

# Author Guidelines

Please preview the [Electronic Posting Policy](#) and [Self-Plagiarism Policy](#).

## ◆ PUBLISHING GUIDELINES FOR AUTHORS

These guidelines are only for authors that have had their articles reviewed and accepted for publication in *IEEE Network*. If you need information on how to submit an article for consideration please visit the [Paper Submissions Guidelines](#) page. The production process is separate from the review process and requires a full set of materials to be sent directly to the production team. The Production Staff **does not** have access to materials submitted to Manuscript Central and cannot retrieve files.

**Further info:** Magazine production uses a different process than journal production. If you are familiar with the submission of article materials for a journal such as JSAC, be aware the guidelines below are different. Please read them carefully and do not make assumptions on what we need based on your prior experience with journal publication.

## ◆ TIMELINE

- **Final manuscripts due:** The 15th of the month, 2 months prior to issue date. For example, all materials for an article in the May/June issue are due by March 15th.
- **Guest Editorials/Departments due:** The 1st of the following month, 1 month prior to issue date. For example, all Guest Editorials and departments in the May/June issue are due by April 1st.
- **Page proofs sent to contact author:** 4 weeks prior to issue date.
- **Page proofs back to department:** 3 weeks prior to issue date.

## ◆ SUBMISSION OF MATERIALS TO PRODUCTION STAFF

**NOTE:** *IEEE Network* does not use style sheets or templates for submission of materials.

Electronic material **must** be sent via e-mail. When submitting the final version, the following

materials **must** be included:

- **An editable electronic file**
  - Include the abstract, biographies, and captions for tables and figures.
  - A Microsoft Word file is preferred, but LaTeX and ASCII files will be accepted. Do not send read only files.
  - Please keep in mind that LaTeX files are acceptable as long as all the sections (bibliography, abstract, etc.) have been merged into one text-only document and require more time to process.
- **A .pdf file of the manuscript**
  - Include abstract, figures, tables, equations, references, and biographies (50 to 75 words).
  - Callouts (the place in the text that refers the reader to each figure or table) included within the text.
  - Manuscripts should be one-sided only and include *all* required formatting in text, figures, tables, and equations.
  - References must be numbered sequentially, not alphabetically. The basic reference format is: [#] A. Brown, "Communications and Modern Man," *IEEE Commun. Mag.*, vol. 1, no. 1, Jan. 1998, pp. 11–38.
- **Separated Figure files**
  - Figures and tables must be separated out even if they are included within the manuscript pages as they are redrawn to fit the style of the magazine.
  - To separate the figures out, place each figure at the end of the article, one per page. Please include captions.
  - If your article contains **photographs**, please send high-resolution (300 dpi or greater) .jpeg or .tif files. If your paper contains **screenshots**, please send the original digital image along with your paper via email.
- **A completed and signed copyright form**
  - Electronic copies of the [copyright form](#) can be accepted in the form of a signed and scanned .pdf.

The [U.S. International Traffic in Arms Regulation](#) page should be viewed by authors who are submitting military- or defense-related material, and:

- Are U.S. nationals (including green card holders); or
- Work for a U.S.-based organization, regardless of where they are physically located; or
- Work at a U.S. location of a non-U.S.-based organization.

All authors must ensure that they are in compliance with ITAR and the U.S. Office of Foreign Assets Control regulation as outlined in the above page. If you have any questions on these two regulations, please contact the email address listed on that page.

For information on IEEE copyright policy, permission to reuse IEEE copyrighted material, electronic preprints, or posting your article on your own server, please visit the [IEEE Intellectual Property Rights](#) page.

- **Contact information for the main contact author:**
  - A mailing address suitable for Federal Express delivery (i.e., no P.O. Box #s), including a street address, postal code, telephone/fax numbers.
  - E-mail addresses (include an e-mail address for each author if available).
- **The issue month for which you are submitting your materials.**
  - Include the topic title and the name of the editor who accepted your article.

All electronic materials should be e-mailed to: **pubsub[at]comsoc [dot] org (The Publications Department)**.

All hardcopy materials (copyright included) should be mailed to:

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**Fax:** +1 (212) 705-8999

◆ **NOTES**

**Electronic Files and Formats**

The use of Zip, Stuffit or other compression is advised. On occasion .pdf files that are sent electronically will not print out properly on the recipient's printer. If a .pdf is illegible after transmission to us, you will be requested to submit a hard copy via overnight mail. Faxes are unacceptable. We cannot accept Microsoft Word files as the hard copy version even if we will be using them for the editable copy.

Please **do not** send .gif files. This low-resolution format works fine on the Internet or for viewing on a monitor, but they will not yield high quality print versions. If your photo was captured as a .jpeg and then converted to a .tif, it will retain the low quality of the original .jpeg in the final print version. If there is no way you can supply us with a good quality original photo or hi-res digital photo, we can not be responsible for the results you will see in the final printed magazine.

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## **Original Work/IEEE Copyright**

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In addition to the IEEE policies, pre-publication author misconduct, such as double-submission or plagiarism, will result in rejection of the manuscript(s), and a minimum 6 month ban on submissions to fully owned ComSoc publications by the author(s).

## **Final Note**

Due to differences in printers and printer descriptions from computer to computer, there is no guarantee that .doc, .pdf, and .ps files that you submit will result in documents that look exactly like your original versions after they are printed out here. When your page proofs are sent to you, remember to check them carefully for any discrepancies that might have occurred in the original transfer process. This is especially true if symbols (mathematical, Greek, etc.) and unusual fonts were used in the article.

## **MAGAZINE PRODUCTION STAFF**

[See the Production Staff List for contact information](#)

### **Editor-in-Chief**

Directs magazine technical content, approves all articles and feature topics, special issues, and series, selects author and Guest Editor assignments, manages the Technical Editor and Regional Correspondent staffs, and establishes future magazine technical policy.

### **Editorial Liaison**

Works with guest editors of Feature Topics/Special Issues/Series and authors of standalone articles, to help bring contributions to publication. He/she organizes reviewing process of articles authored or co-authored by Guest Editors (if any). The Editorial Liaison should receive all articles accepted by Guest Editors (along with their reviews) for final approval, prior to sending acceptance notification to authors.

### **Assistant Publisher**

Responsible for editing, layout, and overseeing production schedules. Oversees contact with Editors-in-Chief and/or Guest Editors regarding progress and schedule of articles to be received

by the IEEE Communications Society.

**Production Specialist**

Maintains production schedule log. Maintains contact with Guest Editors and authors regarding due dates and mechanical requirements for all manuscripts. Responsible for trafficking manuscripts and preparing files for production and page layout. Provides assistance to Assistant Publisher as needed.

**Associate Editor**

Copyedits articles and works with authors to finalize page proofs. Traffics advertising materials and serves as liaison to Advertising Dept. and vendors. Provides assistance to Assistant Publisher and Production Specialist as needed.

**Online Production Manager**

Prepares online version of the issue.

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