



## Manuscript Submission for the 2016 IAS Annual Meeting

The Call for Papers for the 2016 IAS Annual Meeting identifies several critical dates of interest to authors. The first critical date is 1 April 2016 - this is the date by which authors must submit a draft of their proposed manuscript to one of the IAS Committees holding technical sessions at the Annual Meeting. The purpose of this draft is to allow the Committee to conduct a preliminary evaluation of each proposed paper and decide which papers will be invited for final submission and presentation at the Annual Meeting. The format of the draft is not particularly important other than it be a legible complete draft that includes all pertinent figures and references, and that identifies all of the authors of the paper.

The Call for Papers also identified the deadline submission of final, conference-ready manuscripts for the 2016 IAS Annual Meeting. The instructions below explain how to prepare and submit that final manuscript for the conference record. If your submission is incomplete, it will be returned to you, so please read and follow these instructions carefully.

The deadline for submission of conference-ready manuscripts in ScholarOne Manuscripts is 11:59pm, New York Time, on Sunday

**31 July 2016**

All papers that are actually presented as part of the **main technical program** will be eligible for archiving in IEEE Xplore and also may be reviewed for publication in IAS Transactions or IAS Magazine. It is your responsibility to understand when your paper is scheduled for presentation, and to attend the conference to actually present and defend your paper.

Please understand that papers that are scheduled for the main technical program but not actually presented will not be archived in Xplore, nor will they be eligible for peer review for publication in IAS Transactions or IAS Magazine.

You should be aware that the IAS Chapters and Membership Department may organize a separate technical program for students at the IAS Annual Meeting. Papers presented in the student technical program will not be archived in Xplore, nor will they be eligible for publication.

**VERY IMPORTANT:** If you require a visa to travel to the USA, you should register to attend the conference and submit your visa application as soon as possible. Every person who registers for the 2016 using an address outside the US will automatically receive a 'visa letter' in addition to confirmation of registration. Visa applications sometimes take a long time to process - **DO NOT WAIT UNTIL THE MANUSCRIPT SUBMISSION DEADLINE TO SUBMIT YOUR VISA APPLICATION.**

### Submission Deadline:

The deadline for submission of conference-ready manuscripts in ScholarOne Manuscripts is 11:59pm, New York Time, on Sunday 31 July 2016. There is much work that must be done to prepare the technical program and Conference Record; that work cannot begin until all manuscripts have been submitted. For that reason, the deadline cannot be extended. If you are unable to submit your manuscript by this deadline, your paper will be withdrawn from the conference technical program, you will not be allowed to present your paper in Portland, and your paper will not be considered for publication.



The submitting author is responsible for assuring that the submission is complete and correct. All submissions are final. Because the schedule for preparing for the Annual Meeting has been compressed, it may not be possible to make changes after the 31 July 2016 deadline.

Manuscript submission involves multiple systems, some of which are beyond the control of IEEE. Be mindful of the submission deadline given above, and allow for the possibility of encountering a problem with one or more steps in this process.

The hotel booking and conference registration systems will open by 15 May 2016. You will be required to book a hotel room and complete your conference registration before you will be able to submit your manuscript. It is **STRONGLY RECOMMENDED** that you start these formalities as soon as possible to allow for difficulties with making the required payments.

#### **IAS Annual Meeting Manuscript Requirements:**

If you have not already done so, you should immediately complete your paper and create an electronic manuscript. Please be aware of the following:

