

Status of the IEEE Transactions on Aerospace and Electronic Systems

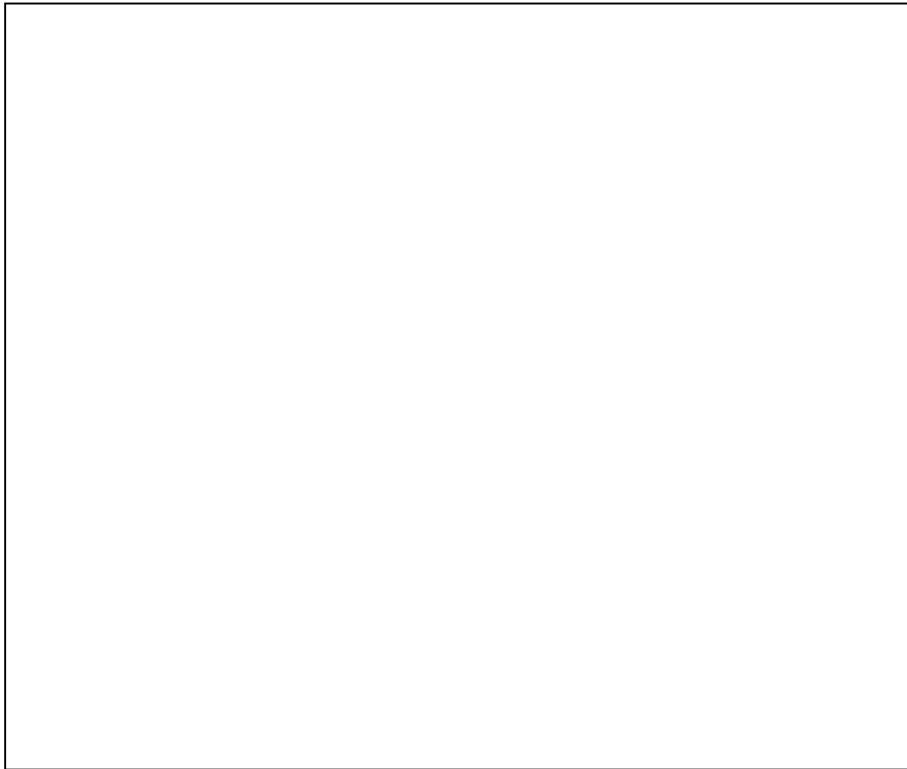
By

Peter Willett, Editor-In-Chief

September 8, 2011

Transactions Overview

Below, please find the data on submissions and times to first decision. Our target is 3 months from submission to first decision – we ask referees for reviews in 60 days, and we ask authors to be patient until 4 months have elapsed. Note, that as always only those manuscripts on which a decision is available can be represented in these plots; that is, the most recent few bars are based on incomplete data.

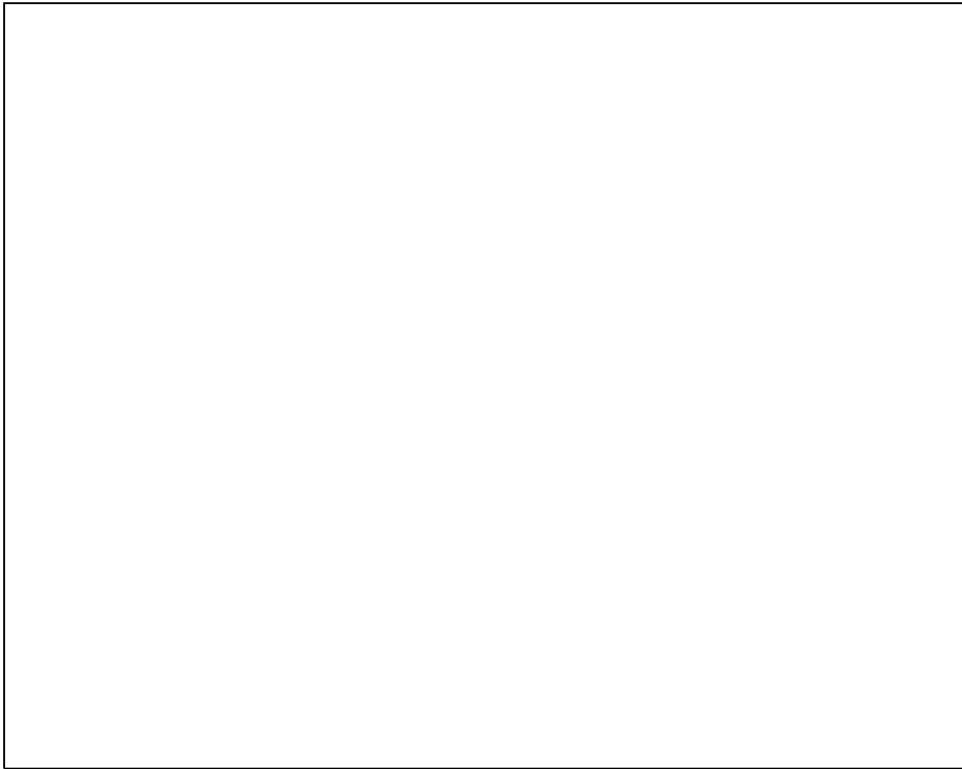
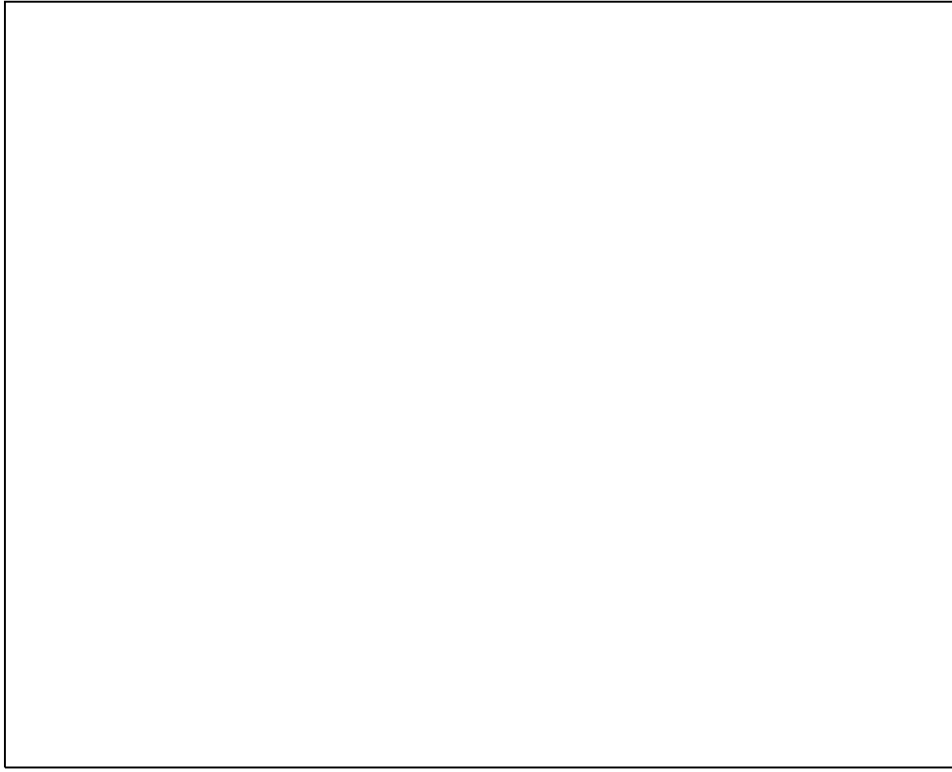




