.

## **XXII. Appendix 5 - Other Default Letters**

The following are some frequently used letters that I have produced for the convenience of an EIC. They could be used as stand-alone letters or used in combination with the automatic letters of TUFFC MC. Future EICs could also use them to simplify their jobs.

### **“MC Account Merged”**

This is used to send an email to a TUFFC MC user who has more than one account in MC. If there is an indication that an AE has created such duplicate accounts, this email should also be sent to the AE so that the AE knows that there is an account problem with the reviewer they invited. When sending the email, email addresses of all duplicate accounts should be used to avoid confusion in case accounts merged belong to different users:

Subject: MC Account Merged

Dear User of Manuscript Central,

You have several accounts in the Manuscript Central (MC) of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) that may cause problems in the future or may have already caused problems. One of the causes of multiple accounts could be that an Associate Editor added you as a reviewer (if it is the case) before checking ("Searching Reviewer") to see if you have already had an account. I have merged your accounts into one as follows. Your User ID and email address associated with this User ID are as follows:

Website: <http://tuffc-ieee.manuscriptcentral.com/>

USER ID: xxxxxxxx

Email Address Associated with the User ID:

[xxx@xxx.xxx](mailto:xxx@xxx.xxx)

For security, your password is not listed in this email. If you forget or don't know your password, please use the email address above to find the password by clicking on the "Check for Existing Account" on the above Manuscript Central (MC) login screen. To avoid a typo, you may use copy/paste function of your computer to enter the email address when prompted. The PASSWORD will be emailed to you. If you need technical help, please click on the "?" icon on the upper-right corner of any screen of MC.

After you login, please recheck if any of your personal information is missing by clicking on the button "Edit Your Information". Please notice that the password is case sensitive. You may also change your password after you login by clicking on the button: "Change Your Password". If the password is not selected by yourself, for security reason, you should change your password.

If you have been assigned any manuscripts to review, you will be able to access the manuscripts in your "Reviewer Center" after this merge.

If you have any questions, please do not hesitate to let me know.

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For more information about the TUFFC, please visit:  
<http://www.ieee-uffc.org/tr/>

### **“Additional Word Processing Files Needed”**

This is an email requesting for a new word processing file from authors when there is a problem in the original file:

Subject: Additional Word Processing Files Needed

RE: Manuscript #: TUFFC-XXXXX-XXXX (This number should be used for all your communications with us)

Dear Authors,

Thank you for submitting your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC). When I examined your manuscript, I found that the PDF file you submitted via the Manuscript Central (MC) requires special font packages:

#### **KOREAN FONT PACKAGE**

to view or print your manuscript correctly. From our experiences, the Associate Editor or reviewers who will help to review your manuscript usually do not have the font packages in their computers and may even have trouble to open the PDF file of your manuscript sometimes. To avoid any potential delays that may be caused by the special font packages required for your manuscript, would you please email to me as an attachment your file in Microsoft Word format or other popular word formats that could possibly avoid the special font package requirement? Or, make a PDF file yourself that do not need the special font packages and then send it to me if you have such capability in your computer.

If the sizes of your files are large, you could zip compress them before emailing to me. My email system will reject any single email that exceeds a total of 5MB.

Thank you very much for your help.

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For more information about the TUFFC, please visit: <http://www.ieee-uffc.org/tr/>

### **“Reminder for Submission of Revision”**

This is used to remind authors who have not resubmitted their revision within 90 days:

Subject: Reminder for Submission of Revision

Date

Dear Authors,

A decision of MAJOR/MINOR REVISION was made xxx days ago for the manuscript indicated in the subject line of this email.

For your information, our policy is to withdraw any manuscript that is at the hands of authors for more than THREE MONTHS (90 days) from the date of our requested revision.

Please submit your revision within ONE MONTH from today by following the instructions for submitting revised manuscripts in your Author Center in MC. Otherwise, your manuscript will be administratively withdrawn, unless you inform both the Editor-in-Chief ([jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)) and the Associate Editor who is handling your manuscript that you have special extenuating circumstances that warrant the delay.

If you do not intend to submit the revised manuscript, please also notify me as soon as possible.

Thank you for your attention and thank you very much for submitting your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control.

Looking forward to hearing from you.

Sincerely,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **“First Manuscript Assigned”**

This letter is used when an AE is assigned the first manuscript to handle the peer-review process (new AEs should be familiar with the three documents, “Information for Contributors”, “Guide for Reviewers”, and “Guide for Associate Editors” before their services):

Subject: First Manuscript Assigned

RE: TUFFC-XXXXX-XXXX

Dear AE-Name,

I just assigned the first manuscript to you via MC. All the process including reviewer invitations must be conducted in MC. All the email communications with authors or reviewers will also be within MC and will be automatically logged for your future references. When you invite reviewers, abstracts of the manuscript will be automatically included in your invitation letter. After reviewers agreed to review, you will need to send reviewers letters via MC so that manuscript can be uploaded to the Reviewer Center of the reviewers. A step-by-step guide is in the "Guide for Associate Editors" and is available to you at: [http://www.ieee-uffc.org/tr/guide\\_for\\_ae.pdf](http://www.ieee-uffc.org/tr/guide_for_ae.pdf)

Your Account information is as follows:

MC Web Address: <http://tuffc-ieee.manuscriptcentral.com/>

USER ID: xxxx

Email address associated with the PASSWORD: [xxxx@xxxx.xxx](mailto:xxxx@xxxx.xxx)

If the password is assigned to you, please change it. You can do so after you login to MC and then click on "Change Your Password" button. If you have not updated your personal profile recently, please do so after you login to MC and then click on the button "Edit Your Information".

If you have any questions, please do not hesitate to let me know. I am glad to help (my phone number is: (419)530-8079).

Thanks.

Sincerely,

Jian-yu Lu

Editor-in-Chief

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

## **“Changes of Reviewer Contact Information”**

This email helps AEs to change incorrect information in reviewer accounts in MC:

Subject: Changes of Reviewer Contact Information

Dear AE-Name,

You could do the following in your AE Center to correct information for reviewers: Main Menu -> Associate Editor Center -> Add Reviewer. Then on the right hand side pan, search for the reviewer's name (you could type in part of the reviewer's name and let the system return a list of valid names to choose from). When bringing up the reviewer's information, make changes and then remember to

click "Update Information" near the bottom. (This is important, otherwise the information you enter will not be changed.)

If you have any questions, please let me know.

Regards,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **“Front Cover Image - Invite Reviewer”**

This is used when inviting a reviewer for a front cover image:

Subject: Front Cover Image - Invite Reviewer

Dear Reviewer-Name,

Would you please let me know if you could review an image and judge if it is suitable for publication in the front cover of TUFFFC?

If you agree to review, I will send you another email giving you details of the account information in the Manuscript Central (MC) where you could download and review the image.

A description of the image is at the end of this email.

If you have any questions, please let me know.

Looking forward to hearing from you.

Thanks.

Regards,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

-----  
The following is an automatically produced form letter including the description of the image.

### **“Front Cover Image - Review of Manuscript”**

This is used after the reviewer has agreed to review the front cover image:

Subject: Front Cover Image - Review of Manuscript

Dear Reviewer-Name,

Thank you very much for agreeing to review the front cover image. Since this is an image, it is different from reviewing a regular paper. The emphases will be aesthetics, presentation quality (such as image resolution and picture quality), and relevance to ultrasound. Novelty will also be considered.

The image itself does not contain abstract that gives a brief description of the image. The abstract is available in the previous email I sent to you: "Invite Reviewer".

After you have reviewed the image, please enter your "Comments to Authors" into Manuscript Central (MC) in your Reviewer Center. Please also fill out the on-line review form for those items that are relevant to the front cover images.

If you have any questions, please let me know.

Thanks.

Regards,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **"Front Cover Image - Minor Revision"**

This is used when sending a letter to authors regarding a "Minor Revision" decision:

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Front Cover Image - Minor Revision

Dear Dr. John Author

Congratulation! Your manuscript

MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here  
REVIEWERS' COMMENTS: See at the end of this email



has been reviewed and it is suggested that it be accepted for publication after minor revisions. In order to timely publish your manuscript, we urge you resubmit your revised manuscript within the next THREE WEEKS.

Please resubmit your manuscript as revised in accordance with the reviewers' comments (see near the end of this email). You must submit your comments, detailing all the changes you have made, in the Response to Reviewers and the Response to Associate Editor boxes, accessible when the manuscript is resubmitted. Please mark up your responses to reviewers in your revised manuscript with a yellow highlight tool to help us to locate your modifications. If marking up the resubmission with a highlight tool is not practical, please clearly indicate the revisions you have made some other way.

Please electronically resubmit your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com>. If the revision takes more than THREE MONTHS from today, your manuscript may be subject to administrative withdrawal unless you inform both the Editor-in-Chief ([jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)) and myself in advance. For detailed preparation of your resubmission, please refer to the document "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>.

[IMPORTANT: Please follow the instructions in the "Manuscripts to be Revised" box on the first screen of your Author Center and be sure to click on the "Submit Your Manuscript" button after uploading your revised files with the button "Use the File Manager" during the submission process. The next screen you see will be a confirmation. An automatic email will also be sent to you for the confirmation. If you do not receive the confirmation, your revised manuscript is not transmitted to us and we will not be able to continue to process your manuscript. If you have difficulties, please click "?" button on the upper-right corner of any screen of the Manuscript Central to get help.]

Upon resubmission, please make sure you have submitted all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf> for production purpose:

High quality art work,  
Signed copyright form

Sincerely,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## “Front Cover Image – Accept”

This is used when sending a letter to authors regarding an “Accept” decision:

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Front Cover Image - Accept - Manuscript TestID

Dear Dr. John Author

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

We are pleased to inform you that the above referenced manuscript has been accepted for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. The publisher has been notified this decision and all the files you have uploaded will be retrieved for journal production.