- In June 2016, an invitation will be sent to the person identified as the submitting author for the paper, and only that person will be able to complete the submission in ScholarOne Manuscripts (S1M). If you prefer that another author do the submission, you must request that the responsible Technical Committee transfer submission credentials to that person. **As the corresponding author, it is your responsibility to make sure that you have agreement with your coauthors on the manuscript to be submitted, and that the manuscript has received all necessary approvals by the authors' employers and applicable funding organizations before you complete your submission.**
- You may not submit your manuscript on paper. Instead, you must submit a single electronic source document with embedded and captioned figures via the IAS ScholarOne Manuscripts site. The software systems used to process papers cannot handle excessively large files; we request that authors limit file size to 20MB. Most authors of Annual Meeting papers anticipate the possibility of future publication of their work in either IAS Transactions or IAS Magazine. While there is no page length limitation for Annual Meeting papers, please understand that papers that are more than 9 pages long are considered 'overlength', and authors of longer papers that are approved for subsequent publication in Transactions or the Magazine may be required to pay a overlength charge at the time of publication.
- All manuscript submissions are screened for similarity with previously published material using CrossCheck by iThenticate. Make sure that you have clearly delineated any quotations in your manuscript, and that all applicable references have been cited, including any prior papers that you and your coauthors have written on the subject addressed in your paper. You must disclose the full history of your paper during the submission process, including any previous submissions or web site postings. Papers that trigger an excessive CrossCheck similarity score will be returned for correction.
- As the author, you alone determine the appearance of your manuscript in the Annual Meeting Conference Record. All manuscripts must be in the two-column format illustrated in the templates attached to your submission invitation. Please do not include headers, footers or page numbers in the electronic manuscript. If you are using a word processor that can embed a background color, please make sure that the color is set to white. Also, please turn **OFF** the change-tracking function in your word processing application.
- Be sure to list all of the authors at the top of your manuscript and also in the S1M submission, and make sure that the order of those names is as agreed among your coauthors.
- You may create your manuscript using either Microsoft Word (or some other WYSIWYG word processing application that can create a .doc or .docx file), or LaTeX. The file that you actually submit



to S1M should be a .pdf file created using a recognized distiller. The file name must be alphanumeric. Adobe Writer and the pdf distiller in Microsoft Word have been found to work properly, but there is no assurance that a pdf file created by a ‘third-party’ distiller will be compatible with the software used to process manuscripts for the IAS Annual Meeting.

- You may include color figures in your manuscript, and they will appear in color in the Annual Meeting conference record. However, individual readers, including reviewers, may choose to print the manuscript in monochrome, so it would be wise to design figures to work in either color or monochrome.

### Commercialism

The IAS Annual Meeting is designed to host objective discussions of technology, and IEEE policy forbids ‘unduly commercial’ content. For papers at the Annual Meeting

- Claims of uniqueness or superiority, or any other statements that promote the sale of a specific product or service, are expressly forbidden
- Illustrations that emphasize a manufacturer’s name, product name or logo should not be included
- The name of a supplier, or the tradename of a product or service may be mentioned only once in the manuscript, and only to establish a frame of reference for the technical discussion.
- Authors are allowed to identify their employers in both the manuscript and on the first page of the conference presentation. Institutional logos may be used on the first page of the presentation, but may not appear on subsequent pages of the presentation or anywhere in the manuscript.

Papers that deviate from these guidelines may be rejected, and session chairs may not allow presentations that are judged to be excessively commercial.

### Submission Sequence

The sequence in which you take actions on your submission is important and **must be followed exactly**.

**Step 1:** If you have not already arranged for accommodations in Portland, your first step is to decide where you will stay during the conference. You are not required to stay in the conference hotel, but there is a significant discount on the conference registration fee for those staying in the conference hotel. To book a room at the conference hotel, go to the conference web site, <http://ewh.ieee.org/soc/ias/2016/>, and click on the “Hotel Reservation” link to book a room. You will need the hotel reservation confirmation number to claim the discounted fee when you register to attend the conference.

Authors who actually reside in Portland are not required to stay in the conference hotel.

**Step 2:** Next, you must register to attend the conference. From the conference web site, click on the “Conference Registration” link. After completing the registration, you will receive a confirmation e-mail that contains a conference registration confirmation number. Be sure to retain this e-mail because you must provide that registration confirmation number with each manuscript submission.

