



CATALOGING/COPYRIGHT INSTRUCTIONS FOR AN IEEE CONFERENCE PROCEEDING

Often, when coordinating the production of a conference proceeding, the finer details are lost among the larger, technical aspects such as collecting the manuscripts, composing the introduction, etc. However, these finer details such as acquiring a signed *IEEE Copyright Form* from at least one author of each paper and printing the appropriate catalog numbers, IEEE Copyright and Reprint Permission Statement and Copyright Clearance Center (CCC) code in the proceedings are equally important. Please be advised, these copyright requirements also apply to jointly sponsored conferences for which IEEE holds copyright to the conference publication. Therefore, it is important for all Publication Chairs to read the enclosed brochure carefully.

IEEE policy requires that copyright to individual papers be transferred to the IEEE. U.S. copyright law requires that the transfer of copyright be done in writing. Therefore, the Conference Publication Committee must ensure that at least one author of each conference paper sign an IEEE Copyright Form prior to and as a prerequisite for publication.

Similarly, three very important elements which must appear in the conference publication are the catalog numbers, the IEEE Copyright and Reprint Permission Statement, and the Copyright Clearance Center (CCC) code.

CATALOG NUMBERS

All catalog numbers which should appear in your publication are identified in the *Letter of Acquisition*. They must appear in the publication as described below. The correct placement of these numbers on the reverse of the title page is illustrated on the next page.

- **IEEE Catalog Number** - The IEEE Catalog Number will identify your conference proceedings as an IEEE product. This number should appear on the front cover, spine and reverse of the title page.
- **ISBN** - The ISBN (International Standard Book Number) is designed to standardize internationally the use of book numbers. As a result, each ISBN identifies one title or edition of a title from one specific publisher and is unique to that edition. Therefore, **all** of the ISBN's provided must be printed on the reverse of the title page.
- **Library of Congress Number** - The Library of Congress Number is valid only for a single publication. If subsequent conferences are planned with this title, you are advised to keep the title of your publication consistent with those of previous years. This will enable us to apply for an ISSN in the future and greatly assist our librarian subscribers with the processing of information on technical literature. The Library of Congress Number must appear on the reverse of the title page.
- **ISSN** - The ISSN (International Standard Serial Number) is administered by the National Serials Data Program of the Library of Congress and is a world-wide standard for the identification of serial publications. The ISSN is an aid to librarians, scholars, researchers, abstracters, and others with a need for accurate cataloging data for serial publications and can easily be employed in computerized information and retrieval systems. One ISSN may remain valid for the life of a serial publication, as long as the title of the publication is consistent from year to year. Therefore, if the title should change at any time, please contact the IEEE Technical Activities Dept., Acquisitions Administrator immediately. The ISSN must appear on the reverse of the title page.

THE IEEE COPYRIGHT AND REPRINT PERMISSION STATEMENT & THE CCC CODE

The subsequent pages of this guide explain the *Copyright Requirements for IEEE Sponsored Conference Publications* and provide a summary of the policies and procedures related to copyright. However, the primary issues are the IEEE Copyright and Reprint Permission Statement, IEEE Copyright Notice and the Copyright Clearance Center (CCC) code. Please note, both the IEEE Copyright and Reprint Permission Statement and the CCC code have recently been revised.

The IEEE Copyright and Reprint Permission Statement, which appears in the illustration below, must appear in every publication to which the IEEE holds copyright. Additional information regarding the IEEE Copyright and Reprint Permission Statement appears in Section 3C, *Copyright and Reprint Permission Statement*.

Similarly, a CCC code must appear at the bottom of the first page of every article placed in a proceedings. This code must be included on the first page of each article to facilitate certain type of photocopying of copyrighted materials. As there are a number of criteria which affect the CCC code please read Section 3B, *Coding of Papers for IEEE Sponsored Conferences*, prior to adding the CCC code to your papers.

If you have any questions, please contact the Products - Conference Proceedings Department at + 1(732) 562-3872 or require additional *IEEE Copyright Forms*, please contact Conference Services at + 1(732) 562-3878 or fax +1(732) 981-1769. Upon request, IEEE will provide additional *IEEE Copyright Forms* for distribution to your authors. In addition, the IEEE Copyright form is available on the Web at <http://www.ieee.org/copyright>.