Please notice that since there is a large number of Front Cover Images accepted for publication and there are only 12 images that can be published each year, accepted front cover images could take a long time before it appears in the Transactions. At the end of this email, paragraphs copied from the "Information for Contributors" are included for your information.

Please make sure you have submitted all necessary materials such as the following in accordance with the instructions in the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf> for production purpose:

High quality art work,  
Signed copyright form

If you have not properly uploaded any of the files mentioned above, please contact the publisher at [ronk@assoqh.org](mailto:ronk@assoqh.org) for further instructions. All communications with the publisher should include your manuscript number indicated above.

The relevant paragraphs copied from the "Information for Contributors" at <http://www.ieee-uffc.org/tr/contrib.pdf>:

FRONT COVER IMAGES of the IEEE Transactions on UFFC include a contributed image. When a manuscript is revised and resubmitted, authors are encouraged to submit the color version of an image in the manuscript as a front cover image. There is no publication charge to authors for front cover images. Front cover images will be subject to a peer-review process to judge their appropriateness. Images submitted independent of a manuscript will also be considered but preference will be given to those with manuscripts that are going to appear in the corresponding issue. Because there are only 12 images that can be published in the front covers each year, not all accepted images will appear on the front covers. When there is more than one image accepted for a particular issue, only one will be used for that issue. The remaining images plus others submitted independently may be used in a future issue where there is no suitable image for that issue. Recent front cover images can be found at: <http://www.ieee-uffc.org/tr/covers.htm>.

The Front Cover Images can be ultrasound images, illustrations of UFFC-related techniques, or images from modalities of UFFC-related phenomena. The image or illustration will be accompanied with a TITLE and up to fifty (50) words of ABSTRACT (text) describing the image or illustration, including noncommercial credits. Because we try to match the front cover image with the issue that contains the image, if possible, authors should include the manuscript number at the end of the title of the Front Cover Image, for example, TITLE – TUFFC-01234-2003, where “TUFFC-01234-2003” is the corresponding manuscript number produced by MC. When submitting an image, on the “Title” line in MC, provide a brief title of the image. In the “Abstract” space, type in up to 50 words description of the Front Cover Image.

Sincerely,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

### **“Front Cover Image – Accept (Production)”**

This is used when sending a letter to the publisher (FASS) regarding an “Accept” decision:

To: [ronk@assoqh.org](mailto:ronk@assoqh.org)  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [susanp@assoqh.org](mailto:susanp@assoqh.org)

Subject: Accept (Production) - Manuscript TestID

Ron Keller  
UFFC Technical Editor  
Federation of Animal Science Societies (FASS)  
1111 N. Dunlap Ave.  
Savoy, IL 61874

Email: [ronk@assoqh.org](mailto:ronk@assoqh.org)  
Tel: (217)356-3182 (x53)  
Fax: (217)398-4119

Dear Ron,

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

The above referenced FRONT COVER IMAGE has been accepted for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. It is in the Manuscript Central at <http://tuffc-ieee.manuscriptcentral.com> for your retrieval.

Thank you for your prompt action.

Sincerely,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **“Front Cover Image – Reject”**

This is used when sending a letter to authors regarding a “Reject” decision:

To: All authors e-mail addresses listed here  
From: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)  
CC: [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu), [jilu@eng.utoledo.edu](mailto:jilu@eng.utoledo.edu)

Subject: Front Cover Image - Reject - Manuscript TestID

Dear Dr. John Author

RE:  
MANUSCRIPT NO. TestID  
MANUSCRIPT TYPE: Manuscript Type  
TITLE: This is a test  
AUTHOR(S): All authors with e-mail addresses first and last names listed here

I regret to inform you that we are unable to accept your above referenced manuscript for publication in the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. Below are summary comments from the reviewers for your information.

Thank you for submitting your manuscript to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control. We look forward to having the opportunity of publishing your work in the near future.

Sincerely,

Jian-yu Lu  
Editor-in-Chief  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

\*\*\*\*\*

REVIEWERS' COMMENTS (Authors: Please notice that attachments from reviewers, if there are any, will not be included in this letter. However, you should retrieve them from your Author Center in MC):

These are the Reviewer's comments to the author.

\*\*\*\*\*

For information about the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, please visit the website: <http://www.ieee-uffc.org/>. The website of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control is at: <http://www.ieee-uffc.org/tr/>.

## **Part III: Final Report to the IEEE AdCom of UFFC-S**

### **Final Report - Slide #1:**

#### **Final Report to UFFC-S Administrative Committee (AdCom) from Current Editor-in-Chief (EIC)**

**(A Summary of Operation of TUFFC Manuscript Central (MC))**

**Presenter: *Jian-yu Lu*, Ph.D.**

**(October 28, 2007)**

**(Note: Updated on December 31, 2007 with Latest Data)**

***Editor-in-Chief***

**IEEE Transactions on Ultrasonics, Ferroelectrics, and  
Frequency Control (TUFFC)**

**(UFFC AdCom: 8:30 a.m. – 5:00 p.m., October 28, 2007, Hilton, New York, NY, USA)  
Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)  
Institute of Electrical and Electronics Engineers (IEEE)**

10/28/2007/Jian-yu Lu

**Final Report - Slide #2:**

## Forward

- **This is my last report to the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S) Administrative Committee (AdCom):**
  - After the end of the previous editorial office of IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) on **December 31, 2001**, the UFFC-S Bylaws has been changed to limit an Editor-in-Chief (EIC) to a maximum of two terms with three years per term. By **December 31, 2007**, I will have served my two terms.

10/28/2007/Jian-yu Lu

**Final Report - Slide #3:**

## Forward (Continue ...)

- I would like to take the opportunity to express my sincere thanks to all people who have supported and helped TUFFC. Without the efforts of all the Associate Editors (AEs), reviewers, and UFFC-S officials, TUFFC would not have been where it is today. I would also like to give special thanks to the UFFC-S AdCom, who has guided the TUFFC operations through a collective wisdom during the past six years.
- A “Job Description of EIC of IEEE TUFFC” that I was asked to write has been completed. It contains details of *operations of TUFFC* for future EICs, and *discussions* on two critical issues: the challenge of the open access (OA) movement (related to the TUFFC financial stability and the purpose of a journal) and the impact factor (IF), which could affect the future of TUFFC. In addition, “Some ‘*Tricks*’ for AEs to Use MC” are included to help AEs to use the Manuscript Central (MC) electronic system more effectively.

10/28/2007/Jian-yu Lu



**Final Report - Slide #4:**

## Forward (Continue ...)

- I am also glad to report that due to the great efforts of the Guest Editors of the latest two Special Issues, which are the largest by far with **43** submissions for “*Special Issue on Diagnostic and Therapeutic Applications of Ultrasound in Bone*” and **150** submissions for “*Special Issue on Applications of Ferroelectrics*” respectively, the peer-review process is going well and the issues will be published in December 2007 and early 2008, respectively. I would like to take the opportunity to thank all Guest Editors, who have produced **11** Special Issues in the past few years. I am glad that MC has been a great help in executing and managing all Special Issues seamlessly and smoothly.

10/28/2007/Jian-yu Lu

**Final Report - Slide #5:**

## Notes

- This report covers only data obtained from the IEEE Manuscript Central (MC) for the operation of the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC) (started **June 1, 2002**).
- Reports on the legacy paper-based system (**January 1, 2002 - June 1, 2002**) prior to the start of MC had been given previously by the Associate Editor-in-Chief (AEIC), Dr. Majorie Yuhas.
- Reports prior to the new editorial team took over (**before January 1, 2002**) was in a database maintained by Professor William D. O'Brien.

10/28/2007/Jian-yu Lu

**Final Report - Slide #6:**

## **Milestones to Date Since January 1, 2002**

- A new team chaired by **Dr. Jan Brown** made a smooth transition of editorial office: **January 1, 2002**
- Processed all legacy (paper-based) manuscripts by a team lead by the AEIC: **Dr. Marjorie Yuhas**
- Improved file quality of front cover images, table of contents, and the Potable Document Format (PDF) manuscripts on the TUFFC website (<http://www.ieee-uffc.org/tr/>): **February 2002**
- Established a streamlined electronic manuscript submission, peer-review, and journal production system: **June 1, 2002**
- Started to accept PDF-based context-sensitive multimedia manuscript submissions via MC: **August 1, 2003**

10/28/2007/Jian-yu Lu

**Final Report - Slide #7:**

## **Milestones to Date Since January 1, 2002 (Continue ...)**

- **Restarted Special Issues after the transition to MC: July 2003**
- **IEEE Xplore Compatibility Accomplished: February, 2004**
  - The PDF version of TUFFC is now compatible with IEEE Xplore. IEEE Xplore no longer use scanners to produce low-quality PDF papers from our printed TUFFC journal.
- **Finished a computer script programming to produce statistical charts of each AE and to monitor MC system operation: April 14, 2004**
- **Emphasize to authors the importance to provide suggested reviewers for AEs (notes were added to both MC submission process and default letter): April 14, 2004**
- **Make more efforts to work with AEs to speed up the peer-review process: April 14, 2004**
- **Started to implement the policy set by the IEEE UFFC-S AdCom to withdraw manuscripts that have been returned to authors for revisions for over three months: May 1, 2004**

10/28/2007/Jian-yu Lu

**Final Report - Slide #8:**

## Milestones to Date Since January 1, 2002 (Continue ...)

- **Ported Pre-1988 UFFC-S Digital Archive Contents to IEEE Xplore (December 16, 2005)**
  - Contents Posted:
    - Transactions (TUFFC): 1954-1987
    - International Ultrasonics Symposium (IUS) Proceedings: 1962-1987
    - Institute of Radio Engineering (IRE) International Convention Record: 1956-1962
    - International Symposium on Applications of Ferroelectrics (ISAF): 1986
    - International Symposium on Frequency Control (IFC): 1956-1987
  - IEEE Xplore revenue distribution to UFFC society formulas: 55% for usage by institution-subscription users, 35% for contents, and 10% across the board for all IEEE societies. (Individual IEEE member access does not count as usage.)

