IEEE Power Engineering Society
Author's Kit
January 2004

Part 3: Preparation and Submission of Conference Technical Works

MOST SUBMISSIONS OF CONFERENCE TECHNICAL PAPERS ARE MADE VIA THE WEB. SEE THE PES WEB SITE (http://www.ieee.org/power) FOR DETAILS FOR SPECIFIC CONFERENCES. SEE BELOW FOR ELECTRONIC FILE REQUIREMENTS.

In order for a PES technical work to be reviewed for possible publication, it must be submitted in the appropriate manner. This part of the Author's Kit will provide submission requirements for the following works submitted for presentation at any PES meeting and publication in any PES Meeting Proceedings (Part 4 of the Author's Kit will provide formatting requirements):

- Proceedings papers (on-line submission)
- Papers for individual presentations at Panel Sessions (on-line submission)
- Overview summaries of Special Technical Sessions (mail-in submission)
- Summaries of Tutorials (mail-in submission).

Deadlines for PES General Meetings will also be provided. Please see specific Calls for Papers for deadlines of meetings other than PES General Meetings.

Authors of accepted Proceedings papers are encouraged to upgrade them and submit them to the PES Transactions. However, they are expected to comply with the IEEE policy regarding self-plagiarism as stated below under "Submission Information."

Technical Work Preparation

Basic guidelines for preparing technical works for the Power Engineering Society are provided in Part 4 of the Author's Kit. Information is given regarding desktop publishing format, type sizes, and typefaces. Style rules are provided that explain how to handle equations, units, figures, tables, references, abbreviations, and acronyms. Sections are also devoted to the preparation of acknowledgments, references, and authors' biographies.

Part 4 of the Author's Kit is itself an example of the desired layout and is available as an electronic file on the PES web site that can be used as a template for Microsoft Word versions 6.0 and later. Virtually all of the formatting criteria specified will be automatically inserted by using the template properly. When you open the file, select "Page Layout" from the "View" menu (View | Page Layout), which allows you to see the footnotes. You may then type over sections of the document, cut and paste into it (Edit | Paste Special | Unformatted Text), and/or use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window. Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu.

Proceedings papers are limited to six pages including any references, attributions, biographies, etc.

The name and affiliation (including city and country) of each author must appear on the paper.

Electronic File Requirements

1. See the specific conference submission site for a list of acceptable word processing programs to use to compose your paper.

2. DO NOT use any security (including passwords) on your file.

3. Fonts
   • All fonts must be embedded and subsetted. This includes the base fonts. (See your software's "Help" section if you do not know how to embed fonts.)
   • Use fonts that permit embedding and subsetting in PDF files.
   • Some TrueType fonts do not permit embedding and subsetting. If such a font has been used, substitute a similar font that allows embedding and subsetting. See the specific conference submission site for a list of preferred fonts.
   • If using graphics applications, do not embed the fonts.

4. Graphics
   • The graphics must have the correct resolution. That is, 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.
   • It is best to insert the graphic rather than paste it in.
   • Links to graphics should be avoided whenever possible.
   • Avoid using the clipboard.

These requirements must be met in order for accepted documents to be archived in IEEE Xplore®.

Submission Information

IEEE Policy Regarding OFAC

The United States Department of the Treasury - Office of Foreign Assets Control has set restrictions on the review of technical papers submitted by authors residing in any embargoed country.

The IEEE policy is as follows:

1. If a paper has authors residing in any embargoed country(ies), but the corresponding author resides in a non-embargoed country, then the paper can be reviewed provided the corresponding author commits, in writing, not to communicate the review results with the authors in the embargoed country(ies) and must complete the review without the assistance of such authors.

2. If a paper has authors residing in any embargoed country(ies), including the corresponding author, the paper can be reviewed if the corresponding author is willing to relinquish that role to a co-author from a non-embargoed country and the new corresponding author commits, in writing, not to communicate the review results with the authors in the embargoed country(ies) and must complete the review without the assistance of such authors.

3. If all of the authors of a paper reside in any embargoed country(ies), the paper cannot be reviewed.

IEEE Policy Regarding Self-Plagiarism

Authors are expected to comply with the IEEE policy regarding self-plagiarism as stated below:

6.4 PUBLICATIONS STANDARDS POLICY AND PRINCIPLES FOR AUTHORS, REFEREES, AND EDITORS

6.4.1 PUBLICATION PRINCIPLES

B. Responsibilities of Manuscript Authors

f) Plagiarism is unacceptable. The verbatim copying or reuse of one's own research which results in subsequent journal or conference papers without appropriate reference (as indicated in paragraph "h" below) is considered another form of plagiarism, or self-plagiarism; it is also unacceptable.

h) Except as indicated in Section 6.3.4 (Multiple Publication of Original Technical Material in IEEE Periodicals), authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another refereed publication. If authors have used their own previously published work(s) as a basis for a new submission, they are required to cite the previous work(s) and very briefly indicate how the new submission offers substantively novel contributions beyond those of the previously published work(s).

Submission Requirements

The materials that must be submitted vary by type of session. See below for details. Please be certain to comply with published submission deadlines. All applicable material must be submitted as a package.

Proceedings Paper Authors:
- See the PES web site (http://www.ieee.org/power) for details for specific conferences.
- You will be required to submit one completed and signed copy of the IEEE Copyright Form.
- If your paper is accepted, you will be required to pay the appropriate meeting registration fee (fees are waived or reduced for IEEE Life Members and IEEE Student Members only). Your paper will not be scheduled or printed in the Proceedings unless the fee, if required, is paid.

