

# Guidelines for Special Issue Guest Editors

IEEE Signal Processing Magazine (SPM)

April 1, 2006<sup>1</sup>

## 1. Focus

SPM publishes timely *tutorial-style* articles focusing on comprehensive reviews of important, broad, and established fields within the scope of signal processing. We strive to achieve the highest level of publication quality, scholarly impact, and reader benefit.

## 2. Proposal Criteria

Before proposing a specific topic, we encourage prospective guest editors to discuss the appropriateness of the topic with the Area Editor (Douglas Williams, [dbw@ece.gatech.edu](mailto:dbw@ece.gatech.edu)) or Editor in Chief (Shih-Fu Chang, [sfchang@ee.columbia.edu](mailto:sfchang@ee.columbia.edu)).

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 and related publications of each proposing GE.
- A tentative list of topics covered in the special issue.
- A tentative schedule for paper submission and review.
- Relation to any recent special issues published or planned for publication in SPM or other journals/transactions/magazines.

Proposers are encouraged to include a team of GEs with a broad representation from different organizations and countries. It is suggested that a proposal for a special issue should have at least 3 and at most 5 Guest Editors. The GEs should be from different institutions. The same guidelines for selecting Associate Editors for the Society Transactions should generally apply when selecting GEs, e.g., seniority and tenure (for proposers from academic institutions). At least one of the GEs must be an active member of the IEEE Signal Processing Society.

Proposals overlapping with any topic covered recently or in the near future in SPM or other publications are discouraged. To see the list of recent topics covered by SPM, please visit <http://apollo.ee.columbia.edu/spm/?id=spm>. For recent topics covered in Journal on Selected Topics in Signal Processing (J-STSP), please visit <http://www.ece.byu.edu/jstsp>. J-STSP focuses on publication of original research papers

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<sup>1</sup> Prepared by Shih-Fu Chang (Editor in Chief) and Doug Williams (Area Editor for Special Issues)

in a thematic area written in the transactions style – different from the tutorial style of SPM.

Sample proposals for special issues are available upon request.

### **3. Proposal Review**

Proposals for special issues will be reviewed by the Editorial Board of SPM. The decision of approval or rejection is made by the Area Editor and 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 and a two-stage review process is required (*white paper* and *full paper*). Such a process is used to ensure broad participation and publication quality. The contents required in a white paper and a full paper can be found at <http://www.ee.columbia.edu/spm> (under *Information for Authors*).

GEs should make their best effort to disseminate the call for papers widely through announcements in conferences, newsletters, and online advertisement.

The submitted white papers will be reviewed by GEs. Authors of selected proposals will be invited to prepare full-length manuscripts. Note that such invitations should not be considered to imply acceptance or any hint of acceptance. 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 three experts in the field, with the exceptions that two reviews may be considered sufficient when the reviews are consistent and thorough.

In rare and exceptional cases, full-length submissions may be solicited without going through the white paper review process. However, to ensure quality, every invited submission needs to be pre-approved by the Area Editor and the submitted manuscript is subject to the 2<sup>nd</sup>-stage of review. 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 <http://www.ee.columbia.edu/spm> (under *Web Submission*).

### **5. Acceptance Rate and Page Count**

The Area Editor and the EIC will determine a target acceptance rate and a target page count for each approved issue based on the number of the white paper submissions. After the 2<sup>nd</sup>-stage review, GEs make recommendations on accepted papers and the page allocation for each paper to the Area Editor, who will review and approve the recommendations. The Area Editor and EIC, following the policies and operation

guidelines of IEEE Signal Processing Society, have the right to disapprove recommendations from GEs. It is important to note that GEs may notify authors about the final decisions and page allocations only after the recommendations are approved by Area Editor.

## **6. Submission of Final Materials**

Please contact Area Editor (Douglas Williams, [dbw@ece.gatech.edu](mailto:dbw@ece.gatech.edu) ) for the required documents and procedure for submitting the final manuscripts of accepted papers.

## **7. Other Guidelines**

The following text is excerpted from the SPS Transactions Special Issues Guidelines. SPM applies the same rules to management of the special issues, except for some changes due to the difference between magazines and transactions. Any such difference will be indicated explicitly by added text under the corresponding subsection. In addition, Area Editor for Special Issues will serve the functions of EIC mentioned in the following subsections.