10/28/2007/Jian-yu Lu

**Final Report - Slide #9:**

**Milestones to Date Since January 1, 2002  
(Continue ...)**

- **Started publishing color figures online: October 2006**
- **Started assigning digital object identification (DOI) numbers directly on papers and digital objects before they go to print: October 2006**
- **Completed a “Job Description of EIC of TUFFC” to help future EICs, prospective applicants of EICs, and transitions from one EIC to another, in addition to help AEs and facilitate further discussions of the impact of the Open Access (OA) movement on TUFFC and the Impact Factor (IF) of TUFFC: November 2007**

10/28/2007/Jian-yu Lu

**Final Report - Slide #10:**

## Multimedia Manuscripts

- Starting date: **August 1, 2003**
- Number of manuscripts submitted so far: **91**
- Number of manuscripts published as follows: **64**
  - 2004 (total **5**):
    - 1 in April; 1 in June; 1 in July; 1 in September; 1 in October;
  - 2005 (total **18**):
    - 1 in March; 2 in April; 1 in May; 1 in July; 3 in August; 4 in October; 4 in November; 2 in December;
  - 2006 (total **23**):
    - 6 in January; 1 in February; 1 in March; 1 in April; 2 in May; 4 in June; 1 in July; 1 in August; 1 in September; 2 in October; 2 in November; 1 in December;
  - 2007 (total **18** in the first 11 months):
    - 1 in January; 2 in February; 3 in May; 3 in July; 3 in August; 2 in September; 1 in October; 2 in November; 2 in December;

10/28/2007/Jian-yu Lu

**Final Report - Slide #11:**

## Special Issues

- A total of **11** Special Issues have been processed since **July 2003** using the Manuscript Central. So far, nine (**9**) of them have been published, one (**1**) of them is published in two parts (the first part has been published in December 2007 and the second will be in early 2008), and the remaining one (**1**) will be in early 2008.

10/28/2007/Jian-yu Lu



**Final Report - Slide #12:**

## Special Issues (Continue ...)

- **Status of the 11 Special Issues:**
  - (1) **Title: *Special 50th Anniversary Issue***
    - Guest Editor(s): Jack Kusters, Clemens C. W. Ruppel, Lute Maleki, and Susan TROLIER-MCKINSTRY
    - Submission deadline: January 31, 2004
    - Number of manuscripts submitted: 14
    - Published with 12 manuscripts in: May 2005
  - (2) **Title: *Special Issue on Acoustic Wave Sensors and Applications***
    - Guest Editor(s): Robert Weigel and Robert Hauser
    - Submission deadline: January 31, 2004
    - Number of manuscripts submitted: 23
    - Published with 14 manuscripts in: November 2004
  - Note: When TUFFC MC was established in 2002, Special Issues have been integrated into the electronic process. This allows a smooth publication of all the Special Issues in MC.

10/28/2007/Jian-yu Lu

**Final Report - Slide #13:**

## Special Issues (Continue ...)

- (3) Title: *Special Issue on Ultrasonic Transducers for High Temperature Applications*
  - Guest Editor(s): Gordon Hayward and Alistair McNab
  - Submission deadline: January 15, 2004
  - Number of manuscripts submitted: 10
  - Published with 7 manuscripts in: April 2005
- (4) Title: *Special Issue on Coded Waveforms in Ultrasonic Imaging*
  - Guest Editor(s): John Hossack
  - Submission deadline: February 29, 2004
  - Number of manuscripts submitted: 14
  - Published with 11 manuscripts in: February 2005

10/28/2007/Jian-yu Lu

**Final Report - Slide #14:**

## Special Issues (Continue ...)

- (5) Title: *Special Issue on Micromachined Ultrasound Transducers*
  - Guest Editor(s): B. (Pierre) T. Khuri-Yakub
  - Submission deadline: July 31, 2004
  - Number of manuscripts submitted: 17
  - Published with 14 manuscripts in: December 2005
- (6) Title: *Special Issue on Novel Equipment for Ultrasound Research*
  - Guest Editor(s): Piero Tortoli and Jørgen Arendt Jensen
  - Submission deadline: July 31, 2005
  - Number of manuscripts submitted: 24
  - Published with 15 manuscripts in: October 2006

10/28/2007/Jian-yu Lu

**Final Report - Slide #15:**

## Special Issues (Continue ...)

- (7) Title: *Special Issue on Nanoscale Ferroelectrics*
  - Guest Editor(s): Alexei Gruverman and Andrei Kholkin
  - Submission deadline: September 30, 2005
  - Number of manuscripts submitted: 26
  - Published with 16 manuscripts in: December 2006
- (8) Title: *Special Issue on Modeling, Optimization and Design of Acoustic Devices*
  - Guest Editor(s): Alireza Baghai-Wadji
  - Submission deadline: January 31, 2006
  - Number of manuscripts submitted: 24
  - Published with 18 manuscripts in: October 2007

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**Final Report - Slide #16:**

## Special Issues (Continue ...)

- (9) Title: *Special Issue on High Resolution Ultrasonic Imaging in Industrial, Material and Biomaterial Applications*
  - Guest Editor(s): Roman Maev
  - Submission deadline: April 30, 2006
  - Number of manuscripts submitted: 17
  - Published with 15 manuscripts in: August 2007

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**Final Report - Slide #17:**

## Special Issues (Continue ...)

- (10) Title: *Special Issue on Diagnostic and Therapeutic Applications of Ultrasound in Bone*
  - Guest Editor(s): Kendall R. Waters, Pascal Laugier, and Keith A. Wear
  - Submission deadline: May 31, 2007
  - Estimated publication date: Early 2008
  - Number of manuscripts submitted: 43
  - Number of manuscripts withdrawn so far: 4
  - Number of manuscripts accepted so far: 21
  - Number of manuscripts Rejected so far: 7
  - Number of manuscripts Changed to regular Correspondence so far: 2
  - Number of manuscripts In-Progress (to be processed): 9

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**Final Report - Slide #18:**

## Special Issues (Continue ...)

- (11) Title: *Special Issue on Application of Ferroelectrics*
  - Guest Editor(s): Takaaki Tsurumi, Andrew J. Bell, Paul G. Clem, Alexei Gruverman, Andrei Kholkin, Sidney B. Lang, Sorah Rhee, Susan Trolier-McKinstry, and Kiyoshi Uchiyama
  - Submission deadline: May 28, 2007
  - Number of manuscripts submitted: 150
  - First Part published with 39 manuscripts in: December 2007
  - Second part estimated publication date: Early 2008
  
  - Number of manuscripts withdrawn so far: 39
  - Number of manuscripts accepted so far: 58
  - Number of manuscripts rejected so far: 31
  - Number of manuscripts to be submitted to other journals so far: 5
  - Number of manuscripts Changed to regular Correspondence so far: 1
  - Number of manuscripts in progress (to be processed): 16 10/28/2007/Jian-yu Lu

**Final Report - Slide #19:**

## Quality of TUFFC (10-Year Impact Factor History)

- **Impact Factor:** # of cites in the current year to articles in the most recent two years / # of articles published during the same period (one of the quality indicators)
- **Acoustic Ranking:** Ranking among acoustic journals
- **EE Ranking:** Ranking among Engineering, Electrical, & Electronic
- **Acoustic Range:** Acoustic journal impact factor range
- **EE Range:** Engineering, Electrical, & Electronic impact factor range

History	Impact Factor	Acoustic Range	EE Range	Acoustic Ranking	EE Ranking
2006:	1.729	0.000-2.288	0.000-4.500	#5 among 28 (Top 18%)	#34 among 206 (Top 17%)
2005:	1.819	0.088-2.430	0.000-5.176	#4 among 27 (Top 15%)	#35 among 208 (Top 17%)
2004:	1.545	0.128-2.167	0.006-4.352	#4 among 26 (Top 15%)	#35 among 209 (Top 17%)
2003:	1.421	0.154-2.033	0.004-4.241	#6 among 28 (Top 21%)	#46 among 205 (Top 22%)
2002:	1.595	0.025-1.806	0.004-3.400	#3 among 28 (Top 11%)	#29 among 203 (Top 14%)
2001:	1.372	0.025-1.862	0.007-5.000	#5 among 27 (Top 19%)	#31 among 200 (Top 16%)
2000:	1.640	0.050-1.822	0.007-4.909	#4 among 27 (Top 15%)	#17 among 202 (Top 8%)
1999:	1.713	0.035-2.196	0.003-5.357	#5 among 27 (Top 19%)	#17 among 205 (Top 8%)
1998:	1.051	0.026-2.182	0.016-2.230	#5 among 25 (Top 20%)	#36 among 208 (Top 17%)
1997:	1.058	0.084-1.853	0.008-4.000	#6 among 20 (Top 30%)	#28 among 193 (Top 15%)


See

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**Final Report - Slide #20:**

## General Statistics

- The Manuscript Central (MC) has been running for about **five years and seven months** now, since it started on **June 1, 2002**.
- Distribution of **submitted** manuscripts among different manuscript types (**pink** – cumulative data; **yellow** – current cumulative data; light turquoise – annual data): See 