The story is good: We have an increasing number of submissions coupled with a decreasing turnaround time. The apparent increase in numbers of Correspondence items is likely due to the new “QC” feature: I can (and do) switch categories for papers of obvious scope mismatches.

Since we have a new category of a “Letter”, I expect that the above figures will become obsolete. As such, we can expect to see more figures such as those two below – they are similar, but focus on the more recent data. The popularity of the letter format is obvious, although they still make up a small percentage of the papers we handle. It is perhaps interesting that in the short time we have had the Letter format there have been 18 submissions: One appeared, one accepted, six rejected and ten under review. The first one (by Branko Ristic) appeared in the April 2011 issue, please see the cover snapshots that follow. I think that this Letter “Technical Area,” which is currently managed alone by Technical Editor Uwe Hanebeck of U Karlsruhe, will soon require an Associate Editorial staff.

We have recently been prodded by Associate VP Pubs Dale Blair to develop an “Operations Manual”. It seems as useful as anything to include that here.



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A QUARTERLY PUBLICATION OF THE IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY

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The next plot shows the submissions by technical area. Radar continues to be our biggest area and Tracking & Fusion seems to be rebounding somewhat. I am pleased by the broadening of interests across all technical areas – we have no “duds”.

On the subject of technical areas, I am seeing an increasing – but still small – number of manuscripts that are *aerospace system applications of electromagnetics* (e.g., antennas); and an even smaller but still significant number of *aerospace electronic devices*.

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Executive Editorial News

(I will repeat this information from last report – it is still relevant, although maybe superseded by events and decisions at this AESS BOG meeting and at the Officers’ Meeting that preceded it.)

The usual Editor-In-Chief term for our Transactions has been six years; and 2011 is my sixth year as EIC. Succession plans have been made over the last year or so that the transition will be smooth. Lance Kaplan, presently our Technical Editor for EO/IR Systems and one of our two AES Transactions’ Associate EICs, is an ideal choice and is willing to succeed me as Transactions EIC.

You may also be aware that Jose Bolanos, who has long been collecting (the voluntary) page charges that partially support our Transactions, will be stepping down at the end of 2011. We are grateful for Jose’s long service and good advice. We need to identify a replacement for Jose. But the most pressing concern is the Publications Leadership.

Editors and Editorial Areas

On the page that follows we see a table of all associate editors and their performances in terms of load, timeliness and selectivity. The first table is the most recent year, the second is the year before that.