**You Must Register to Attend the Annual Meeting Before Submitting Your Manuscript**

At least one of the authors of each paper must register for the conference and pay the appropriate registration fee before the paper may be submitted. No more than five (5) papers may be submitted against any one conference registration number. Authors who are presenting more than one paper should expect those presentations to take place over several days and plan their attendance accordingly. Note that the



actual technical program will not be developed until after all manuscripts have been received, so it would not be wise to make any assumptions about when your paper(s) will be scheduled for presentation during the Conference.

In 2016, the option for a one-day registration will only be available on a walk-in basis at the conference. Since authors must register to attend the conference prior to submitting papers, it will not be possible for authors to register to attend only one day of the conference.

**Step 3:** Finally, you must submit your manuscript via the IAS ScholarOne Manuscripts (S1M) web site. The process should take about ten minutes if you have all of the required materials at hand when you begin. Please note that the submission module in ScholarOne Manuscripts was revised in late 2015, so please review the following instructions carefully:

- Go to the IAS ScholarOne Manuscripts (S1M) site: <http://mc.manuscriptcentral.com/ieee-ias>.
- You will need to know your S1M logon ID and password. Your invitation will include your user ID, but if you do not recall your password, you will have to use the 'Password Help' function on the S1M log-in page to create a new password. There is no cost associated with having a user account in S1M.
- First-time users will need to complete some information in your user account. The password assigned to first-time users is valid for one logon only, and during that initial session you must update your account to specify a permanent password.
- To submit your manuscript, first select "Author Center" on the Main Menu, then click on "Invited Manuscripts" in the "My Manuscripts" list on the left side of the page. The screen will then refresh to reveal a list of invitations at the bottom of the page. Find the entry associated with this invitation, and then click on "Continue Submission" to start the submission process. The submission process involves responding to questions on seven (7) web pages; detailed, step-by-step submission instructions are attached to the e-mail invitation and also appear at the top of each page in S1M.

**Important notes:**

- On page one (1), S1M will display the title of your manuscript as it was originally proposed to the sponsoring committee. You may modify the title, but it is your responsibility to make sure that the title in the S1M database matches the title in your manuscript file.
- There is no mechanism for Open Access (OA) publication of papers in Conference Records or in IAS Magazine. If your paper is eventually approved for publication in IAS Transactions, you may choose between traditional and OA publication at the time of submission of final files for publication in Transactions.
- On page three (3) of the process, you must identify each of your coauthors. The information you provide in this step will be used to create both the Conference Program and the indices on the Conference Record. Please make sure that all of your coauthors are listed, and that order numbers have been chosen to establish the order in which those names should appear in conference documents. These names must match the names that appear in your manuscript file.
- The file that you submit will appear in the Conference Record and will be archived in IEEE Xplore. Please understand that because the production schedule for the Conference Record and Conference Program has been compressed, it is not possible to make changes in submitted manuscripts after the submission deadline. Therefore, you should verify that your submission is completely correct prior to completing the submission.
- S1M will create a .pdf version of your manuscript while adding page numbers and a footer. The .pdf file created by S1M will be the file that appears in the conference record and that will later be archived in IEEE Xplore. It is also the file that will be given to the reviewers who will deter-



mine if your paper will be published in *IEEE Transactions* or *Industry Applications* or *IEEE Industry Applications Magazine*. Prior to final submission, you must click the PDF icon at the bottom of page 7 of the S1M submission to examine the converted document. If you are not satisfied with the appearance of the PDF, you are responsible for making any necessary changes prior to submission. Submissions are final; you will be unable to initiate changes in your submission after clicking the "Submit" button. There is a checklist at the end of this document that lists the most common submission errors.

- **TWO MANDATORY REQUIREMENTS:**

- The first page of the submission sequence includes this block:

If this paper is being submitted on a pre-presentation basis for the IAS Annual Meeting, enter your conference registration number here:

You must enter a valid conference registration number in the white field to the right of the shaded box. Do not enter your hotel confirmation number, your S1M manuscript tracking ID, or your IEEE membership number in this field.