Panel Session, Individual Panelists:
- Contact your Session Organizer for instructions on:
  - On-line submission of your paper to a web site specified by the session chair for review.
  - Hard copy submission of one completed and signed copy of the IEEE Copyright Form for your paper.
- Your panel presentation will be collected at the meeting.
  - It should be provided in PDF format. If it is not available in PDF format, it may be supplied in PowerPoint.
  - One completed and signed copy of the IEEE Copyright Form must be supplied for your presentation.

Panel Session, Panel Session Organizer:
- Contact your Committee TCPC for instructions on:
  - On-line submission of a two- to six-page paper from each panelist.
  - Hard copy submission of one completed and signed copy of the IEEE Copyright Form for each panelist.
  - E-mail submission to the TCPC of a Session Summary Submission Cover Sheet. (The Session Summary Submission Cover Sheet can be found in the Author's Kit. It is formatted in MS Word and is designed to be completed on your computer. The hard copy should be printed once you have filled in the applicable fields.)
  - On-line submission of a description of the session to be included in the printed program.

Special Technical Session Organizer:
There is no web upload at present for PES General Meetings. Submit the following to your committee TCPC:

- Hard Copy: Two completed copies of the Session Summary Submission Cover Sheet. (The Session Summary Submission Cover Sheet can be found in the Author's Kit. It is formatted in MS Word and is designed to be completed on your computer. The hard copy should be printed once you have filled in the applicable fields.)
- Hard Copy: Two copies of the 150-word description of the session to be included in the printed program.
- Hard Copy: Two copies of the four- to ten-page overview summary of the session.
- Hard Copy: Two copies of the complete paper for each speaker.
- Hard Copy: One completed and signed copy of the IEEE Copyright Form for each speaker's paper, and one for the overview summary, if applicable.
- Electronic: File of the four- to ten-page overview summary of the session in MS Word, submitted on a 3.5" diskette or Zip disk.
- Electronic: File of the completed Session Summary Submission Cover Sheet (may be on the same diskette as the four- to ten-page overview summary).
- Electronic: File of the 150-word description of the session to be included in the printed program (MS Word); include on the same diskette as the cover sheet and/or overview summary.
- Electronic: File of each speaker's paper in MS Word.

Tutorial Organizer:
*There is no web upload at present for PES General Meetings. Submit the following to the **PEEC TCPC**:*

- Hard Copy: Two completed copies of the Session Summary Submission Cover Sheet. (The Session Summary Submission Cover Sheet can be found in the Author's Kit. It is formatted in MS Word and is designed to be completed on your computer. The hard copy should be printed once you have filled in the applicable fields.)
- Hard Copy: Two copies of the 150-word description of the session to be included in the printed program.
- Hard Copy: Two copies of the brief overview summary of the tutorial (may be the same as the description for the program if appropriate).
- Hard Copy: Two copies of the complete tutorial text.
- Hard Copy: One completed and signed copy of the IEEE Copyright Form for the tutorial text, and one for the overview summary, if applicable.
- Electronic: File of the brief overview summary of the session in MS Word, submitted on a 3.5" diskette or Zip disk.
- Electronic: File of the completed Session Summary Submission Cover Sheet (may be on the same diskette as the four- to ten-page overview summary).
- Electronic: File of the 150-word description of the session to be included in the printed program (MS Word); include on the same diskette as the cover sheet and/or overview summary.
- Electronic: File of the tutorial text in MS Word.

Submission Deadlines for PES General Meetings

The following deadlines pertain to PES General Meetings only. Please consult the Calls for Papers for specifics about other meetings.

Proceedings Papers and Papers for Individual Presentations at Panel Sessions

Panelists are each required to submit a two- to six-page paper for their presentations. The format and guidelines of a Proceedings paper should be followed; a copy of the visual presentation is not acceptable in lieu of a properly formatted paper. The visuals may supplement the paper as long as the total

submission does not exceed the six-page limit. Please note that panelists must submit papers on-line. EACH PANELIST MUST SUBMIT AN INDIVIDUAL PAPER.

Deadlines for Proceedings Papers and Panel Papers for Future PES General Meetings

Activity	Last Date
Review site opens	36 weeks out
Authors and panelists upload papers to designated review site by date shown	26 weeks out
Authors and panelists notified of acceptance or required changes to their papers	23.5 weeks out
Authors and panelists upload revised papers, if required, by date shown	22 weeks out
Specific session information will be available when the Advance Program is posted on the PES web site	8 weeks out

Summaries of Special Technical Sessions

Note: Special Technical Sessions were formerly known as Mini-Tutorials and Directed Educational Programs.

A four- to ten-page overview of special technical sessions must be submitted by the organizers to the appropriate TCPC for inclusion in the Conference Proceedings. Follow the formatting instructions for Proceedings papers. No summaries of individual presentations (if any) are required.

Deadlines for Special Technical Session Summaries for Future PES General Meetings

Activity	Last Date
Organizers submit complete session summary to TCPC for arrival by date shown *(postmark dates are not relevant)*	25 weeks out
TCPC notifies Session Chair that summary is accepted or needs revision	23.5 weeks out
If changes required, submit final copy to TCPC for arrival by date shown	21 weeks out

Summaries of Tutorials

Summaries of tutorials should be brief descriptions of the course (usually one to two paragraphs is sufficient), and similar in style to an abstract. Tutorial summaries should be submitted to the PES Tutorial Coordinator.

Deadlines for Tutorial Summaries for Future PES General Meetings

Activity	Last Date
Organizers submit tutorial summary to PES Tutorial Coordinator for arrival by date shown (usually PEEC TCPC) *(postmark dates are not relevant)*	22 weeks out
Coordinator notifies Session Organizer that summary is accepted or needs revision	20 weeks out
If changes required, submit final copy to PEEC TCPC for arrival by date shown	18 weeks out