Manuscript Submission History	Papers (Incl. Invited, Errata)	Special Issue Papers	Correspondence	Letters	Front Cover Images	Withdrawn	Total
<b>Current:</b>	<b>1525 (61%)</b>	<b>306 (12%)</b>	<b>226 (9%)</b>	<b>86 (3%)</b>	<b>68 (3%)</b>	<b>297 (12%)</b>	<b>2508</b>
<b>7 Months:</b>	173 (58%)	22 (7%)	37 (12%)	6 (2%)	4 (1%)	58 (19%)	300
<b>June 1, 2007:</b>	<b>1352 (61%)</b>	<b>284 (13%)</b>	<b>189 (9%)</b>	<b>80 (4%)</b>	<b>64 (3%)</b>	<b>239 (11%)</b>	<b>2208</b>
<b>Per Year:</b>	294 (51%)	131 (23%)	54 (9%)	17 (3%)	8 (1%)	73 (13%)	577
<b>June 1, 2006:</b>	<b>1058 (65%)</b>	<b>153 (9%)</b>	<b>135 (8%)</b>	<b>63 (4%)</b>	<b>56 (3%)</b>	<b>166 (10%)</b>	<b>1631</b>
<b>Per Year:</b>	291 (60%)	69 (14%)	39 (8%)	22 (4%)	6 (1%)	62 (13%)	489
<b>June 1, 2005:</b>	<b>767 (67%)</b>	<b>84 (7%)</b>	<b>96 (8%)</b>	<b>41 (4%)</b>	<b>50 (4%)</b>	<b>104 (9%)</b>	<b>1142</b>
<b>Per Year:</b>	276 (64%)	28 (7%)	42 (10%)	17 (4%)	16 (4%)	51 (12%)	430
<b>June 1, 2004:</b>	<b>491 (69%)</b>	<b>56 (8%)</b>	<b>54 (8%)</b>	<b>24 (3%)</b>	<b>34 (5%)</b>	<b>53 (7%)</b>	<b>712</b>
<b>Per Year:</b>	251 (62%)	56 (14%)	27 (7%)	14 (3%)	15 (4%)	40 (10%)	403
<b>June 1, 2003:</b>	<b>240 (78%)</b>	<b>0 (0%)</b>	<b>27 (9%)</b>	<b>10 (3%)</b>	<b>19 (6%)</b>	<b>13 (4%)</b>	<b>309</b>
<b>Per Year:</b>	240 (78%)	0 (0%)	27 (9%)	10 (3%)	19 (6%)	13 (4%)	309

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**Final Report - Slide #21:**

## General Statistics (Continue ...)

- Distribution of *submitted* manuscripts in the *seven* technical areas of the UFFC Society (Technical Interest Profiling System or TIPS) (Including withdrawn manuscripts):
  - I. Medical Ultrasound; II. Sensors, NDE, and Industrial Applications; III. Physical Acoustics; IV. Surface Acoustic Waves; V. Transducers and Transducers Materials; VI. Ferroelectrics; VII. Frequency Control:

History	I	II	III	IV	V	VI	VII
<b>Current:</b>	<b>745 (30%)</b>	<b>369 (15%)</b>	<b>382 (15%)</b>	<b>219 (9%)</b>	<b>332 (13%)</b>	<b>283 (11%)</b>	<b>177 (7%)</b>
<b>7 Months:</b>	<b>101 (34%)</b>	<b>45 (15%)</b>	<b>42 (14%)</b>	<b>12 (4%)</b>	<b>43 (14%)</b>	<b>36 (12%)</b>	<b>21 (7%)</b>
<b>June 1, 2007:</b>	<b>644 (29%)</b>	<b>324 (15%)</b>	<b>340 (15%)</b>	<b>207 (9%)</b>	<b>289 (13%)</b>	<b>247 (11%)</b>	<b>156 (7%)</b>
<b>Per Year:</b>	<b>165 (29%)</b>	<b>77 (13%)</b>	<b>83 (14%)</b>	<b>39 (7%)</b>	<b>61 (11%)</b>	<b>129 (22%)</b>	<b>22 (4%)</b>
<b>June 1, 2006:</b>	<b>479 (29%)</b>	<b>247 (15%)</b>	<b>257 (16%)</b>	<b>168 (10%)</b>	<b>228 (14%)</b>	<b>118 (7%)</b>	<b>134 (8%)</b>
<b>Per Year:</b>	<b>159 (32%)</b>	<b>70 (14%)</b>	<b>73 (15%)</b>	<b>39 (8%)</b>	<b>62 (13%)</b>	<b>48 (10%)</b>	<b>38 (8%)</b>
<b>June 1, 2005:</b>	<b>320 (28%)</b>	<b>177 (15%)</b>	<b>184 (16%)</b>	<b>129 (11%)</b>	<b>166 (15%)</b>	<b>70 (6%)</b>	<b>96 (8%)</b>
<b>Per Year:</b>	<b>122 (28%)</b>	<b>65 (15%)</b>	<b>68 (16%)</b>	<b>41 (10%)</b>	<b>63 (15%)</b>	<b>28 (7%)</b>	<b>43 (10%)</b>
<b>June 1, 2004:</b>	<b>198 (28%)</b>	<b>112 (16%)</b>	<b>116 (16%)</b>	<b>88 (12%)</b>	<b>103 (14%)</b>	<b>42 (6%)</b>	<b>53 (7%)</b>
<b>Per Year:</b>	<b>106 (26%)</b>	<b>66 (16%)</b>	<b>68 (17%)</b>	<b>55 (14%)</b>	<b>59 (15%)</b>	<b>19 (5%)</b>	<b>30 (7%)</b>
<b>June 1, 2003:</b>	<b>92 (30%)</b>	<b>46 (15%)</b>	<b>48 (16%)</b>	<b>33 (11%)</b>	<b>44 (14%)</b>	<b>23 (7%)</b>	<b>23 (7%)</b>
<b>Per Year:</b>	<b>92 (30%)</b>	<b>46 (15%)</b>	<b>48 (16%)</b>	<b>33 (11%)</b>	<b>44 (14%)</b>	<b>23 (7%)</b>	<b>23 (7%)</b>

See



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**Final Report - Slide #22:**

## General Statistics (Continue ...)

- *Accepted* manuscripts in different types:

See  
↓

History	Papers (Include SI, Invited, and Errata)	Correspondence	Letters	Front Cover Image	Total
<b>Current:</b>	<b>1093 (82%)</b>	<b>136 (10%)</b>	<b>42 (3%)</b>	<b>60 (5%)</b>	<b>1331</b>
<b>7 Months:</b>	<b>179 (87%)</b>	<b>24 (12%)</b>	<b>0 (0%)</b>	<b>2 (1%)</b>	<b>205</b>
<b>June 1, 2007:</b>	<b>914 (81%)</b>	<b>112 (10%)</b>	<b>42 (4%)</b>	<b>58 (5%)</b>	<b>1126</b>
<b>Per Year:</b>	<b>216 (80%)</b>	<b>32 (12%)</b>	<b>13 (5%)</b>	<b>10 (4%)</b>	<b>271</b>
<b>June 1, 2006:</b>	<b>698 (82%)</b>	<b>80 (9%)</b>	<b>29 (3%)</b>	<b>48 (6%)</b>	<b>855</b>
<b>Per Year:</b>	<b>209 (83%)</b>	<b>27 (11%)</b>	<b>11 (4%)</b>	<b>4 (2%)</b>	<b>251</b>
<b>June 1, 2005:</b>	<b>489 (81%)</b>	<b>53 (9%)</b>	<b>18 (3%)</b>	<b>44 (7%)</b>	<b>604</b>
<b>Per Year:</b>	<b>276 (84%)</b>	<b>26 (8%)</b>	<b>9 (3%)</b>	<b>18 (5%)</b>	<b>328</b>
<b>June 1, 2004:</b>	<b>213 (77%)</b>	<b>27 (10%)</b>	<b>9 (3%)</b>	<b>26 (9%)</b>	<b>276</b>
<b>Per Year:</b>	<b>139 (79%)</b>	<b>16 (9%)</b>	<b>5 (3%)</b>	<b>15 (9%)</b>	<b>176</b>
<b>June 1, 2003:</b>	<b>74 (74%)</b>	<b>11 (11%)</b>	<b>4 (4%)</b>	<b>11 (11%)</b>	<b>100</b>
<b>Per Year:</b>	<b>74 (74%)</b>	<b>11 (11%)</b>	<b>4 (4%)</b>	<b>11 (11%)</b>	<b>100</b>

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**Final Report - Slide #23:**

## General Statistics (Continue ...)

- *Rejected, withdrawn, and in-progress* manuscripts:

History	Rejected	Withdrawn	In-Progress
<b>Current:</b>	<b>653</b>	<b>297</b>	<b>227</b>
<b>7 Months:</b>	<b>129</b>	<b>58</b>	<b>-92</b>
<b>June 1, 2007:</b>	<b>524</b>	<b>239</b>	<b>319</b>
<b>Per Year:</b>	<b>143</b>	<b>73</b>	<b>+90</b>
<b>June 1, 2006:</b>	<b>381</b>	<b>166</b>	<b>229</b>
<b>Per Year:</b>	<b>144</b>	<b>62</b>	<b>+32</b>
<b>June 1, 2005:</b>	<b>237</b>	<b>104</b>	<b>197</b>
<b>Per Year:</b>	<b>124</b>	<b>63</b>	<b>-85</b>
<b>June 1, 2004:</b>	<b>113</b>	<b>41</b>	<b>282</b>
<b>Per Year:</b>	<b>76</b>	<b>28</b>	<b>+123</b>
<b>June 1, 2003:</b>	<b>37</b>	<b>13</b>	<b>159</b>
<b>Per Year:</b>	<b>37</b>	<b>13</b>	<b>+159</b>

See 

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**Final Report - Slide #24:**

## General Statistics (Continue ...)

- *Acceptance Rate and Rejection Rate:*

History	Acceptance Rate (total accepted / (total accepted + total rejected))	Rejection Rate (1.0 – Acceptance Rate)
<b>Current:</b>	<b>67%</b>	<b>33%</b>
<b>7 Months:</b>	<b>61%</b>	<b>39%</b>
<b>June 1, 2007:</b>	<b>68%</b>	<b>32%</b>
<b>Per Year:</b>	<b>65%</b>	<b>35%</b>
<b>June 1, 2005:</b>	<b>72%</b>	<b>28%</b>
<b>Per Year:</b>	<b>73%</b>	<b>27%</b>
<b>June 1, 2004:</b>	<b>71%</b>	<b>29%</b>
<b>Per Year:</b>	<b>70%</b>	<b>30%</b>
<b>June 1, 2003:</b>	<b>73%</b>	<b>27%</b>
<b>Per Year:</b>	<b>73%</b>	<b>27%</b>

See 

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**Final Report - Slide #25:**

## Performance Statistics

- **Abbreviations:**

- **TSD:** Time from Submission to Decision (including acceptance, rejection, and multiple major/minor revisions, etc) (Average Days).
- **TSA:** Time from Submission to Acceptance (Average Days).
- **TSR:** Time from Submission to Rejection (Average Days).
- **EIC\_AE:** Time for EIC to Assign Associate Editor (Average Days).
- **AE\_Rev:** Time for Associate Editor to Invite Reviewers (Average Days).
- **TAAI:** Time from Accept to Assign to an Issue (FASS editing) (Average Days) (Special Issues have made this to appear longer. Our original target with FASS was: **55** days, which may be too optimistic).
- **FASS Queue:** Number of manuscripts in FASS production queue.
- **TSP:** Time from Submission to Publication (Average Days)  
( $TSP = TSA + TAAI + 15$ ).