Associate Editor Performance Statistics Report
For Period: 9/1/2010 - 8/31/2011

Name	Average	Max	Min	Accepted	Rejected	Decision to Revise	Withdrawn	No Decision	Total	Acceptance Rate(%)
Abramovich, Yuri	142	447	1	4	4	6	0	3	11	50
Adve, Raviraj	150	216	92	2	2	7	0	5	9	50
Akella, Maruthi R.	102	118	72	2	1	4	0	3	6	67
Aloi, Daniel	217	291	121	1	2	2	0	2	5	33
Baker, Chris	157	365	14	10	1	7	0	10	21	91
Bell, Mark	380	664	231	1	1	0	0	2	4	50
Blair, William	377	377	377	0	0	0	0	0	0	0
Blanding, Wayne	118	189	0	2	12	12	0	7	21	14
Blanke, Mogens	105	271	0	4	6	5	0	5	15	40
Blunt, Shannon	103	162	21	4	7	3	0	3	14	36
Braasch, Michael	73	261	0	18	26	14	0	5	49	41
Campbell, Mark E.	134	214	12	2	3	3	0	0	5	40
Choukroun, Daniel	0	0	0	0	0	0	0	1	1	0
Coraluppi, Stefano	137	231	0	2	3	5	0	4	9	40
Dempster, Andrew	110	160	84	0	2	3	0	1	3	0
Efe, Murat	41	238	0	3	10	1	0	6	19	23
Gebre-Egziabher, Demoz	0	0	0	0	0	0	0	0	0	0
Ghose, Debasish	0	0	0	0	0	0	0	1	1	0
Gini, Fulvio	87	179	3	6	6	9	0	8	20	50
Groves, Paul	52	81	10	0	0	3	1	0	1	0
Gustafsson, Fredrik	0	0	0	0	0	0	0	1	1	0
Habiani, Hari	88	210	6	1	8	3	0	3	12	11
Hanebeck, Uwe	54	109	0	1	6	1	0	7	14	14
Hary, Stephen	121	168	88	0	3	2	0	4	7	0
Hwang, Inseok	71	71	71	0	0	1	0	4	4	0
Idan, Moshe	6	6	6	0	1	0	0	3	4	0
Jah, Moriba	94	132	54	0	3	2	0	3	6	0
Jauffret, Claude	125	222	10	2	4	5	0	3	9	33
Kaplan, Lance	65	114	0	5	6	10	0	2	13	45
Koch, Wolfgang	140	350	0	12	11	16	0	5	28	52
Krishnamurthy, Vikram	0	0	0	0	0	0	0	0	0	0
Lachapelle, Gerard	0	0	0	0	0	0	0	0	0	0
Lee, Jim	103	155	3	5	5	7	0	0	10	50
Lombardo, Pierfrancesco	209	309	119	5	4	9	0	8	17	56
Luginbuhl, Tod	189	329	0	3	2	3	0	3	8	60
Marano, Stefano	110	176	75	4	7	1	0	0	11	36
Mazumder, Sudip	0	0	0	0	0	0	0	2	2	0
Michelson, Robert	122	337	0	1	2	0	0	2	5	33
Mihaylova, Lyudmila	79	131	8	0	1	2	0	4	5	0
Mortari, Daniele	0	0	0	0	0	0	0	0	0	0
Morton, Jade	191	348	83	2	3	6	0	1	6	40
Narayanan, Ram	130	213	56	4	5	6	0	4	13	44
Nickel, Ulrich	89	170	50	3	5	3	0	4	12	38
Oshman, Yaakov	51	256	0	3	10	3	0	0	13	23
Patterson-Hine, Ann	0	0	0	0	0	0	0	0	0	0
Polivka, William	72	337	0	2	9	2	0	1	12	18
Pullen, Sam	129	175	53	3	1	4	0	2	6	75
Rangaswamy, Muralidhar	180	423	71	3	1	5	0	3	7	75
Rice, Michael	121	332	0	6	5	18	0	1	12	55
Robertazzi, Thomas	44	146	0	3	3	7	0	2	8	50
Ruggieri, Marina	200	370	0	3	2	1	0	0	5	60
Salmond, David	181	296	100	8	2	7	0	0	10	80
Tague, John	129	733	0	6	4	4	0	0	10	60
Tahk, Min-Jea	115	289	0	1	5	8	0	2	8	17
Veerachary, Mummadi	88	88	88	3	1	0	0	2	6	75
Vladimirova, Tanya	235	391	127	0	2	1	0	2	4	0
Vo, Ba-Ngu	176	535	56	5	3	6	0	7	15	63
Walker, Joel	0	0	0	0	0	0	0	0	0	0
Watts, Simon	95	143	6	1	3	10	0	1	5	25
Willett, Peter	32	210	0	8	41	11	0	4	53	16

Associate Editor Performance Statistics Report

For Period: 9/1/2009 - 8/31/2010

Name	Average	Max	Min	Accepted	Rejected	Decision to Revise	Withdrawn	No Decision	Total	Acceptance Rate(%)
Abramovich, Yuri	136	192	85	7	1	9	0	6	14	88
Adve, Raviraj	132	217	2	4	8	7	0	5	17	33
Akella, Maruthi R.	134	194	92	1	3	2	0	1	5	25
Aloi, Daniel	151	202	117	5	2	2	0	2	9	71
Baker, Chris	178	659	33	14	2	11	0	8	24	88
Bell, Mark	290	423	214	1	1	1	0	3	5	50
Blair, William	537	651	424	2	0	0	0	1	3	100
Blanding, Wayne	95	95	95	0	1	0	0	8	9	0
Blanke, Mogens	174	320	7	3	5	4	0	6	14	38
Blunt, Shannon	114	159	88	6	8	9	0	5	19	43
Braasch, Michael	77	308	0	3	13	7	0	11	27	19
Campbell, Mark E.	150	286	32	1	4	1	0	3	8	20
Choukroun, Daniel	0	0	0	0	0	0	0	0	0	0
Coraluppi, Stefano	107	156	18	2	3	7	0	5	10	40
Dempster, Andrew	0	0	0	0	0	0	0	0	0	0
Efe, Murat	65	211	0	1	7	5	0	3	11	13
Gebre-Egziabher, Demoz	154	242	82	1	3	3	0	0	4	25
Ghose, Debasish	0	0	0	0	0	0	0	0	0	0
Gini, Fulvio	109	156	83	6	8	9	0	4	18	43
Groves, Paul	0	0	0	0	0	0	0	0	0	0
Gustafsson, Fredrik	0	0	0	0	0	0	0	0	0	0
Hablani, Hari	123	231	12	1	4	2	0	4	9	20
Hanebeck, Uwe	0	0	0	0	0	0	0	0	0	0
Hary, Stephen	0	0	0	0	0	0	0	0	0	0
Hwang, Inseok	0	0	0	0	0	0	0	0	0	0
Idan, Moshe	0	0	0	0	0	0	0	0	0	0
Jah, Moriba	0	0	0	0	0	0	0	0	0	0
Jauffret, Claude	203	344	95	2	1	4	0	3	6	67
Kaplan, Lance	106	213	0	0	8	9	0	2	10	0
Koch, Wolfgang	96	202	0	8	12	8	0	14	34	40
Krishnamurthy, Vikram	135	165	89	4	0	0	0	0	4	100
Lachapelle, Gerard	113	155	78	7	0	5	1	0	8	100
Lee, Jim	111	208	0	7	8	13	0	3	18	47
Lombardo, Pierfrancesco	183	342	118	4	1	7	0	10	15	80
Luginbuhl, Tod	185	330	115	3	0	7	0	5	8	100
Marano, Stefano	115	180	0	2	4	7	0	4	10	33
Mazumder, Sudip	414	509	319	2	0	0	0	1	3	100
Michelson, Robert	269	447	90	2	1	2	0	1	4	67
Mihaylova, Lyudmila	0	0	0	0	0	0	0	0	0	0
Mortari, Daniele	161	206	102	2	0	2	0	0	2	100
Morton, Jade	279	434	172	3	0	3	0	5	8	100
Narayanan, Ram	112	169	9	6	3	4	0	5	14	67
Nickel, Ulrich	103	181	47	0	3	1	0	3	6	0
Oshman, Yaakov	81	369	0	2	12	4	0	1	15	14
Patterson-Hine, Ann	81	147	16	1	0	4	2	0	3	100
Polivka, William	67	308	0	2	13	2	0	4	19	13
Pullen, Sam	189	240	152	0	1	6	0	0	1	0
Rangaswamy, Muralidhar	191	263	98	3	2	4	0	6	11	60
Rice, Michael	106	304	0	4	9	8	2	7	22	31
Robertazzi, Thomas	72	175	0	2	4	6	0	0	6	33
Ruggieri, Marina	183	286	0	1	2	4	0	9	12	33
Salmond, David	139	243	15	4	3	6	0	5	12	57
Tague, John	180	369	0	2	4	2	0	0	6	33
Tahk, Min-Jea	132	203	37	2	2	5	0	3	7	50
Veerachary, Mummadi	324	516	215	0	0	3	0	0	0	0
Vladimirova, Tanya	0	0	0	0	0	0	0	5	5	0
Vo, Ba-Ngu	171	227	85	6	1	3	0	5	12	86
Walker, Joel	0	0	0	0	0	0	0	0	0	0
Watts, Simon	0	0	0	0	0	0	0	0	0	0
Willett, Peter	49	320	0	8	38	11	0	9	55	17