The following diagram illustrates the proper placement of the IEEE Copyright and Reprint Permission Statement, the IEEE Copyright Notice and catalog numbers on the reverse of the title page. Note: This is just a sample. Please be sure to include the copyright year, catalog number, ISBN and Library of Congress number that are assigned to you when preparing your Copyright Notice.

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COPYRIGHT REQUIREMENTS FOR IEEE SPONSORED CONFERENCE PUBLICATIONS

These instructions apply to all IEEE sponsored conferences which produce a conference publication. They also apply to those conferences which IEEE sponsors jointly with other organizations and for which IEEE will hold copyright to the conference publication.

1. IEEE POLICIES

Prior to enumerating specific requirements and procedures, the following brief summary of policies may be helpful.

A. Copyright Transfer from Authors to IEEE

IEEE policy requires all IEEE conference publications to be copyrighted by IEEE. Similarly, IEEE policy requires that copyright to the individual papers within an IEEE conference publication be held by IEEE. Under U.S. copyright law, the transfer of copyright from author to publisher (IEEE, in this case) must be done in writing. Therefore, the Conference Publication Committee must ensure that at least one author of each conference paper sign an *IEEE Copyright Form* prior to and as a prerequisite for publication.

B. Copyright Clearance Center

U.S. Copyright law prohibits large scale "systematic" photocopying without the consent of the copyright owners. The nonprofit Copyright Clearance Center (CCC) was established to provide a centralized mechanism to facilitate the photocopying and appropriate reuse of copyrighted materials. A publisher registered with the CCC can utilize the mechanism simply by printing a code on the first page of each paper.

Most scientific and technical publishers, including the IEEE, are members of the CCC. In order for the IEEE to take full advantage of the benefits offered by the CCC, a code must be added to the bottom of the first page of each paper. The CCC code consists of an identifying number, the year of publication and the applicable copying fee. A detailed illustration of the CCC code appears in Section 3B.

C. Copyright Ownership

Copyright is held by the IEEE itself, not by any of its organizational units, and is administered by the Publications Administration Department at IEEE. All inquiries regarding publication by an agency outside of IEEE of papers presented at any IEEE meeting shall be directed to the IEEE Intellectual Property Manager, and no representative of a Section, Society, or other IEEE entity is authorized to grant such permission.

D. Joint Conferences

In the case of some jointly sponsored conferences, IEEE recognizes the right of another qualified sponsor to hold copyright and administer all copyright matters on behalf of the IEEE and its authors. Except in the case of a conference which is incorporated and maintains its own administrative office, a conference is not considered a sponsor and may not hold copyright to IEEE material.

E. Conference Proceedings Disseminated Electronically

If placing conference proceedings electronically on the WWW/Internet (in total or in part), the Society responsible for the conference proceedings shall notify the TAB Conference Publication Program Committee that they (the Society) approve such placement. In addition, the Society will be responsible for obtaining and placing within the body of the document the appropriate copyright statements and permissions, which shall be obtained from the IEEE Intellectual Property Office. Such permission will be contingent upon the placement of prominently displayed copyright and reuse notices. Another condition in granting permission will be that the posted collected work include a monitoring mechanism for authorizing access to the material and for the reporting of usage data.

It should also be noted that as part of the Conference Publication Program, conference proceedings are purchased from conference sponsors in hard copy form for the purpose of fulfilling subscription commitments and post-conference single sale requirements. Placing a conference proceeding on the Web/Internet has the potential of affecting the revenue stream from the sale of such hard copies. Therefore a Society/Council which elects to freely disseminate their conference proceedings on the Web/Internet should give careful consideration to the anticipated income it expects to receive from the hard copies sold via the Conference Publication Program.

For more information, please contact:

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2. REQUIREMENTS

The following is a chronological checklist of things which must be attended to. Further guidance on implementing items A-D is given in Section 3.

- A.** Secure copyright transfers from authors by using the *IEEE Copyright Form*.*
(www.ieee.org/copyright/cfrm.link.html)
- B.** Add the CCC code and copyright notice to the first page of each paper, abstract or summary.*
- C.** Publish IEEE Copyright and Reprint Permission Statement and IEEE copyright notice at the front of the publication.
- D.** Return signed copyright forms to IEEE.