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**Final Report - Slide #26:**

## Performance Statistics (Continue ...)

- Note: The time from submission to publication:  $TSP = TSA + TAAI + 15$ . See



History	TSD (days)	TSA (days)	TSR (days)	EIC_AE (days)	AE_Rev (days)	TAAI (days)	FASS Queue	TSP (days)
<b>Current:</b>	<b>107.9</b>	<b>189.9</b>	<b>121.99</b>	<b>4.44</b>	<b>19.65</b>	<b>122.8</b>	<b>135</b>	<b>327.7</b>
<b>7 Months:</b>	None	None	None	None	None	99.06	None	None
<b>June 1, 2007:</b>	<b>106.18</b>	<b>194.4</b>	<b>119.24</b>	<b>3.14</b>	<b>19.37</b>	<b>127.95</b>	<b>90</b>	<b>337.35</b>
<b>Per Year:</b>	None	None	None	None	None	121.28	None	None
<b>June 1, 2006:</b>	<b>112.04</b>	<b>194.57</b>	<b>118.04</b>	<b>3.71</b>	<b>18.71</b>	<b>130.68</b>	<b>102</b>	<b>340.25</b>
<b>Per Year:</b>	None	None	None	None	None	145	None	None
<b>June 1, 2005:</b>	<b>110.5</b>	<b>196.3</b>	<b>117.63</b>	<b>2.96</b>	<b>17.65</b>	<b>111.52</b>	<b>None</b>	<b>322.82</b>
<b>Per Year:</b>	None	None	None	None	None	124.9	None	None
<b>June 1, 2004:</b>	<b>109.67</b>	<b>176.51</b>	<b>115.54</b>	<b>2.53</b>	<b>19.93</b>	<b>97.42</b>	<b>None</b>	<b>288.93</b>
<b>Per Year:</b>	None	None	None	None	None	99.5	None	None
<b>June 1, 2003:</b>	<b>94.98</b>	<b>140.98</b>	<b>75.89</b>	<b>2.78</b>	<b>11.12</b>	<b>87.16</b>	<b>None</b>	<b>243.14</b>
<b>Per Year:</b>	None	None	None	None	None	87.16	None	None
<b>Old Paper System:</b>	<b>N/A</b>	<b>262</b>	<b>154</b>	<b>N/A</b>	<b>N/A</b>	<b>&gt; 365</b>	<b>N/A</b>	<b>2 years</b>

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**Final Report - Slide #27:**

## Reviewer Statistics

- The total number of potential reviewers in MC is as follows:

History	Total # of Potential Reviewers in MC	# of Reviewers Agreed to Review
<b>Current:</b>	<b>3504</b>	<b>1788 (51%)</b>
<b>7 Months:</b>	<b>+355 (increased)</b>	<b>+238 (increased)</b>
<b>June 1, 2007:</b>	<b>3149</b>	<b>1550 (49%)</b>
<b>Per Year:</b>	<b>+138 (increased)</b>	<b>+170 (increased)</b>
<b>June 1, 2006:</b>	<b>2570</b>	<b>1308 (51%)</b>
<b>Per Year:</b>	<b>+564 (increased)</b>	<b>+309 (increased)</b>
<b>June 1, 2005:</b>	<b>2006</b>	<b>999 (50%)</b>
<b>Per Year:</b>	<b>+520 (increased)</b>	<b>+279 (increased)</b>
<b>June 1, 2004:</b>	<b>1486</b>	<b>720 (48%)</b>
<b>Per Year:</b>	<b>+617 (increased)</b>	<b>+330 (increased)</b>
<b>June 1, 2003:</b>	<b>869</b>	<b>390 (45%)</b>
<b>Per Year:</b>	<b>+869 (increased)</b>	<b>+390 (increased)</b>

See 

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**Final Report - Slide #28:**

## Reviewer Statistics (Continue ...)

- Reviewer Statistics (including only reviewers **submitted** at least one review or “RE” – used data “reviewer\_history\_443.csv” of different time frames):

History	# of Reviewers	# of RE Invited	# of RE Declined	# of RE Agreed	# of RE Submitted	Average (days)	Submitted /Reviewer
<b>Current:</b>	<b>1652</b>	<b>7613</b>	<b>833</b>	<b>6639</b>	<b>6119</b>	<b>29.00</b>	<b>3.70</b>
7 Months:	562	1110	62	1042	950	25.62	1.69
<b>June 1, 2007:</b>	<b>1430</b>	<b>8744</b>	<b>691</b>	<b>5557</b>	<b>5108</b>	<b>30.87</b>	<b>3.64</b>
Per Year:	592	1282	79	1192	1093	28.46	1.85
<b>June 1, 2006:</b>	<b>1214</b>	<b>4963</b>	<b>541</b>	<b>4328</b>	<b>4019</b>	<b>30.31</b>	<b>3.31</b>
Per Year:	660	1518	129	1374	1319	29.59	2.00
<b>June 1, 2005:</b>	<b>925</b>	<b>3335</b>	<b>332</b>	<b>2936</b>	<b>2705</b>	<b>30.86</b>	<b>2.92</b>
Per Year:	584	1344	96	1221	1137	30.78	1.95
<b>June 1, 2004:</b>	<b>665</b>	<b>1923</b>	<b>189</b>	<b>1706</b>	<b>1592</b>	<b>31.81</b>	<b>2.93</b>
Per Year:	507	1103	81	1008	959	31.05	1.89
<b>June 1, 2003:</b>	<b>346</b>	<b>752</b>	<b>73</b>	<b>672</b>	<b>633</b>	<b>33.17</b>	<b>1.83</b>
Per Year:	346	752	73	672	633	33.17	1.83
<b>Old Paper System:</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

See 

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**Final Report - Slide #29:**

## Associate Editors

- We have a total of 47 Associate Editors (33 of them joined after the transition of the EIC office on January 1, 2002). The following is a distribution of AEs (note: many AEs have interests in several areas):

See

AE Areas	# of AEs (% of Total)	# of Submissions (% of Total)
I. Medical Ultrasound	12 (26%)	711 (29%)
II. Sensors, NDE, and Industrial Applications	5 (11%)	355 (15%)
III. Physical Acoustics	8 (17%)	367 (15%)
IV. Surface Acoustic Waves	4 (9%)	216 (9%)
V. Transducers and Transducers Materials	5 (11%)	319 (13%)
VI. Ferroelectrics	8 (17%)	281 (12%)
VII. Frequency Control	5 (11%)	172 (7%)
<b>Total</b>	<b>47</b>	<b>2422</b>

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**Final Report - Slide #30:**

## Others

- **Rejection Rate:**
  - TUFFC were criticized to have a low rejection rate as compared to other IEEE journals in its last five-year review by IEEE a few years ago. We had discussions of this during our annual AE meetings. Most of the AEs and the society officials felt that TUFFC should not do anything to artificially increase the rejection rate without actually increasing the quality of TUFFC. Therefore, the future changes for TUFFC could be focused on increasing its *quality*. In addition, programs could be developed with the help of IEEE to honor our *anonymous heroes* – the *reviewers*, especially, those who have contributed significantly, to help us to further increase the quality and the timeliness of TUFFC.
  - So far, I have only got one letter from an author asking me to provide TUFFC rejection rate for his tenure evaluation.

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**Final Report - Slide #31:**

## Others (Continue ...)

- **The MC system is maintained and operated smoothly. For example:**
  - Each manuscript as it comes in to MC is examined carefully for errors in electronic file format, missing files, and incorrect font usages, etc. Subsequent interactions with authors for corrections are handled before the peer-review process can start when problems are found.
  - Duplicate user and reviewer accounts in MC are merged from time to time to allow reviewers to access manuscripts and avoid confusions to authors, AEs, and reviewers.
  - Frequently, there are questions, inquiries, and problems from authors, reviewers, and AEs. However, questions are answered promptly and problems are solved timely.

10/28/2007/Jian-yu Lu

**Final Report - Slide #32:**

## Others (Continue ...)

- **Miscellaneous:**
  - Communicating periodically with AEs with statistical charts to identify problems and to shorten the **Time from Submission to Publication**.
  - Developing more Special Issues in the areas of interests to the members of UFFC Society.
  - Interacting with other Editor-in-Chiefs and publication staffs of IEEE to share experiences for the benefit of IEEE and stay informed.
  - Encouraging research communities to serve as TUFFC reviewers by publishing pleas in UFFC-S Newsletters.
  - Reminding AEs to handle “Letters” type manuscripts more quickly.
  - Modifying MC default letters to make them more user friendly.
  - Added “Review Papers” as a Manuscript type in MC and modified the “Information for Contributors” and computer script program accordingly.

