

## **Policies & Procedures - 4.4.3 Handling of Manuscripts Co-authored by Members of Editorial Boards**

- approved 7/08, updated 3/10 -

The ComSoc publication process is aligned with the rules expressed in Section 8.2 of the IEEE Publication Services and Products Board Operation Manual. Particular care will be devoted to avoid potential conflict of interest in the behavior of members of the Editorial Board.

In particular,

- Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's publication shall be delegated to another qualified person.
- Editors and other volunteers involved in IEEE periodicals shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers.

The following procedures apply:

1. Procedure for submitted papers that are (co)-authored by the EiC of the Journal/Magazine: The appropriate Area Editor (AE) (or Editor, if AEs do not exist) handles the paper review process.
2. Procedure for submitted papers that are (co)-authored by an Area Editor of the Journal/Magazine: The EiC appoints another Area Editor (or directly an Editor, if AEs do not exist) to handle the paper review process.
3. Procedure for submitted papers that are (co)-authored by an Editor of the Journal/Magazine: The appropriate Area Editor (or directly the EiC, if AEs do not exist) appoints a different Editor to handle the paper review process.