- You must execute an IEEE Copyright Transfer at the conclusion of the S1M submission process. There is a copyright transfer link in the center of the confirmation page that appears immediately after you click the "Submit" button in S1M. The copyright transfer procedure is illustrated in the submission instructions attached to your invitation.

The copyright transfer system allows you to delegate execution of the transfer to someone else if that is a requirement imposed by your employer. However, you will still be responsible for assuring that the transfer is completed by the submission deadline

- You will receive an automatically-generated e-mail confirming your submission and advising a tracking ID for your manuscript. Please save this e-mail, and refer to the tracking number if you have any questions about your manuscript. You (or the person to whom you delegated copyright transfer responsibility) will receive a second e-mail confirming the copyright transfer and containing a replica of the signed copyright transfer form.
- A cursory check will be made of each submission, and submissions that are obviously incomplete or flawed, including submissions for which the CrossCheck scan returns anomalous results, will be returned for correction. This check will typically take place within 24 hours of your submission, and if a problem is found, you will receive an e-mail identifying the specific deficiencies. You will be responsible for promptly returning to your Author Center in S1M, making the necessary corrections, and then resubmitting your manuscript no later than the 31 July 2016 submission deadline. Notwithstanding this check, please understand that as the submitting author, YOU are responsible for your submission being complete and correct.
- If you encounter a problem with your submission, contact the IAS Manuscript Administrator ([louie.powell@ieee.org](mailto:louie.powell@ieee.org)) for assistance. Submission problems can usually be resolved quickly, but do not wait until the submission deadline to ask for help.

## Peer Review for Publication

Many IAS Technical Committees participate in the IAS Annual Meeting. There are two fundamentally different traditions followed by these Committees; the tradition followed by the Committee that is sponsoring your paper for presentation will be applied to your paper. **It is important that you read the following material and clearly understand the process that will be followed by the Technical Committee sponsoring your paper for presentation.**



- All papers sponsored for presentation at the 2016 Annual Meeting by one of the following technical committees will be reviewed for possible publication in *IAS Transactions on Industry Applications* or *IAS Industry Applications Magazine*:

Codes and Standards Committee

Energy Systems Committee

Metals Industry Committee

Mining Industry Committee

Power System Engineering Committee

Power System Protection Committee

If you are submitting your paper to S1M in response to an invitation from one of these committees, you do not need to take any further action. The Committee will report back to you following the conference on the outcome of the review.

- These three committees have the tradition of allowing authors to submit a revised manuscript for review following the conference presentation.

Electrostatic Processes Committee

Industrial Lighting and Display Committee

Industrial Automation and Control Committee

Papers sponsored for presentation at the 2016 IAS Annual Meeting by these committees will be returned to the respective "Author Center" in S1M in mid-August, after the electronic files have been captured for the Conference Record. Authors of these papers who wish to have their work reviewed for publication in Transactions or the Magazine must return to S1M to resubmit their manuscripts. Instructions for resubmission, and the exact resubmission deadline (in late April 2017), will be provided in an e-mail that will be sent to you at the time the manuscript is returned to your Author Center. You may wait until after your presentation at the 2016 IAS Annual Meeting to complete the resubmission, and you may revise your paper prior to resubmission. Please understand, however, that there will be a hard deadline for resubmission of your paper, and failure to resubmit by that deadline will be interpreted as withdrawal of the paper. Authors who do NOT wish to have their papers reviewed for publication may simply ignore the reminders about resubmission.

Presentation at a conference is a mandatory requirement for papers that are accepted for publication in *IAS Transactions on Industry Applications* or *IAS Industry Applications Magazine*. If you fail to present your paper at the 2016 IAS Annual Meeting, it will automatically be rejected by the reviewers and the conference version of the paper will NOT be archived in IEEE Xplore. If you are unable to attend the conference to present your paper, you should contact either the person who sent you the submission invitation, or the chair of the technical session for which your paper is scheduled, to make arrangements for a surrogate presenter.