***PLEASE NOTE: THESE REQUIREMENTS APPLY TO ALL CONFERENCE PAPERS, AS WELL AS THOSE ABSTRACTS AND SUMMARIES WHICH ARE ONE FULL PAGE OR LONGER AND OF A SUBSTANTIVE NATURE.**

3. **IMPLEMENTATION**

A. **Securing Author Copyright Transfers**

Send an *IEEE Copyright Form* to the principal author of each paper at the earliest opportunity. Generally, this is either at the time authors first submit their papers to the conference for acceptance or when authors of accepted papers receive their publication instructions. Additional copies of the *IEEE Copyright Form* are available from the IEEE Conference Services Department and on the Web at <http://www.ieee.org/copyright>. Please note that space has been provided on the form for the Committee to insert its return address.

Please read the *IEEE Copyright Form* carefully. It contains additional information regarding copyright procedure, in particular, what rights IEEE is returning to authors and their employers and the appropriate procedure for handling papers authored by U.S. Government employees or Crown (British or British Commonwealth) Government employees.

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The signed copyright form must be returned to your committee as soon as possible or with the final manuscript. If the form has not been received by the time the paper is ready for acceptance and publication, contact the author and request the return of the signed form, indicating that the committee is prepared to accept the paper upon receipt of the signed form. Hold the paper until the signed form is received.

Signed copyright forms should be held until all are collected, at which time they should be sent to IEEE at the following address. They should be returned in one complete batch, preferably in the same order in which they are published, and accompanied by a *Table of Contents*.

IEEE
Technical Activities Dept.
Attn: Acquisitions Administration
445 Hoes Lane, P.O. Box 1331
Piscataway, NJ 08855-1331

B. Coding of Papers for IEEE Sponsored Conferences

The conference Publication Committee is responsible for adding a line at the bottom of the first page of each paper which makes clear its copyright status for the benefit of future users. The appropriate coding will be determined by the part of the *IEEE Copyright Form* signed by the author.

PART A - COPYRIGHT TRANSFER FORM

If the paper is copyrightable by the IEEE, the author should have signed Part A, in which case the line will consist of the Copyright Clearance Center (CCC) code and IEEE copyright notice, as illustrated in the following example:

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where:

0-1234-5678-9 identifies the softbound ISBN.

01 identifies the year of publication.

\$20.00 identifies the CCC copying fee per copied article.

©2004 IEEE is the copyright notice. It identifies the year of publication and the entity that holds the copyright.

PART B - U.S. GOVERNMENT EMPLOYEE CERTIFICATION

If a paper is the work of a U.S. Government employee (and is, therefore, not copyrightable), then Part B of the *IEEE Copyright Form* should have been signed. In this case, the line to be added must read:

U.S. Government work not protected by U.S. copyright.

This Government category, it should be noted, applies only to papers authored solely or entirely by U.S. Government employees as part of their employment. This category does not include, for example, papers where one or more co-authors are not U.S. Government employees, or papers which report U.S. Government-supported work performed by non-Government organizations.

PART C - CROWN COPYRIGHT

If the author (or all authors) of a paper is (or are) employed by a Crown Government (i.e. British, Canadian, etc.), the author should have signed Part C of the *IEEE Copyright Form*, in which case the line to be used will consist of the Copyright Clearance Center (CCC) code and the appropriate Crown Copyright notice, as illustrated in the following example:

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Please note, the appropriate Crown Copyright notice (i.e. British, Canadian, etc.) will be determined by the country in which the author's employer resides (i.e. England, Canada, etc.).

In the unlikely event that the paper to be published was previously published and copyrighted, the line to be added should credit the previous source and original copyright owner. The CCC code should not be used in this case.

C. Copyright and Reprint Permission Statement

All publications must publish the following Copyright and Reprint Permission Statement, along with the IEEE copyright notice, on the front or reverse side of the inside title page of the publication, with 20XX representing the year of publication:

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4. FURTHER INFORMATION

We hope that this document provides enough information to answer any questions that may arise. However, if you encounter a copyright problem you cannot resolve, please contact the IEEE Intellectual Property Manager at the IEEE Service Center + 1(732) 562-3966.