

Guidelines for Special Issue Guest Editors
IEEE AES System Magazine (AESSM)
April 1, 2011

1. Focus

AESSM publishes, with a maximum of three times per year, special issues comprising multiple, interrelated tutorial papers that provide a comprehensive coverage of a specific topic of interest to the AES community.

2. Proposal Criteria

Individuals interested in organizing a special issue as guest editors should submit a proposal to the Editor-in-Chief. The proposal should include sufficient information and clear evidence addressing the following:

- Motivation, timeliness, and importance of the topic (e.g., recent activities in conferences, research projects, and funding programs)
- Qualification, track records, and broad representation of the proposed guest editors (GEs). Include short bios of each proposing GE.
- A tentative list of topics covered in the special issue.
- A tentative schedule of submission and review.
- Relation to any recent special issues published or planned for publication in AESSM or other journals/transactions/magazines.

It is suggested that a proposal for a special issue should have 2 Guest Editors. The GEs should be from different institutions, and possibly, countries. At least one of the GEs must be an active member of the IEEE AES Society.

Proposals overlapping with any topic covered recently or in the near future in AESSM or other publications are discouraged.

3. Proposal Review

Proposals for special issues will be reviewed by the Editorial Board of AESSM. The decision of approval or rejection is made by the Editor in Chief (EIC), based on the reviews from the Editorial Board members.

4. Open Call and Review Process

After the special issue proposal is approved, an open call will be issued. Such a process is used to ensure broad participation and publication quality. The contents required in a full paper can be found at <http://iee-aess.org/main/index.php/publications/systems-magazine> (under *Author's Instructions*.) The call for papers (CFP) must be prepared by the GEs (in consultation with the EIC) and it should be finalized and submitted to the EIC within three weeks of special issue approval. The announcement has to mention the submission deadline.

The IEEE logo and the logo of the IEEE AES Society should be included on the CFP.

The CFP should mention also that *<Submission and review of SI papers are handled via the online system at <https://mc.manuscriptcentral.com/maes>>*.

GEs should make their best effort to disseminate the call for papers widely through announcements in conferences, newsletters, and online advertisement. The EIC takes care of the announcement in the AESM. GEs may also contact EICs of other journals directly.

5. Review Process

Each full paper will be assigned to a GE, who will manage a thorough peer review process, similar to that used for journal papers. Each full paper should be reviewed by at least two experts in the field. The acceptance/rejection decision will be made based upon the same criteria as for other full-paper submissions. The paper submission and review process will be conducted using the online system hosted at <https://mc.manuscriptcentral.com/maes>.

6. Acceptance Rate and Page Count

The EIC will determine a target acceptance rate and a target page count for each approved issue based on the number of submissions. Minimum number of accepted high quality papers is 3, maximum 6.

7. Other Guidelines

1) A GE cannot appear as author or co-author on more than one submission to the Special Issue.
2) The announcement of the special issue can mention, together with the submission deadline, also the complete tentative schedule with specific dates, namely

- Notification of acceptance.
- Final manuscript due.
- Tentative date of publication.

These dates should be consistent with the schedule in the approved proposal.

3) The GEs should write an editorial of moderate length (1 printed page) setting the scope of the SI, motivation and importance of the topic. Brief biographies (no more than 75 words) and photographs of the Guest Editors may be published at the end of the editorial. The editorial should be submitted to the EIC within one month from the date of acceptance of the last paper for the Special Issue.

4) If a GE submits a paper to the SI, that paper will be handled by the EIC of the Magazine. The EIC will be responsible for either handling the paper directly or appointing an AE to handle the paper. The EIC will also be responsible for ensuring that the paper goes through the same rigorous review procedure.

5) To ensure a high-quality special issue and to avoid the appearance of a conflict of interest, the GEs are reminded that the following people are excluded from taking part in the review process of a particular paper:

- 1)** any person in the same organization as any of the authors.
- 2)** any research collaborators of any of the authors.
- 3)** present or former students, advisors or any people closely connected to any of the authors.