Guest Table

On the next page, please find manuscript rates by country for two three-year periods.

Manuscript by Country Report September 2008 - August 2011		
Country*	Total Manuscripts	Acceptance Rate
Algeria	8	40%
Argentina	3	0%
Australia	66	49%
Austria	3	33%
Belgium	2	50%
Brazil	8	29%
Canada	77	45%
Chile	1	0%
China	419	14%
China, P.r.	1	100%
Denmark	2	0%
Egypt	11	9%
Finland	3	0%
France	38	55%
Germany	26	65%
Greece	7	29%
Hong Kong	19	36%
India	51	18%
Iran	37	7%
Iraq	2	0%
Ireland	1	0%
Israel	16	27%
Italy	61	57%
Japan	15	38%
Korea	6	0%
Korea (south), Republic Of	50	30%
Korea, Republic Of	1	0%
Kuwait	1	100%
Lebanon	1	0%
Liechtenstein	1	0%
Malaysia	6	0%
Malta	1	0%
Mexico	5	50%
Monroe	1	0%
Montenegro	2	0%
Netherlands	9	57%
New Zealand	1	0%
Norway	4	33%
P. R. China	3	0%
P.r.china	5	0%
Pakistan	4	25%
People's Republic Of China	2	0%
Poland	9	50%
Portugal	6	0%
Pr China	3	100%
R. O. C.	4	0%
Romania	2	0%
Russia	4	100%
Saudi Arabia	4	25%
Serbia	4	0%
Singapore	22	33%
Slovak Republic	2	0%
South Africa	7	50%
South Korea	16	8%
Spain	31	48%
Sweden	11	86%
Switzerland	6	25%
Taiwan	36	7%
The United States Of America	1	0%
Tunisia	3	0%
Turkey	23	50%
U.s.a.	1	0%
United Arab Emirates	1	100%
United Kingdom	49	33%
United States of America	333	45%
Unknown	14	11%
TOTAL	1572	32%

Manuscript by Country Report September 2005 - August 2008		
Country*	Total Manuscripts	Acceptance Rate
Algeria	1	0%
Australia	33	77%
Austria	3	0%
Belgium	2	100%
Brazil	5	50%
Canada	59	50%
China	231	29%
Cyprus	1	0%
Czech Republic	1	100%
Egypt	3	0%
Finland	5	40%
France	26	74%
Germany	9	63%
Greece	1	100%
Hong Kong	6	60%
India	43	24%
Iran	16	46%
Israel	11	90%
Italy	47	71%
Japan	14	63%
Jordan	1	0%
Korea	3	0%
Korea (south), Republic Of	41	47%
Malta	1	0%
Mexico	3	0%
Morocco	1	0%
Netherlands	7	80%
Norway	4	67%
P R China	1	0%
P. R. China	3	67%
P.r. China	1	0%
P.r.china	5	20%
Pakistan	3	0%
People's Republic Of China	1	0%
Poland	1	100%
Portugal	1	0%
Pr China	2	0%
R. O. C.	3	100%
Russia	2	50%
Singapore	17	20%
South Africa	4	100%
South Korea	4	25%
Spain	26	42%
Sweden	5	40%
Switzerland	2	50%
Taiwan	50	21%
Thailand	3	33%
Turkey	9	38%
U.s.	1	100%
Ukraine	1	100%
United Kingdom	34	68%
United States of America	357	61%
Vietnam	1	0%
Unknown	31	57%
TOTAL	1147	49%

2011 OPERATIONS MANUAL
FOR
IEEE TRANSACTIONS ON AEROSPACE
AND ELECTRONIC SYSTEMS

September 11, 2011

Approved:

Editor-In-Chief

Date

Vice-President for Publications

Date

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1. **Objective.** The *IEEE Transactions on Aerospace and Electronic (T-AES)* publishes articles with aerospace or related applications. The areas of interest are naturally quite wide, and include space, avionics, guidance & control, navigation, power conversion systems, command & control, target tracking, and radar systems. Ideas associated with aerospace and electronic systems have wide applicability, hence other topics include intelligent & fault-tolerant systems, multi-sensor systems, electro-optic and infrared sensing, sensor network management, large-scale systems and systems-of-systems, and sonar. Technical areas of the T-AES will be maintained to reflect these areas of interest. New technical areas may arise as society interest evolves.

