

Guidelines for Preparation of Proposals for Special Issues of the IEEE Transactions on Industry Applications

Members of the IEEE Industry Applications Society (IAS) may submit proposals for Special Issues of the IEEE Transactions on Industry Applications. Topics of the Special Issues should be within the scope of the IAS (<https://ias.ieee.org/publications/ieee-transactions-on-industry-applications/>). Nonmembers may also serve as a Special Issue co-editor if they register to be the IAS member at: <https://mc.manuscriptcentral.com/ieee-ias> and serve with an active member of IAS. The reviews of Special Issues will be handled by IAS members with prior Technical Committee Paper Review Chair (TCPRC) or Associate Editor (AE) experience with IAS publications.

The written proposals must include the following items:

1. A title, statement of relevance, and description of outstanding features of the Special Issue. This information identifies important reasons such as timeliness, innovativeness, relevance, and overall value to IAS members.
2. A CV for each special issue guest editor including research record, editorial experience, and resource allocation from the host institution.
3. Confirmation that editorial member of the team managing the Special Issue will not submit more than two paper to the Special Issue and will manage the Conflict of Interest as per the IEEE policy.
4. An estimate for the total number of pages for the Special Issue.
5. The name of the IAS Technical Committee that will be responsible for reviewing the papers.
6. A call for manuscript submissions. The call should be suitable for IAS conferences and journals as well as other venues.
7. A suggested publication date for the Special Issue. The date should be at least 18 months from the date call for manuscript is issued.

Required Information for the Call for Manuscripts:

1. Title of the Special Issue.
2. Paragraph describing the purpose and relevance of the topics in the Special Issue.
3. List of suggested topics to guide authors.
4. Submission guidelines for the manuscripts. The guidelines should include:
 - a. The type of initial manuscript to be submitted (abstract, extended abstract, digest, full paper, or other).
 - b. Information included in the submission (title, name of authors, abstract, other).
 - c. Name and email address of corresponding author.
 - d. Name and email address for the person collecting submissions.
5. Deadlines for:
 - a. Submission of initial manuscript.
 - b. Notification of acceptance or rejection to authors.
 - c. Submission of complete manuscript to ScholarOne for review.
 - d. Submission of final files to ScholarOne.
6. Name, affiliation, and email address for Guest Editors.
7. Name and affiliation for members for the Guest Editorial Board.

Typical Schedule for Special Issues

1. 18 months before publication date - Distribution of Call for initial manuscript
2. 12 months before publication date - Due date for submission of initial manuscript
3. 11 months before publication date - Due date for notification to author (either an invitation to submit paper for review or notice of rejection)
4. 10 months before publication date - Due date for submission of complete manuscript
5. 3.5 months before publication date - Due date for notification of final decisions
6. 2.5 months before publication date - Due date for submission of final files
7. 2 months before publication date - Due date for submission of Guest Editorial
8. 2 months before publication date - Due date for sending Table of Contents to IEEE
9. Publication date

Transactions Publications Dates:

1. Jan/Feb - Publication date on or before January 20
2. Mar/Apr - Publication date on or before March 20
3. May/Jun - Publication date on or before May 20
4. Jul/Aug - Publication date on or before July 20
5. Sep/Oct - Publication date on or before September 20
6. Nov/Dec - Publication date on or before November 20