

## Author Checklist for T-RO Communication Items

Dear Author:

Congratulations for the acceptance of your contribution as a Communication Item in the IEEE Transactions on Robotics (T-RO).

You have **30 days** from the date of Editor's decision about acceptance to submit your final material for publication via T-RO PaperCept at <http://ras.papercept.net/journals/tro>.

When ready, please follow the link "Submit final version" next to the accepted paper in your Author workspace, in order to access to the fully electronic final submission procedure. Note that only the corresponding author of the paper has this link active.

Revise the accepted paper following the indications of the Editor upon acceptance, if any, and prepare accordingly the final version in the IEEE Transactions format.

The key tools and information for final manuscript preparation are available at the page "Author Digital Toolbox" <http://www.ieee.org/web/publications/authors/transjnl/index.html> of the IEEE website, including the mandatory IEEE LaTeX or Word templates and style files as well as the guidelines for graphics and for multimedia material. In particular, please pay attention to the electronic format of the figures provided, and to the quality of your multimedia material (if present), its portability on standard platforms, and the requested accompanying files.

It is possible to update your final paper as needed, including slight changes in the title, abstract, order in the list of authors, bibliography, figures and tables, and so on. Please note, however, that all final material needs to be approved by the T-RO Editor-in-Chief before being electronically dispatched to IEEE. In case of problems, you will be contacted.

In the final submission procedure, you need to provide separately a PDF file of the complete final version of your paper. This will be used as main reference, in the unlikely event of discrepancies with respect to the source files you will provide.

Please, do not include a "cover page" in your final paper and insert the figures and tables inside the main text of the paper, where they should be located at best. The final appearance should be as close as possible to the one of published short papers of T-RO.

The page count limit of the PDF file of your final paper is **3 (three) pages in Transactions format**, without page charge (no authors' photos and bio-sketches are needed). There is a page charge of 175 USD for each extra page over 3, up to a maximum of 1 extra page (the system does not allow you to upload a PDF file that is longer than **4** pages).

For the payment of any extra page charge and/or for reprint requests, you will be contacted directly by IEEE at the time of publication.

Below you will find a description of the final submission procedure in T-RO PaperCept, which includes also the (electronic) copyright transfer to IEEE. You can browse the Final Submission page to see the actual details.

For any further doubts, please contact the T-RO Editor-in-Chief.

Thank you again for your contribution to the IEEE Transactions on Robotics.

## Required Actions for the Final Submission

Follow the links in the Final Submission page to complete each of the steps. You may leave this page, log out and return to this page later to continue. The steps can be completed in any order, but the following is the best one:

1. Finalize the title and author list
2. Transfer copyright to IEEE
3. Complete the submission meta data
4. Upload the PDF with the final version of the manuscript
5. Upload the Source files of your paper

After all mandatory steps have been completed a Next button appears. When you are ready, use this Next button to finalize the submission. Note that final submission is not complete until the status of the paper has changed to 'Final MS received'. You will receive an acknowledgement by e-mail.

### 1. Finalize the title and author list

The title and author data are preloaded from the database of the accepted version of your paper. You can update and complete the title and author data fields as needed.

If you need to change the order of authors or the corresponding author, or add/delete authors then follow the link Update the author list.

The author data are for the information of the publisher. IEEE membership status is also required. Please, include the fax number (with country and area code) at least for the author who is to receive the galley proofs (by default, the corresponding author). While IEEE will make galley proofs available to this author through a web link, fax could be used as an alternative communication for special situations.

Edit and complete the various fields as needed and click on the Save button at the bottom of the page.

***Hint:** Changes of author data made in this page are local in nature. You may wish to update first the personal information associated to the PINs of yourself and your coauthors. Those updates will then be reflected in the author data fields present in this page.*

#### **Warning:**

*At the end of this step, the title and the author list should be considered as **definitive**. It is important that you do not change them later, in particular once the transfer of copyright to IEEE has been completed.*

### 2. Transfer copyright to IEEE

Title of the paper and complete list of authors are preloaded from the database (possibly, after having been updated in the previous step). Make sure that they correspond exactly to the definitive ones.