10/28/2007/Jian-yu Lu

**Final Report - Slide #33:**

## Others (Continue ...)

- **Page Budget Status:**
  - Year 2002: proposed 1874 $\pm$ 5% pages, actual 1858 pages
  - Year 2003: proposed 1874 $\pm$ 5% pages, actual 1866 pages
  - Year 2004: proposed 1874 $\pm$ 5% pages, actual 1812 pages
  - Year 2005: proposed 2400 $\pm$ 5% pages, actual 2538 pages
  - Year 2006: proposed 2400 $\pm$ 5% pages, actual about 2600 pages
  - Year 2007: proposed 2700 $\pm$ 5% pages, estimated about 2800 pages

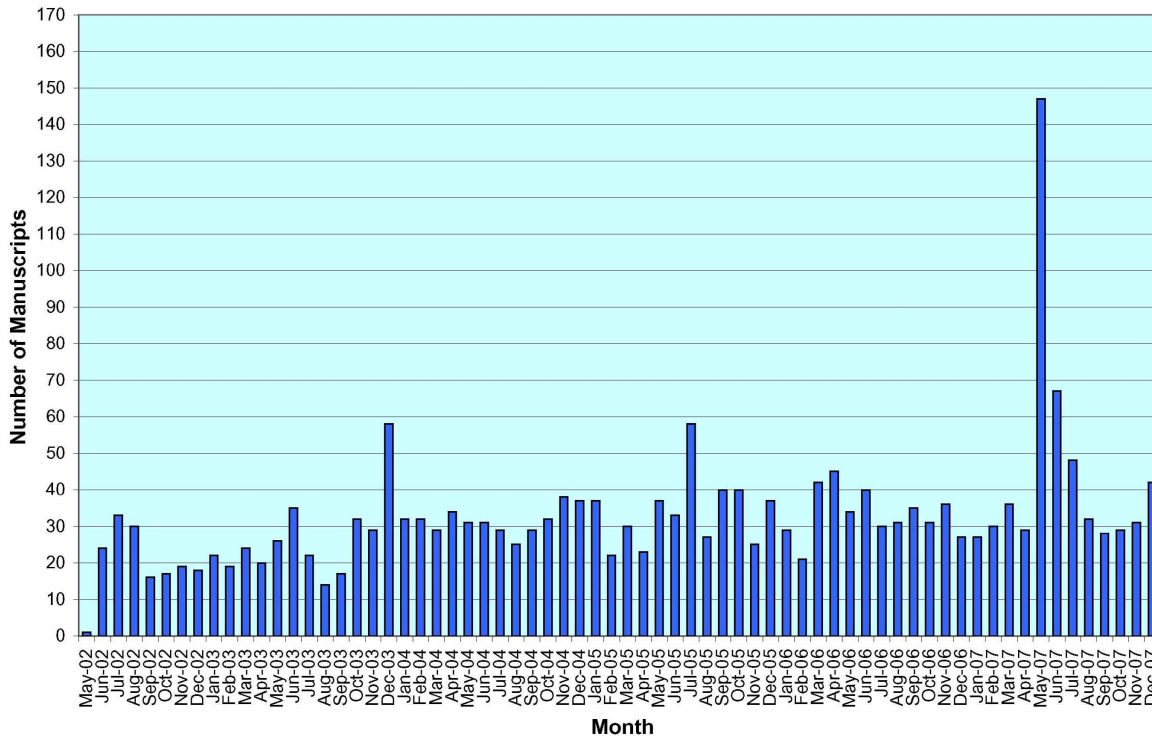
10/28/2007/Jian-yu Lu

### Final Report - Slide #34:

Submission Trend

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society

**Monthly TUFFC Manuscript Submission Trend (Excluding Withdrawn Manuscripts) (Some peaks were due to Special Issues) (06/01/2002 to 12/31/2007)**



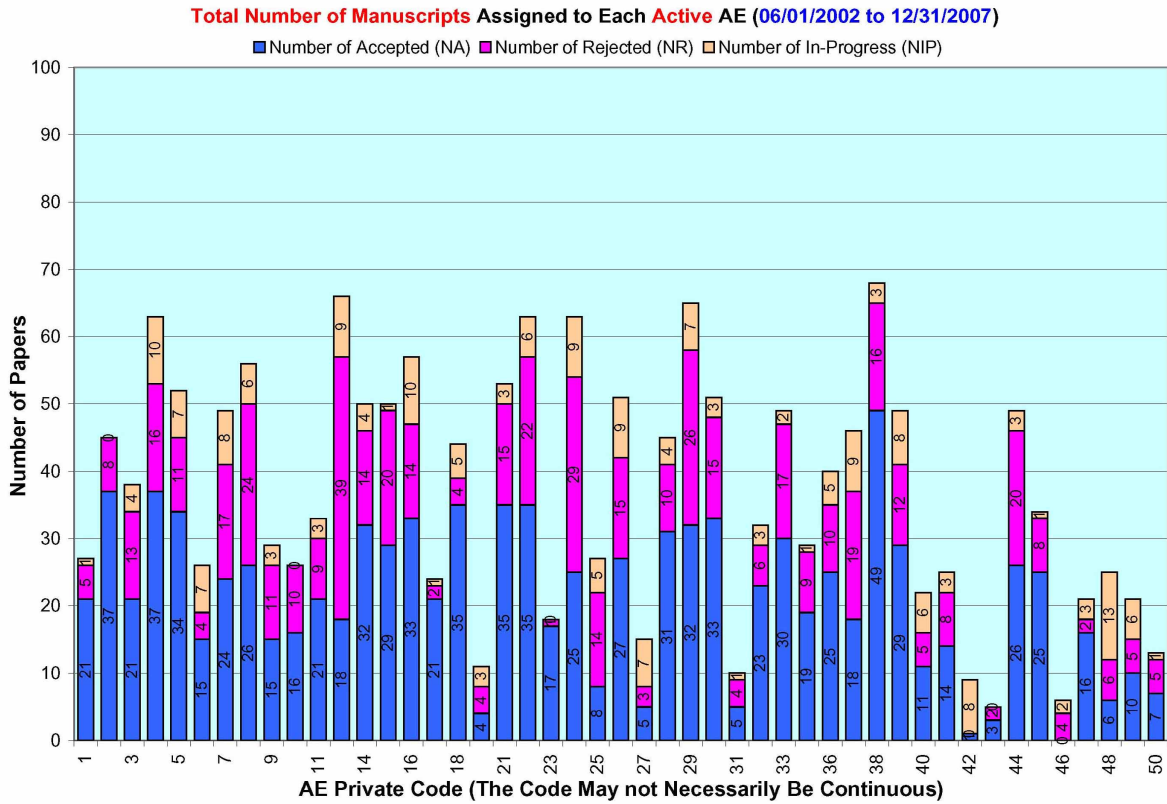
Professor Jian-yu Lu, Editor-in-Chief;  
Created: April 14, 2004; Latest Revision: December 31, 2007

IEEE Transactions on Ultrasonics,  
Ferroelectrics, and Frequency Control

**Final Report - Slide #35:**

Number of Manuscripts Processed

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society



Professor Jian-yu Lu, Editor-in-Chief;  
Created: April 14, 2004; Latest Revision: December 31, 2007

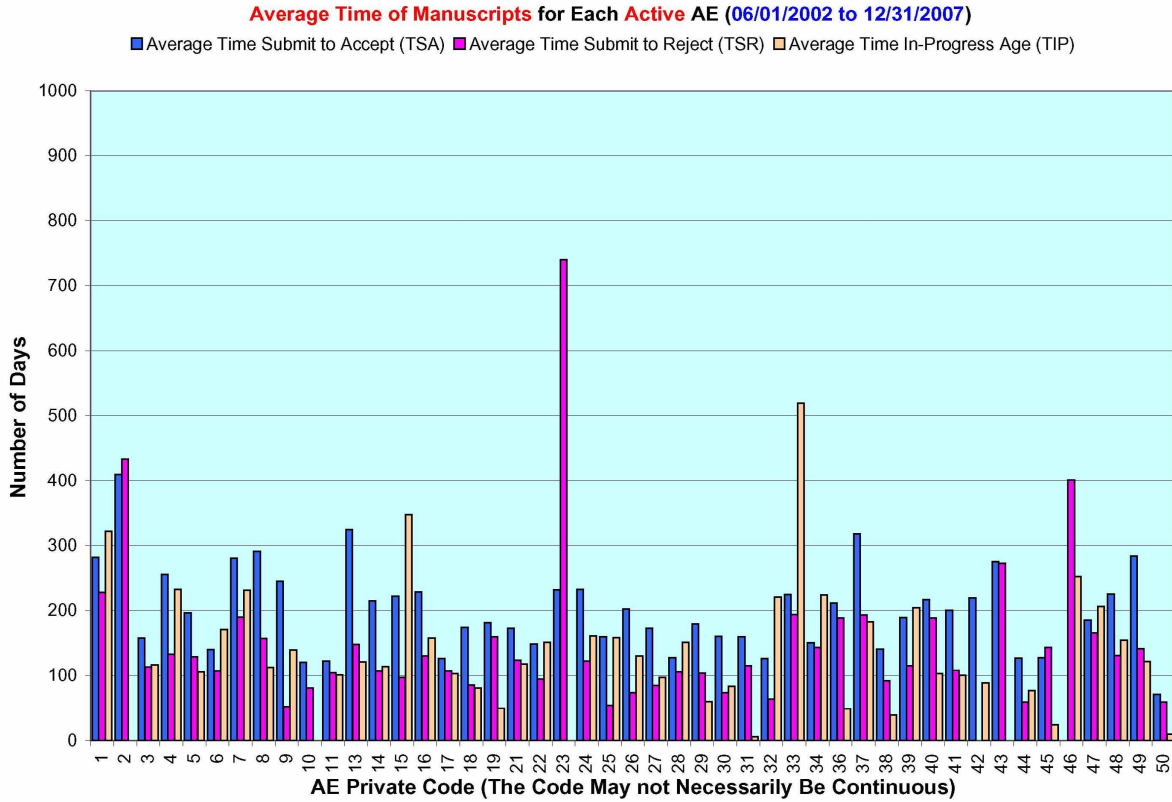
IEEE Transactions on Ultrasonics,  
Ferroelectrics, and Frequency Control



