

## Author Guidelines

**TNSM** welcomes and encourages the submission of manuscripts for potential publication in the journal. TNSM has a commitment to a rapid but thorough review process, offers an attractive vehicle for **rapid** and **wide** dissemination of their research results thanks to its on-line nature.

Papers that are published, or concurrently submitted to another journal, conference, or book will not be considered for publication in IEEE ComSoc Transactions on Network and Service Management. Revised or extended versions of papers published in conference, workshop or symposium proceedings may be submitted to TNSM. Notice of such prior publication must be disclosed at the time of submission to this Journal. Note: verbatim copies of such papers will not be considered, as such paper can be improved as a result of conference refereeing, presentation in a public forum, and feedback provided by that forum. Please refer to the IEEE Policy on Self-Plagiarism (included below). All papers are reviewed by expert referees and are considered for publication in TNSM on the basis of their individual merit in terms of significance, novelty, and usefulness to the Journal readership.

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).

### **ATTENTION: THIS PUBLICATION IS A HYBRID JOURNAL ALLOWING EITHER:**

#### **Traditional manuscript submission**

**NEW Open Access (author-pays OA) manuscript submission at the discounted rate of \$1,750 per article**

The OA option, if selected, enables unrestricted public access to the article via IEEE Xplore. The OA option will be offered to the author at the time the manuscript is submitted. If selected, the OA fee must be paid before the article is published in the journal. If you have unusual circumstances about this, please contact the Editor-in-Chief.

The traditional option, if selected, enables access to all qualified subscribers and purchasers via IEEE Xplore. No OA payment is required.

The IEEE peer review standard of excellence is applied consistently to all submissions. All

accepted articles will be included in the print issue mailed to subscribers.

If you choose the Open Access option you should contact the production staff (comsocjournals [at] gmail [dot] com) to insure that your paper will be classified correctly.

### ◆ **Paper scope:**

Submitted papers should be within the [scope of TNSM](#).

### ◆ **Paper Organization/Format Guidelines:**

All papers should be written in English, accompanied by a 75 to 200 word abstract that clearly outlines the scope and contributions of the paper and a list of key words. A section should be included relating the work described in the paper to other related work, indicating novelty, improvements etc., together with an appropriate set of references. There is a length limitation of 14 two-column formatted pages (including title, abstract, all figures, tables, references, biographies and author pictures). Submitted papers exceeding these guidelines will be returned to the authors for revision before being reviewed.

The format of papers submitted to TNSM should follow IEEE editorial and typographical standards, as described on the IEEE Web site at:

[http://www.ieee.org/publications\\_standards/publications/authors/authors\\_journals.html](http://www.ieee.org/publications_standards/publications/authors/authors_journals.html)

Refer to the sections titled “Article Preparation and Submission” and “Template for all Transactions (except IEEE Transactions on Magnetism, IEEE Magnetism Letters and IEEE Photonics Journal.)

### ◆ **Submission of Manuscripts for Possible Publication**

Only electronic submission of manuscripts is accepted. Manuscripts must be in the form of uncoded Postscript files or pdf files attached to standard emails (pdf is preferred). When printed, the manuscript must satisfy all the page and figure count guidelines noted in the Paper Organization/Format Guidelines.

All submissions to IEEE Transactions on Network and Service Management must be made using the on-line Manuscript Central system at: <http://mc.manuscriptcentral.com/tnsm>

To submit a paper, log onto our manuscript central site <http://mc.manuscriptcentral.com/tnsm>. If you don't have one already, you will need to create an account. If you have questions regarding paper submission contact the TNSM Editorial Assistant at TNSM [at] uwaterloo [dot] ca.

### ◆ **Submission of Manuscripts Accepted for Publication**

Authors of accepted papers must send the following to the IEEE Communications Society, Publications Department: comsocjournals [at]gmail [dot] com

**1) Editable electronic file** of the manuscript (ascii, text-only) via e-mail. A Microsoft Word file is acceptable. A Latex file is acceptable as long as all the sections, bibliography, abstract, etc. have been merged into one text-only document. Do not worry about style sheets. We do not use them. Figures must be original drawn figures in .eps format.

**2) Clean hard copy** of the manuscript with abstract, figures, tables, equations, references, etc. Captions for figures and tables and callouts (A "callout" is the place in the text that refers the reader to the figure or table.) for them within the text must be included. Figures must be separated out even if they are included within the manuscript pages. To separate the figures out, place each figure at the end of the article, one per page. A .pdf file is acceptable as a hard copy as long as the above requirements are met. If you cannot provide a .pdf file, you must print out your article and send that to us by the deadline. Faxes are unacceptable. Due to differences in Microsoft products across platforms, we can no longer accept Microsoft word files as the hard copy version even if they are accepted for the editable copy listed in item 1.

**Note:** Hard copy of manuscripts should be one-sided only and include all required formatting in text, figures, tables, equations, etc. 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.

**3) Authors' biographies:** Printed copy as well as an electronic version of all authors' biographies (recommended length: 50 to 75 words).

**4) Completed and signed copyright form.** In addition, The IEEE U.S. Export Control Compliance Form should be completed 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.

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The Communications Society values the intellectual contributions of its authors, and vigorously enforces the IEEE policy on plagiarism. As IEEE modifies its publication policies, it is important that authors who submit their work to ComSoc journals and magazines are informed of these changes.

In November 2002, the IEEE Board of Directors approved a new policy on Duplicate Publication and Self-Plagiarism. This policy is found in the IEEE Policies document, Sections 6.4.1B(f) and 6.4.1B(h). These two sections are given below.

(f) Plagiarism is unacceptable. The verbatim copying or reuse of one's own research (as indicated in paragraph "h" below) is considered another form of plagiarism or self-plagiarism; it is unacceptable.

(h) Except as indicated in Section 6.3.4 (Multiple Publication of Original Technical Material in IEEE Periodicals), authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another referred publication. If authors have used their own previously published work(s) as a basis for a new submission, they are required to cite the previous work(s) and very briefly indicate how the new submission offers substantial novel contributions beyond those of the previously published work(s).

For further details and/or if you have any questions/suggestions, please do not hesitate to contact:

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