

IEEE Transactions on Instrumentation and Measurement (TIM) Special Issue Section Guidelines for I&M Society-Sponsored Conferences and Workshops

The following guidelines detail the process leading to publication of Special Issue Sections in the IEEE Transactions on Instrumentation and Measurement (TIM) for conferences and workshops sponsored (technically and/or financially) by the Instrumentation and Measurement Society (IMS).

- Conferences and workshops **MUST** request a Special Issue immediately after their request for sponsorship from the society has been approved and not later (in particular not after the conference has taken place). Consequently: a) the conference and workshop will be able to adequately advertise the Special Issue to their attendees, b) the Special Issue can be properly scheduled for publication, and c) the conference or workshop may attract more attendees.
- Conferences and workshops **MUST** clearly advertise (in their web site, brochures, announcements, etc.) the fact that all papers, independent of the mode of presentation (i.e., oral or poster), that are presented at the conference with at least one author having paid full registration fee, are eligible to be considered for the Special Issue. Any exceptions (limited and such as conference-sponsored keynotes and invited speakers, etc.) must be approved by the society vice president for conferences and the transactions editor-in-chief (EIC).
- The conference or workshop **MUST** identify one or two individuals as the *guest editor(s)* for the Special Issue. The guest editor(s) will in turn assemble a group of at least three individuals as the “Special Issue Selection Committee”. It is strongly suggested that the organizers and guest editors contact TIM EIC, Professor R. Zoughi (zoughir@umr.edu), as soon as possible for planning purposes and with any questions they may have.
- Only a maximum of ten papers from any given conference or workshop will be published in the Special Issue section of TIM. However, since many more papers may be submitted, the remaining reviewed and accepted papers will appear in an upcoming regular issue of TIM. There are additional requirements for ALL papers (Special Issue and regular) from the conferences and workshops that must be adhered to, as outlined below.
- The guest editor(s) will be given Associate Editor permission in the web-based manuscript submission and review process system used by TIM (<http://tim.allentrack.net>). Guest editor(s) will be responsible for assigning reviewers to the submitted papers and monitor their review process. The guest editor(s) will also be responsible for making a decision on the disposition of the papers after which the EIC will make the final decision (consistent with the normal manuscript review process for TIM).
- Paper(s) authored or co-authored by the guest editor(s) are **NOT** eligible for publication in the Special Issue section. However, once reviewed and accepted they will appear in the next available regular issue.

- The guest editor(s) in consultation with the “Special Issue Selection Committee” will decide which of the ten accepted papers will appear in the Special Issue section.
- The guest editor(s) are expected to prepare an introductory page for the Special Issue (such as those for IMTC Special Issues).

Additional Requirements

1. The paper must be **TECHNICALLY** extended beyond the scope of the paper that may have appeared in the conference or workshop proceedings (if any).
 2. At the time of submission, the authors must provide detailed information (in the manuscript submission Cover Letter) regarding how the paper is a technically extended version of the proceedings paper.
 3. The proceedings paper **MUST** be clearly referred to in the text and listed as one of the references in the special-issue paper.
 4. A PDF copy of the proceedings paper must be submitted at the time of special-issue paper submission.
 5. It is the responsibility of the author(s) to obtain permission to re-use and re-print materials from the proceedings paper and this permission must be obtained ahead of time from its publisher. An acknowledgement and permission statement required by the proceedings paper publisher must be properly incorporated in the Special Issue paper. The author(s) is (are) solely responsible for this and any other copyright permission-related requirements and issues.
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