2. **Positions and Responsibilities.**

- a. Vice President of Publications (VP-Pubs). The VP-Pubs is elected by the President of the AES Society, and serves at the pleasure of the Board of Governors. The VP-Pubs has responsibility over the T-AES, the IEEE Aerospace and Electronic "Systems" Magazine, and also the "Tutorials" issues from the Magazine. The VP-Pubs has overall authority over these publications and the associated editorial processes. The VP-Pubs may appoint an Associate VP-Pubs as deemed necessary.
- b. Associate VP-Pubs. The Associate VP-Pubs is appointed by the President of the AES Society in conjunction with the VP-Pubs and serves at the pleasure of the Board of Governors. The Associate VP-Pubs serves as the VP-Pubs in roles designed by the VP-Pubs.
- c. Business Editor. The Business Editor's primary responsibility is to collect voluntary and mandatory page charges from authors.
- d. Editor-In-Chief (EIC). The EIC is responsible for the day-to-day editorial operations of the T-AES. The EIC is responsible for identifying and maintaining the appropriate technical areas of T-AES. Editorial operations primarily relate to the timely review of manuscripts submitted to the T-AES. The EIC will consult with the VP-Pubs on extraordinary issues. The EIC and the VP-Pubs consult on strategic vision for the T-AES.
- e. Associate Editor-In-Chief. The EIC may appoint one or more Associate EIC's. Associate EIC serves in roles of the EIC as designed by EIC. The EIC consults with the associate EICs on strategic and extraordinary issues. Generally, an Associate EIC will also be a Technical Editor for T-AES.
- f. Administrative Editor. The Administrative Editor is responsible for manuscript post acceptance handling, and subsequent publication. This includes management of copy-editing, typesetting, assembly of complete issues of T-AES, and delivery to IEEE of properly meta-tagged and indexed manuscripts. In order to facilitate the selection of the article for the M. Barry Carlton award, the Administrative Editor provides a table of articles published in the latest volume and include the managing AE of each manuscript in the table. The table is provided upon at distribution of the final issue of the latest volume.
- g. Technical Editor (TE). Each Technical Area of T-AES is managed by a TE, who is directly responsible for all manuscripts submitted to that area. Manuscripts are assigned to an Associate Editor (AE) who directly manages their review. TEs will also serve in the role of an AE in their area of expertise and assign manuscripts to themselves for review.
- h. Associate Editor (AE). Each manuscript submitted to the T-AES is assigned to an AE. The AE assigns reviewers and assures that these referees deliver their reviews in a timely fashion. The AE delivers the ultimate decision (accept/reject/revise) on each manuscript. Unless AE is also the TE, the AE is responsible to the TE of their technical area.

- i. Guest Editor. A Guest Editor functions as an AE and is appointed by the EIC to handle the manuscript reviews of articles for a special section of the transactions. The Guest Editor works closely with the TE for the technical area of the special section to deliver the ultimate decision (accept/reject/revise) on each manuscript. The appointment of the Guest Editor ends upon publication of the special section.
3. **Appointment of Editors.** TEs are appointed by the EIC. In consultation with the associated TE, AEs are appointed by the EIC. While the VP-Pubs has ultimate authority over the selection of AEs and TEs, it is expected that in most cases that the VP-Pubs will delegate this authority to the EIC. Appointments are made based on publication record, familiarity with the subject area, prior relationship and contribution to the AES community, and recommendations from relevant experts. Publication record must include multiple articles in peer reviewed journals publication standards similar to T-AES. Familiarity of the subject area and prior relationship to the AES community is best demonstrated by quality reviews of articles for T-AES. The VP-Pubs and Administrative Editors are informed by the EIC of each appointment, and the information at <http://www.ieee-aess.org> is updated. This is accomplished by a signed letter to the newly appointed editor with copies to VP-Pubs, Administrative Editor, and AES Society web master, and TE, for AE appointments. Each editor's performance (acceptance rate, timeliness, etc.) is continuously reviewed by the TE and EIC. The EIC is appointed at the pleasure of the VP-Pubs - normally for a term of six years, beginning in January.
4. **Contributions.**
 - a. Manuscripts. Manuscripts may be in the form of regular papers or correspondence. The distinction between regular papers and correspondence is not one of quality, but of scope. Regular papers are to be a well-rounded treatment of a problem area, while a correspondence item makes one or two points concisely. In regular papers, the title, abstract, and introduction should be sufficiently informative to illuminate the essence of the manuscript to the broadest possible audience and to place the contributions in context with related work. The body of the manuscript should be understandable without undue effort by its intended audience. Correspondence items should be less discursive but equally lucid.
 - b. Letters. A new publication format is the Letter, designed for rapid publication of material that may require or deserve it. A Letter must be submitted as such on the website, both as regards publication type (Regular, Correspondence or Letter) and as regards chosen Technical Area ("Letter" as opposed to "Radar" or "Energy Conversion Systems"). This latter ensures that a manuscript so designated will be managed by a special "Letters" Technical Editor (as of this writing this is Uwe Hanebeck). A Letter must be submitted as it will be published: no more than 4 pages double-column and single-spaced. Letters must (i) submit in this format; (ii) be either rejected or accepted with only minor revision; (iii) contain material that clearly and demonstrably would benefit from rapid publication; and (iv) be accompanied by an author's willingness to accept mandatory page charges of \$250 per page, payable after publication. In return for these requirements, an accepted Letter will appear in the next issue - it is placed at the head of the publication queue.