### Final Report - Slide #36:

Manuscript Processing Time

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society



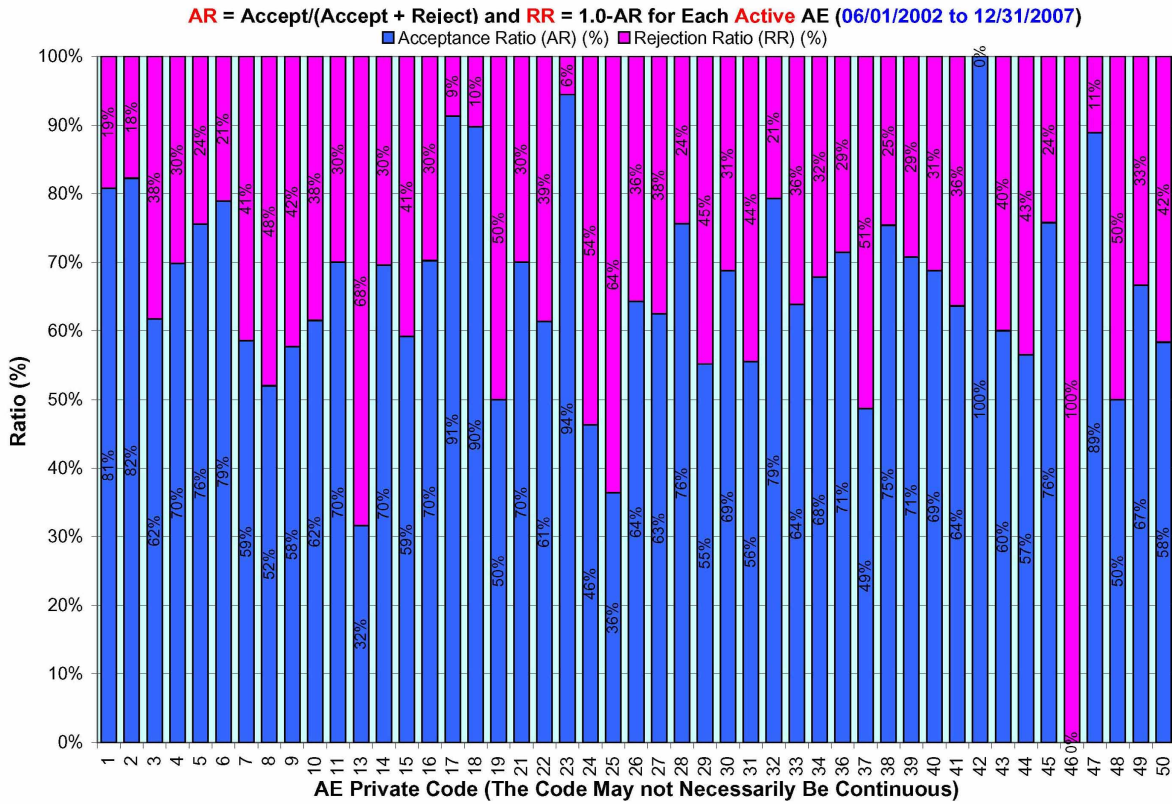
Professor Jian-yu Lu, Editor-in-Chief;  
Created: April 14, 2004; Latest Revision: December 31, 2007

IEEE Transactions on Ultrasonics,  
Ferroelectrics, and Frequency Control

## Final Report - Slide #37:

Acceptance and Rejection Ratio

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society



Professor Jian-yu Lu, Editor-in-Chief;  
Created: April 14, 2004; Latest Revision: December 31, 2007

1

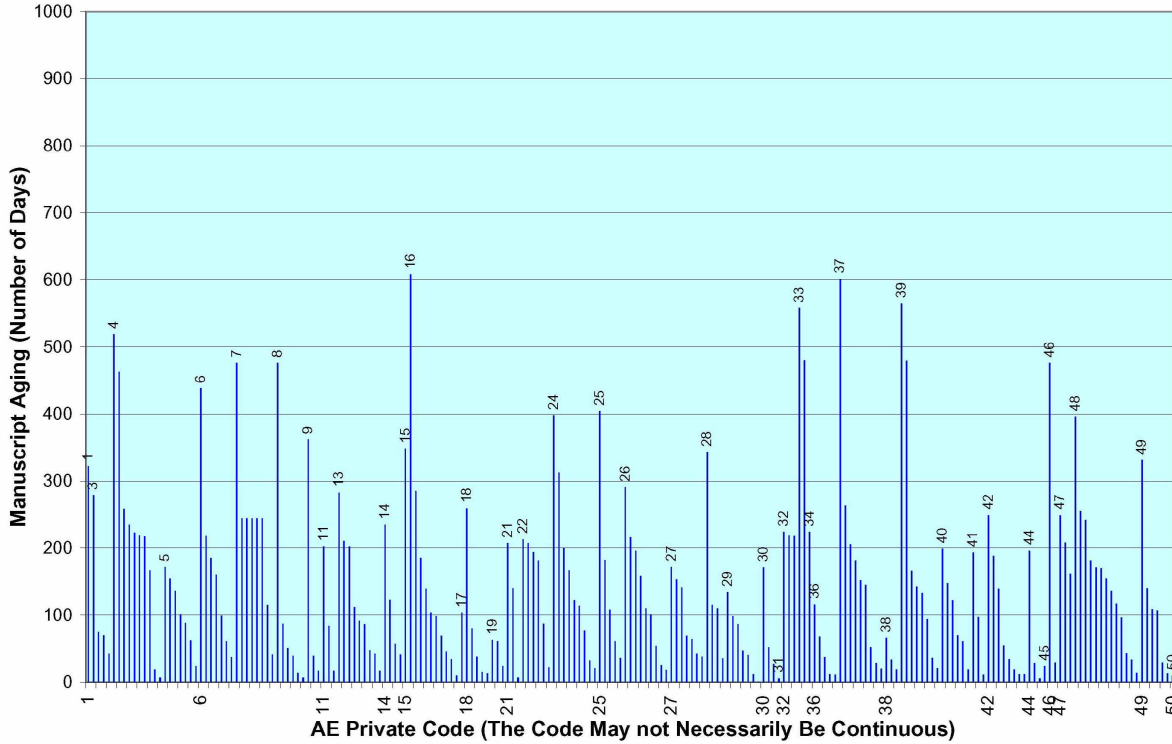
IEEE Transactions on Ultrasonics,  
Ferroelectrics, and Frequency Control

### Final Report - Slide #38:

In-Progress Manuscripts

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society

**Age (Days) of In-Progress Manuscripts (Major / Minor Revision / Pending) for Each Active AE**  
(Each AE Has In-Progress Manuscripts to the Right of the AE Code) (06/01/2002 to 12/31/2007)



Professor Jian-yu Lu, Editor-in-Chief;  
Created: April 14, 2004; Latest Revision: December 31, 2007

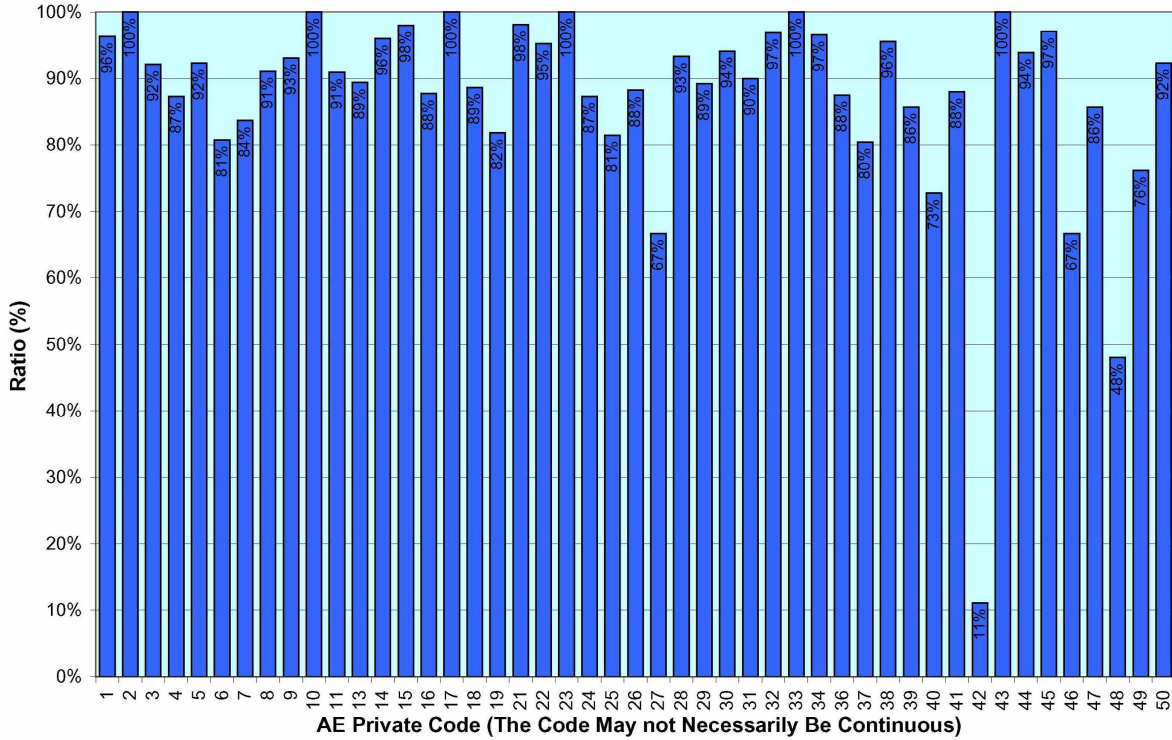
IEEE Transactions on Ultrasonics,  
Ferroelectrics, and Frequency Control