After the review process has been completed, you will be notified if your paper has been accepted for publication in either *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*. If your paper is accepted for publication, you will be required to return to ScholarOne Manuscripts to submit an original text file for the approved manuscript as well as original graphics files (.jpg, .gif, .tif, .bmp, etc) for each of the figures in your paper. Please make certain that you will be able to easily retrieve that material if and when that need arises.

## Travel Arrangements

Authors are responsible for meeting the legal requirements to travel to Portland. Failure to receive a visa does not excuse authors from the requirement that papers be presented. If you require a visa, you should submit your application as soon as possible; visa application processing times can be lengthy.



BadgeGuys, the contractor who provides registration services for the IAS Annual Meeting, will issue 'visa letters' to all registrants who report a non-US address at the time of registration.

Authors who register to attend the conference and later find that they are unable to attend the Annual Meeting are allowed to select a surrogate presenter. If you find yourself in this situation, please advise both the person who signed your manuscript submission invitation and the identified chair of your technical session in advance to expect a replacement presenter. Also note that it is your responsibility to select that substitute and provide him/her with a copy of your presentation and any supporting material far enough in advance of the presentation to allow reasonable preparation.

### On-Site Arrangements in Portland

The conference technical program will be compiled using the metadata provided with manuscript submissions in S1M. That is, the title and list of authors that will appear in the conference program will be exactly as that you record that information in the S1M submission. Therefore, it is your responsibility to assure that this information is correct when you complete your submission in Step 4 above.

Technical sessions last four hours, including a break, can hold up to seven (7) papers, and are scheduled for both morning and afternoon on Monday, Tuesday, and Wednesday of the conference week, and if necessary, on Thursday morning. Each paper is allotted a total of 30 minutes for both presentation and discussion. Papers are assigned specific time slots and presentations will commence at the scheduled time so that Conference attendees can move from one technical session to another.

Please plan to attend the free Author's Breakfast at 7am on the morning of your scheduled presentation. The location of the breakfast will be listed in the Conference program. The Author's Breakfast provides an opportunity to meet your Session Chair and discuss the session arrangements. Please bring a short (less than 100 words) printed biography to the Author's Breakfast that the Session Chair can use to introduce your presentation. Also, you should bring your laptop computer and your presentation; some Session Chairs may want to quickly review presentations prior to the technical sessions.

You are expected to have a prepared oral presentation accompanied by PowerPoint slides. The Annual Meeting will provide a video projector and a standard video cable in each meeting room. You should be prepared with a laptop computer with your presentation file and appropriate software. It is your responsibility to provide any special interface devices required to link the standard video projector/cable to your computer. The main technical program at the IAS Annual Meeting does not include poster sessions.

Many of the Technical Committees who participate in the Annual Meeting also hold administrative meetings. Authors are always welcome at these administrative meetings. In general, administrative meetings are scheduled for Sunday afternoon, Monday morning, and after 6pm on Monday or Tuesday evening. The conference organizers will avoid schedule conflicts between administrative meetings hosted by a Technical Committee and technical sessions sponsored by that same committee. A preliminary Technical Program will be assembled after all manuscripts have been submitted and will be posted on the conference web site in September. Please be aware that changes in that schedule may still be necessary prior to the start of the Conference.

### Submission Checklist –

- ☐ You must include your Annual Meeting Conference Registration Confirmation Number in the field on page 1 of the S1M submission (from your registration receipt e-mail).
- ☐ The title of your paper, and the list of names on your manuscript itself must match the title and list of names listed in the S1M submission record.
- ☐ You must check the pdf proof created in S1M to confirm that there are no obvious layout issues with your manuscript. If you find problems, you must make the necessary corrections.
- ☐ You must disclose any earlier versions of your paper that may have been presented at any other conference or posted on the internet. Also, if your paper is a continuation of prior work, you must cite predecessor papers as references.
- ☐ You must execute the copyright transfer at the conclusion of the submission process
- ☐ You must make arrangements for at least one author to be in Portland to present your paper