- c. Special Sections. Due to the quarterly publication rate and number of pages per issue, T-AES does not entertain proposals for special issues. However, proposals for special sections of T-AES are considered. Proposals should give the guest editor with biographical information, the motivation for the special section, a general call for contributed papers to the special section, a candidate list of papers with authors for direct invitation, and a schedule for delivery and review of the papers for the special section. The publication date of the special section is not set until all of the manuscripts have been delivered for typesetting. All manuscripts for a special section must meet the same peer review standards as regular submissions. Information about special sections will be posted at <http://www.ieee-aess.org> so that interested guest editors can clearly understand the T-AES policies.
- d. Conference Articles. While direct submission of a conference paper by its author to T-AES is not acceptable, submission of an appropriately enhanced version of the manuscript is acceptable. It is necessary both that the manuscript cites the conference publication and discusses the enhancement.
- e. Page Charges. Beginning with manuscripts first submitted (as opposed to a revised manuscript carrying an "R" in its numerical manuscript designation) after November 1st of 2010, there will be mandatory page charges collected. As of this writing these will be \$200 per page beyond 6 for a correspondence item and \$200 per page beyond 10 for a regular paper. (As mentioned in section 4b, page charges of \$250 per page for each Letter page are mandatory.) To signal the author's understanding of these charges, an electronic initialing procedure has been added to the submission process; and now a second "supporting document" of a single-spaced and double-column version of the manuscript must be uploaded prior to a review – this is intended to give an author a good faith estimate of the eventual page charges that will be owed, but is not intended to represent them exactly. Page charges will be collected by the Business Editor following appearance of the article. Failure to pay will result in the non-appearance of future AES Transactions contributions by any and all delinquent authors up to the time the charges are paid. Voluntary page charges are still welcome and will be requested by the business editor.

5. Review Process of Manuscripts.

- a. Submission of Manuscripts
 - i. *Method*. All manuscripts are submitted electronically for peer review at <http://taes.msubmit.net>. All submissions, peer reviews, and editorial decision are archived by EJ Press as part of the web-based review service.
 - ii. *Previous Submissions*. If a manuscript is substantially similar to any previous journal submission by the same authors, its history and some explanation must be provided. If a manuscript was previously reviewed and rejected by a different journal, the authors must be willing to provide to the TE and AE of their copies of all correspondence involving the earlier submission, if that is requested. In addition, the authors must be prepared to explain the reasons why it has been re-submitted and be prepared to deliver further material if more is requested. Such reasons would include correction of the previous manuscript, appropriate enhancement of the previous manuscript, and also cogent and justified disagreement with the previous editorial decision. Failure to comply with these requirements will result in immediate rejection of the manuscript and may include further sanctions or prohibitions. Note that this applies to journal submissions, while previous publication as a conference paper is addressed in 4d.
- b. Prevention of Inappropriate Disclosure of Manuscripts. Editors and referees for the T-AES are advised that manuscripts under review are for review of that manuscript only and the

manuscripts should not be forwarded to anyone outside the editorial board. Editors and referees for the T-AES are advised that manuscripts under review are for review of that manuscript only and the manuscripts should not be forwarded to anyone not directly involved in the evaluation of the manuscript. Editors and volunteers involved in IEEE periodicals shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers. All information relating to any editor's manuscript (especially reviewer identities) are redacted within the EJ Press web-based review process: Even the EIC does not have privileges to see reviewers of their manuscripts. Intentional unauthorized access to confidential information of T-AES article shall be considered an act of misconduct, and suspected misuse of access will be reported to the VP-Pubs and to the PSPB Chair.

- c. Quality Control. Upon submission, a manuscript enters a "QC" phase managed presently by the EIC. This includes, among other things (i) checking that the manuscript is formatted reasonably; (ii) checking that the manuscript is ethically appropriate; (iii) checking that the manuscript's scope - both technical and quality - are appropriate for the AES Transactions; (iv) changing the technical area and technical editor, if necessary; (v) checking that all authors are included on the website; (vi) checking that all authors' emails are correct, so that news of the manuscript's dispensation is delivered to all; (vii) managing duplicate accounts via the "merge person" feature; and (viii) assuring that a detailed response to the previous review is entered for all revised manuscripts, and that this is entered as a "rebuttal letter" (a "cover letter" is invisible to reviewers). The EIC does not claim that no errors nor problems will persist after the QC phase, only that a good-faith attempt will be made to catch them.
- d. Assignment of Editors to Manuscripts
 - i. *General Submissions.* Manuscripts are assigned to TE's based on the corresponding author's choice of technical area. The TE decides on an appropriate AE based on familiarity with the area, current workload and any known relationships of the authors to the AEs. In general, AEs are not to handle manuscripts of authors who are employed by the same organization. Exceptions to this rule are made upon the TE's consultant with the EIC as documented in the electronic review records. If the "Other" technical area is chosen, the EIC will select the appropriate TE. Within reason, an author has the right to make a request that certain TE's and/or AE's not be involved in the review of their manuscript.
 - ii. *Submission of manuscripts by members of editorial board.* Associate EIC's, TE's and AE's may submit manuscripts to the Transactions; and if they do so, these must be submitted to the "Other" technical area. The EIC will assign an appropriate AE or manage the review him/herself. The EIC also may submit manuscripts to T-AES. The VP-Pubs or Associate VP-Pubs must manage the review of the EIC's submissions. All information relating to any editor's manuscript (especially reviewer identities) are redacted automatically within the web-based review process: Even the EIC does not have privileges to see reviewers of their manuscripts.
- e. Assignment of Reviewers. The basis for the decision to request a review from a particular referee are the familiarity with the subject of a manuscript, apparent workload, demonstrated expertise, and past reviewing performance. An author has the opportunity to suggest referees. While the AE managing the manuscript may (or may not) ask some of these for a review, it is expected that other referees will be included in the review of the manuscript. Ideally, each manuscript will have four anonymous reviews.
- f. Publication Decisions. Decisions are made by the AE. Normally the decision will be based on the reviews, but the AE has the ultimate and absolute authority. An accepted manuscript