### **II. Avoiding Conflicts of Interest**

- 1) A GE cannot appear as author or co-author on more than one submission to the Special Issue.
- 2) The GEs should write an editorial of moderate length (1 to 2 printed pages) setting the scope of the SI, motivation and importance of the topic. The Lead GE should coordinate the writing of the editorial in consultation with the other GEs. It is encouraged that they acknowledge the service of the reviewers as part of the editorial. 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 Signal Processing Society Office strictly within one month from the date of acceptance of the last paper for the Special Issue.
- 3) If a GE submits a paper to the SI, that paper will be handled by the EIC of the Transactions. 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.
- 4) 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:
  - 4.1) any person in the same organization as any of the authors.
  - 4.2) any research collaborators of any of the authors.
  - 4.3) present or former students, advisors or any people closely connected to any of the authors.

If a GE is in any of the above categories, the GE cannot handle the paper. Another GE should be selected. If all the GEs fall into the above categories for a particular paper, the EIC should oversee the review of the paper.

5) The list of papers, with authors' names and affiliations, should be forwarded to the EIC with a statement that Rule 4 was followed.

### III. Responsibilities of Guest Editors

1) Once a special issue has been approved, and in consultation with the EIC and with the Signal Processing Office, the GEs should prepare a call for papers (CFP). The CFP should indicate that manuscripts are to be submitted according to the Information for Authors as published in any recent issue of the relevant Transactions and as available on the Signal Processing Society website. GEs need to create, refine, and submit the finalized Call for Papers within three weeks of approval. The announcement has to mention also the schedule with specific dates, namely

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

These dates should be consistent with the schedule under item **6.5)** in Section **I. Submission of a Proposal for a Special Issue**. In addition to the dates, the Call for Papers must clearly state that all rules will apply with regard to submission lengths, mandatory overlength charges, and color charges.

*< SPM does not impose color charges. See SPM web site [www.ee.columbia.edu/spm](http://www.ee.columbia.edu/spm) for rules about paper format and page length limits. Each CFP should refer to the submission procedures and paper requirements listed on the above web site.>*

2) The IEEE logo and the logo of the IEEE Signal Processing Society should be included on the Call for Papers. Please refer to the IEEE Identity Standards website for specifications in using the IEEE logo and the logo of the SPS: [http://www.ieee.org/portal/cms\\_docs/about/documentation/copyright/IDStandards\\_app1.pdf](http://www.ieee.org/portal/cms_docs/about/documentation/copyright/IDStandards_app1.pdf)

3) GEs are expected to announce the call for papers in all relevant IEEE journals (in addition to the *Signal Processing Magazine*), as well as electronically. GEs may request the help of the Society who will distribute it through electronic lists to which the Society has access. The more people know about a special issue, the higher the quality of the papers will be. The EIC takes care of the announcement in the Transactions, and the Signal Processing Office can help with other journals. GEs may also contact EICs of other journals directly. It should be noted that the Transactions require a 3-month advance notice before publication, in addition to

at least another 3 months for the Call for Papers to stay open. It is recommended that the time from first printed announcement to submission deadline be 6 months.

4) Special issues are handled outside the scope of the Publications Office. Thus GEs should handle all aspects of the reviewing of the manuscripts. This is to make sure that the stringent deadlines are followed closely under the full responsibility of the Guest Editors. Guest Editors will be assigned papers by the Lead Guest Editor. The Guest Editors should indicate to the Publications Office the list of manuscripts assigned to each of the Guest Editors. The Publications Office will then give each of the Guest Editors permission on Manuscript Central to assign reviewers for their corresponding papers.

*<Submission and review of SI papers are handled via the online system at [www.ee.columbia.edu/spm](http://www.ee.columbia.edu/spm).>*

5) The EIC will inform GEs of the maximum number of pages for the special issue as soon as the IEEE office gives the EIC the relevant information. Papers that do not fit in the special issue will be published in subsequent issues as regular papers. The Lead GE, in consultation with the other GE's, will make the decision about which papers should become regular. It is the responsibility of the Guest Editors to continue taking care of the papers that have been selected as regular papers.

*<SPM does not publish SI papers in subsequent issues as regular papers. Acceptance or rejection of each paper is decided for the publication in the corresponding SI only. The rule about page count mentioned in Section 5 needs to be enforced strictly.>*