**Final Report - Slide #39:**

AE Activities

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society

**Activity (AC) for Each Active AE [Accept, Reject, and Revisions / Total Number of Assigned Manuscripts] (06/01/2002 to 12/31/2007)**



Professor Jian-yu Lu, Editor-in-Chief;  
 Created: April 14, 2004; Latest Revision: December 31, 2007

IEEE Transactions on Ultrasonics,  
 Ferroelectrics, and Frequency Control

**Final Report - Slide #40:**

## Suggestion for UFFC-S AdCom Consideration

- **Suggestion for UFFC-S AdCom Consideration:**
  - Increase the number of pages for voluntary page charge from 8 to 10 (or to 12 to be inline with other similar journals and the current electronic environment).
- **Current Overlength Page Charges**
  - TUFFC currently charge \$115 voluntary page charge for the first 8 pages.
  - For each page exceeding 8 pages, the overlength page charge is \$175 per page.
- **Rationale for the Change:**
  - The price structure above has not been changed since Dr. O'Brien was the Editor-in-Chief, but the world of journal publications has changed.
  - Online journals may have lower costs to attract authors. They are getting momentum, and are expected to be more popular in the future.
  - Competitive journals, such as, *The Journal of Acoustical Society of America*, assesses overlength page charge only after the first 12 pages
  - Currently the average number of pages per paper is about 10 for TUFFC.

10/28/2007/Jian-yu Lu

**Final Report - Slide #41:**

## Improving the Peer-Review Process

- **Questions:**
  - Is it feasible to establish an **annual UFFC Best Reviewer Award** in addition to having editors sending out personal appreciation letters?
    - Logistic: The Manuscript Central has provided a detailed database for the performance of reviewers. In addition, AEs could recommend.
    - Best Reviewer Award could honor more than one individual.
- **Rationale:**
  - Current **time** from manuscript submission to publication for TUFFC needs to be shortened further
  - Reviewers are one of the keys to improve the peer-review quality and speed

10/28/2007/Jian-yu Lu

**Final Report - Slide #42:**

## Future Work

- **Work to be completed (continue both before and after the expiration of my EIC term on December 31, 2007):**
  - The first step of porting all of the UFFC digital archive contents (all three UFFC conferences, TUFFC since 1954, newsletters, and others) has been completed. However, some part of these contents (1988 and beyond) in IEEE Xplore may still have a lower quality and is less complete compared to what we have in the UFFC digital archive. Since **electronic versions** of the archive will be more and more important in the future, the contents in Xplore should be replaced with the best possible quality available. The current EIC will continue to work with IEEE staff to complete this work, although working with IEEE staff may take some time and thus require our patience. In addition, the presentation of TUFFC in Xplore is not ideal. For example, the table of contents of Xplore does not have any subject headings that are important for our society since UFFC covers a wide range of areas. In addition, the quality on presenting multimedia contents in Xplore is not consistent from issue to issue and thus needs to be improved with the help of IEEE staff. The front cover images are also not presented in Xplore the way we expected due to the inflexibility of IEEE Xplore. Nevertheless, the current EIC will continue the effort to work with IEEE staff to make improvements.
  - The current EIC will also continue to work with IEEE to establish multimedia standard for all IEEE journals (IEEE would like to use TUFFC to test the context-sensitive multimedia for PDF files with embedded linking via DOI).

10/28/2007/Jian-yu Lu

**Final Report - Slide #43:**

## Summary

- Since we started using MC about five years and 5 months ago for TUFFC, the system runs smoothly without major problems, despite of a growing database:
  - Total number of manuscripts in the system: 2508
  - Total number of Special Issues published or near completion in the system: 11
  - Total number of potential reviewers in the system: 3504 (1788 have agreed to review manuscripts and 1652 have returned at least one manuscript)

10/28/2007/Jian-yu Lu



## Part IV: Discussions in Recent TUFFC Associate Editor's Luncheon

### AE Luncheon - Slide #01:

#### Associate Editor Luncheon (Agenda)

(12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA)  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

#### Discussion on Open Access and Impact Factor

- **Background** (see “**Job Description of EIC of IEEE TUFFC – Jian-yu Lu**” for details):
  - Open Access (OA) movement is advancing. Over 300 peer-reviewed OA journals are planned to be launched in 2007 by one publisher alone, posing a threat to TUFFC.
  - Impact Factor (IF) is used by some countries and institutes to measure the productivities of scientists and to make funding decisions. Thus, high IF journals could attract more high-quality submissions.
- **Questions and Opinion Polls:**
  - **#1:** The goal of OA is in line with the purpose of a journal (i.e., to disseminate research results as widely as possible by removing access barriers to further the advancement of sciences and technologies). *Do you agree?* (Yes/No)
  - **#2:** Open Access could increase TUFFC impact factor. *Do you agree?* (Yes/No)
  - **#3:** The IEEE International Ultrasonics Symposium (IUS) conference proceedings have neither copy editing, nor print version. But it would NOT impair the understanding of scientific or technical contents of the papers. *Do you agree?* (Yes/No)
  - **#4:** It would be worth to remove TUFFC copy editing to eliminate a huge cost (**\$100,000-\$200,000** USD), reduce a few months of delay in publication, and pave the way for low-cost OA that could potentially increase the IF of TUFFC. *Do you agree?* (Yes/No)
  - **#5:** It would be worth to remove the print version of TUFFC for OA, given the cost in the range of **\$100,000-\$200,000** USD versus the benefits of print. *Do you agree?* (Yes/No)

10/30/2007, Jian-yu Lu, *Editor-in-Chief*, IEEE TUFFC

**AE Luncheon - Slide #02:****Associate Editor Luncheon (Agenda) – Cont ...**

(12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA)

IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

**Survey Results**

- **Results of Questions and Opinion Polls:**
  - **#1:** --- Generally agree.
  - **#2:** --- Generally agree.
  - **#3:** --- Generally agree.
  - **#4:** --- Some people disagree. Reasons: (1) Some manuscripts may be incomprehensible without copy editing. (2) An archival journal may need to have a professional looking.
  - **#5:** --- Some people mentioned that the print is still in demand.
- **Proposed Solutions --- Have Some Authors Pay for Copy Editing of Their Manuscripts:**
  - Solutions suggested by some AEs for Questions #4 above: (1) Most authors have satisfactory English language skills to make their manuscripts technically understandable and thus do not need professional language services. (2) For a small number of manuscripts that may be technically acceptable for publication but would need professional language services in order for the manuscripts to be comprehensible by most readers (judged by AEs, reviewers, and EIC), the authors could be asked to pay an extra (say, paying **\$800** USD that is similar to other OA journals instead of paying less than **\$100** USD) for copy editing of their manuscripts by a trusted service provider (such as, FASS or IEEE) before the manuscripts could be published.
  - In addition, given the rapid advancement of word processing software and web technologies, good templates and tools (text formatting, on-line reference formatting and checking, and figures) could be developed by IEEE for authors to produce good enough “camera ready” papers to address the issue of “professional looking”. Notice that authors of conference papers nowadays are routinely using templates and tools provided by IEEE. If authors do not follow proper guidelines of paper formatting, their manuscripts could be subject to professional copy-editing services that would charge the authors an extra.

10/30/2007, Jian-yu Lu, *Editor-in-Chief*, IEEE TUFFC

**AE Luncheon - Slide #03:****Associate Editor Luncheon (Agenda) – Cont ...**

(12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA)  
 IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

**Improvement for Timeliness**

- **Time from Submission to Publication and Quality of TUFFC:**
  - The time from submission to publication is still long for TUFFC
  - TUFFC could lose high-quality submissions due to a longer time from submission to publication, which in term could reduce the quality of the journal or Impact Factor
- **Dr. James F. Greenleaf has the following comment:**
  - “I think there should be a clear description of the issues associated with the time from receipt to publication. I think it is too long, even Science can publish much faster and the Institute of Physics is trying for 90 days. We often publish elsewhere because T-UFFC takes a year, way too long. This is a major issue, more important than impact factor.”
- **Suggestions for Solution:**
  - Need AEs’ help
  - Need Reviewers’ help, establish **annual UFFC Best Reviewer Award**, free access to IEEE Xplore for some period of time for reviewers if feasible
  - Continue to reduce copy-editing time, or eliminate it when feasible

10/30/2007, Jian-yu LU, Editor-in-Chief, IEEE TUFFC

**AE Luncheon - Slide #04:**

## **Associate Editor Luncheon (Agenda) – Cont ...**

(12:00 – 2:00 p.m., October 30, 2007, Hilton Hotel, New York, NY, USA)  
IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control

### **Honoring Recently Retired AEs and Guest Editors**

- **Retired AEs:**
  - (1) Joergen Arendt Jensen, (2) Helmut Ermert, (3) Stephen Streiffer, (4) Paul J. Benkeser, (5) Kazuhiko Yamanouchi, and (6) Tai-Kyong Song
- **Past Guest Editors of Special Issues (for Completed Special Issues):**
  - (1) Jack Kusters, Clemens C. W. Ruppel, Lute Maleki, and Susan Troler-Mckinstry
  - (2) Robert Weigel and Robert Hauser
  - (3) Gordon Hayward and Alistair McNab
  - (4) John Hossack
  - (5) B. (Pierre) T. Khuri-Yakub
  - (6) Piero Tortoli and Jørgen Arendt Jensen
  - (7) Alexei Gruverman and Andrei Kholkin
  - (8) Alireza Baghai-Wadji
  - (9) Roman Maev

10/30/2007, Jian-yu Lu, *Editor-in-Chief*, IEEE TUFFC