may be designated as a “regular” or “correspondence” item: the choice is a matter of scope and depth of treatment, rather than of quality. A “letter” can only be considered as a letter, and no decision is possible save “accept/minor” or “reject” – there is no second round of review for a letter, although one may be resubmitted. In the case of an article that is obviously out-of-scope or not of sufficient quality, an AE may make a summary decision without review. In most cases, three anonymous reviews are necessary for a manuscript to be *accepted* for publication. IEEE Policy mandates that any accepted paper must have had at least two disinterested referees. For T-AES, manuscripts will be accepted with two anonymous reviews of high quality. A review is judged to be of high quality if the referee indicates a high level of confidence in their review and the comments of both reviewers demonstrate that a thorough review of the manuscript has been conducted. The acceptance of a manuscript with two anonymous reviews of high quality will be made in consultation with the EIC as documented in the electronic review system. Within reason as judged by the AE, an author has the right to make a request that certain referees not be involved in the review of his/her manuscript; the AE will consider this recommendation but is not bound by it. There is no IEEE or AESS requirement regarding the number of referees needed to issue a “reject” decision.

- g. Distribution of Publication Decisions. The current practice is that all reviewers be informed (by blind email) of the decision in which they have participated, and that that this communication will include comments from all (other) responding reviewers. In rare cases reviewers do make comments that are inappropriate (irrelevant, scurrilous or even ad-hominem); the Transactions will never modify nor censor these comments. Instead, an AE observing such an exchange will be expected to offer his/her interpretation of what is relevant and what is not. (Please see section 6c: “Referee Misconduct.”)
- h. Appeal of Publication Decision. An author may dispute a publication decision by an AE. It is expected that an initial complaint be made to the appropriate AE and TE. If the author remains unsatisfied by the response, he/she may continue to the appeal to the EIC, thence the VP-Pubs. Unless the EIC or VP-Pubs find evidence of editorial misconduct, the final decision concerning publication remains with the original AE.

6. Ethics Complaints

a. Plagiarism.

- i. Making a Complaint. Claims of plagiarism are made simultaneously to the EIC and the VP-Pubs. The complaints are made in writing and to include the name(s) of the plagiarist(s), citation information of the relevant articles, and a clear description of the plagiarism.
- ii. Management of Review. The EIC handles all complaints of plagiarism according to the prevailing guidelines set forth in the Operations Manual of the IEEE Publications Services and Products Board (PSPB). The EIC will employ an anonymous peer review panel to assist in the assessment of the plagiarism complaint. If the EIC is declared to be in a conflict of interest situation, the VP-Pubs handles the plagiarism complaint. The identity of the complainant will be kept anonymous if this is feasible, and the target of the complaint will be given an opportunity to answer the complaint.
- iii. Definition. Manuscripts that are found to have been plagiarized from others, or that contain a crossover of more than 25% with another journal manuscript by the same authors will incur sanctions by the Aerospace and Electronic Systems Society. Author reuse of material from an acknowledged conference paper is not considered plagiarism.

- iv. Sanctions. The sanctions for plagiarism will be (1) immediate rejection of the manuscript in question; (2) immediate withdrawal of all other submitted manuscripts by any of the authors to any of the Society's publications (journals, conferences, workshops); and (3) prohibition against all of the authors for any new submissions, either individually, in combination with the authors of the plagiarizing manuscript, as well as in combination with new co-authors, to ALL of the Society's publications (journals, conferences, workshops). The prohibition shall continue for two years from notice of suspension. A statement of plagiarism as defined in the Operation Manual of the IEEE PSPB will be posted with all previously published articles that are found to include plagiarism. The EIC is responsible for notifying the Chair of the IEEE PSPB of a finding of plagiarism.
- b. Editorial Misconduct.
- i. Making a Complaint. Claims of editorial misconduct are made simultaneously to the EIC and the VP-Pubs. The complaint is made in writing and must include the name of the editor in question, citation information of the relevant articles, and a clear description of the misconduct.
 - ii. Management of Review. The EIC handles all complaints of editorial misconduct according to the prevailing guidelines set forth in the Operations Manual of the IEEE PSPB. If the EIC is declared to be in a conflict of interest situation, the VP-Pubs handles the complaint of editorial misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.
 - iii. Sanctions. Sanctions for editorial misconduct range from reversal of an editorial decision to removal of the editor from their position. The EIC in conjunction with the VP-Pubs establish the appropriate sanction.
- c. Referee Misconduct.
- i. Making a Complaint. A claim of referee misconduct is made simultaneously to the EIC and the TE and AE for the relevant manuscript. The complaint is made in writing and to include name of the referee (or reviewer number and manuscript number for an anonymous referee) in question, title of the manuscript with the name of the authors, and a clear description of the misconduct.
 - ii. Management of Review. As designated by the EIC, the AE, TE, or EIC handles the complaint of referee misconduct according to the prevailing guidelines set forth in the Operations Manual of the IEEE PSPB. If the EIC is declared to be in a conflict of interest situation, an associate EIC or VP-Pubs handles the complaint of referee misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.
 - iii. Sanctions. Sanctions for referee misconduct range from a prohibition of the individual in question from serving as a referee for the T-AES to a prohibition of the referee from submission of articles for review to T-AES. The sanctions can include (1) immediate rejection of the manuscript in question; (2) immediate withdrawal of all other submitted manuscripts by the referee to any of the Society's publications (journals, conferences & workshops); and (3) prohibition against the referee for any new submissions to ALL of the Society's publications (journals, conferences, workshops). The prohibition shall continue for two years from notice of suspension.

d. Author Misconduct.

- i. Making a Complaint. A claim of author misconduct is made simultaneously to the EIC and the TE and AE for the relevant manuscript. The complaint is made in writing and to include name of the author in question, title of the manuscript with manuscript number under review (or citation information for a published manuscript), and a clear description of the misconduct.
- ii. Management of Review. As designated by the EIC, the AE, TE, or EIC handles the complaint of author misconduct according to the prevailing guidelines set forth in the Operations Manual of the IEEE PSPB. If the EIC is declared to be in a conflict of interest situation, an associate EIC or VP-Pubs handles the complaint of author misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.
- iii. Sanctions. The sanctions can include (1) immediate rejection of the manuscript in question; (2) immediate withdrawal of all other submitted manuscripts by the author to any of the Society's publications (journals, conferences & workshops); and/or (3) prohibition against the author for any new submissions to ALL of the Society's publications (journals, conferences & workshops). The prohibition shall continue for up to two years from notice of suspension.

e. Dual Submissions:

- i. Making a Complaint. Claim of dual submission is made simultaneously to the EIC and AE and TE for the manuscript of concern. The complaint is made in writing and to include names of the authors involved, the titles of the manuscripts, the journals involved with the contact information for the editors, and a brief description of the situation.
- ii. Management of Complaint. The EIC handles all complaints of dual submissions and issues a decision on complaints of dual submissions. The EIC decisions are final.
- iii. Definition. When a manuscript is found to be under review by two or more peer-review journals at the same time, the manuscript is declared to a dual submission.
- iv. Sanctions. Manuscripts are withdrawn from peer review immediately and the editors of all relevant journals are notified by the EIC. In the case of an abusive situation, a prohibition will be issued against the corresponding authors for any new submissions, either individually, in combination with the authors of the dual submission, as well as in combination with new co-authors, to ALL of the Society's publications (journals, conferences, workshops). The prohibition shall continue for one year from notice of suspension.

7. **M. Barry Carlton Award**

- a. Nominations. The EIC issues a call for nominations near the time of the distribution of the final issue of the latest volume. The call for nominations should appear on the IEEE AESS web site and in either the IEEE AES Magazine or the T-AES. A nomination should include a letter from the nominator citing the justification of the article for the Carlton award and two letters of support for the nomination.
- b. Nomination Process.

- i. Nominations are taken from the public in written format for six months after the final issue of the latest volume is distributed.
 - ii. The T-AES Editorial Board also has responsibility for soliciting nominations. The AEs for articles published in the latest volume will identify all manuscripts identified as worthy of an award by a referee and select the best manuscript from the set of manuscripts that they handled. In order to facilitate this process, the Administrative Editor will provide a table of articles published in the latest volume and include the managing AE in the table. For each technical area, the TE in conjunction with the AEs will identify the best paper. The TE will solicit nominations for the best paper.
- c. Selection of Awardees. The article for the Carlton award is selected by a vote of the EIC and TEs. The vote should be preceded by an appropriate level of discussion among the editors.
 - d. Publication of Awardees. An announcement of the winner of the Carlton award will be posted on the IEEE AESS web site. The announcement will include the list of nominations with nominator, the winner of the Carlton award, and the nomination and supporting letters of the winner. A brief version of the web posting will be provided to IEEE AES Magazine for publication.

8. Publication of Manuscripts

- a. Request for Manuscript Files for Publication. After a manuscript has been recommended for publication by an AE, the Administrative Editor contacts the author for the manuscript Final Submission Package, including a completed IEEE Copyright Transfer form. The Administrative Editor maintains file preparation guidelines for the authors, audits the files submitted by the authors for completeness and works with the authors until all of the requirements of the Final Submission Package are met.
- b. Copy Editor. After the final manuscript files are accepted, the Administrative Editor transmits the pdf file (or hard copy) of the compiled version of the manuscript the Copy Editor, who brings the manuscript (including correcting grammar and syntax, and standardization of equations and references), into compliance with T-AES standards. The marked up manuscript is returned to the Administrative Editor.
- c. Typesetting. The Administrative Editor provides the article with the improvements of the Copy Editor to the Typesetter, who creates pdf page proofs and a document containing queries from the Copy Editor and Typesetter for the Authors. The page proofs are returned to the Administrative Editor.
- d. Review by Author. The Administrative Editor provides the pdf page proofs of the manuscript to the author, along with instructions for proofreading and making corrections. The author marks up the pdf file of the manuscript with desired corrections, answers the queries from the Copy Editor and Typesetter, and returns the file to the Administrative Editor. The author corrections are forwarded to the Typesetter for incorporation into the manuscript source file.
- e. Early Electronic Posting. The Typesetter prepares the manuscript pdf file for early posting on IEEE Xplore and provides the pdf file to the Administrative Editor. The Administrative Editor provides the pdf file for early posting to IEEE Xplore. [NOTE: This step has not yet to be implemented into the publication sequence.]
- f. Contents of an Issue. The Administrative Editor is responsible for assigning manuscripts, editorials, and other informational items to specific issues. After the contents of an issue

have been fully identified, the Administrative Editor provides a table of contents to the Typesetter for pagination and addition of each manuscript's footer. The Typesetter provides outside covers, inside covers, manuscripts, and other items in pdf files for posting on IEEE Xplore on a CD ROM. The Typesetter also provides a pdf file for printing the entire issue to the Administrative Editor.

- g. IEEE AESS Web Posting. The Typesetter provides the Table of Contents for an upcoming issue to the Administrative Assistant of the IEEE AESS BoG for posting on the IEEE AESS web site.
- h. Printing of an Issue. Printed copies of Transactions issues are no longer made.
- i. Distribution of an Issue. Printed copies of Transactions issues are no longer distributed.
- j. IEEE Xplore Posting. The Typesetter is responsible for ensuring that pdf files of articles are provided to IEEE in an appropriate format for posting on IEEE Xplore.
- k. Indexing of a Volume. The Administrative Editor works with IEEE Indexing to create the most accurate index possible.
- l. Distribution of a Volume. The Administrative Editor is responsible for the annual single bound volume of T-AES and distribution of the volumes as appropriate.