T-RO participates to the IEEE E-Copyright program. In this step, you will be taken to the IEEE Electronic Copyright Form site by clicking on the Continue button.

If you cannot access the IEEE site then please return later. Make sure that your browser has cookies enabled. If the IEEE server denies access then you may have been directed to the submission management system through a site using frames. Please log in to the submission system in a separate window or tab.

After completing the procedure at the IEEE Electronic Copyright Form site you must follow this instruction on the Congratulations page:

"Click on the Return button below to return to the Originating Site."

If you do not click on the "Return" button on this final page then T-RO PaperCept is unable to determine that copyright was transferred and you will not be able to complete the final submission.

***i) Read this if you are not authorized to transfer the copyright yourself***

*If you are not authorized to transfer the copyright of this publication yourself but need another person in your organization to do this then please access the IEEE copyright wizard by clicking on the Continue button and supply the correct answers to its questions. It will ask you for the details of the person who needs to be approached.*

*When the procedure has been completed the IEEE wizard will not return you to T-RO PaperCept but you will need to log in again.*

*As soon as you receive word that copyright has been transferred, return to this page in the Final Submission and click on the Continue button to re-access the IEEE wizard. The first page of the wizard will show a message confirming that copyright has been transferred. When you click on the Return button on that page you will be returned to the T-RO PaperCept system, which displays a confirmation that copyright has been transferred.*

***ii) Read this if copyright was transferred but T-RO PaperCept does not seem to know this***

*After the copyright transfer has been completed successfully, you should be able to finalize the submission. If for some reason this procedure cannot be completed then please send a copy of the copyright transfer receipt that has been received from IEEE to the T-RO editorial office so that the system may be updated manually. Do not omit to mention the submission number.*

### **3. Complete the submission meta data**

Some fields in this step are preloaded from the database of the accepted version of your paper. You can update and complete them as needed.

**a) Previous presentation**

Complete the information about any conferences where the material of the paper was presented. Use a free text format if several conferences were involved.

**b) Keywords**

Check the existing and/or supply suitable (additional) index terms.

#### c) Source material

Specify here just the format of the source files of your final paper. Only LaTeX or MS Word (or compatible) are accepted. The use of IEEE LaTeX or Word templates and style files is mandatory.

#### d) Figures

Specify here:

- the number of figures in the paper
- the number of figures that are to be printed in color in the journal (at a surcharge)

Figures in T-RO papers are published on IEEE Xplore in color or black-and-white as supplied, at no charge for color pictures. If any of the color figures is to be published on Xplore in black-and-white or if both a color and a black-and-white version are supplied then provide clear instructions here.

Clearly specify the figures that need to be printed in color in the journal, if any. The current charge for one color figure, in print, is 1170 USD. This is only an approximate cost and for more information you should contact the T-RO Managing Editor at IEEE, Ms. Mona Mitra ([mmittra@ieee.org](mailto:mmittra@ieee.org)). If this option applies you will be contacted by IEEE with the exact charges at the beginning of the editing process.

#### e) Surcharges

For Communication Items, there is a mandatory charge of 175 USD per extra page exceeding **3 (three) pages in Transactions format**. If the paper is found to be in excess of this length then IEEE will send an invoice.

You have to agree to pay any page charges at the stated rate upon receipt of an IEEE invoice. If charges for color figures apply, you have also to agree to pay all charges for printing figures in color upon receipt of an IEEE invoice.

### 4. Upload the PDF with the final version of the manuscript

Upload here the PDF file with the final version of your manuscript. The maximal size allowed is **2 MB**.

The manuscript should be in the 2-column IEEE Transactions format for Communication items. If you do not submit the paper in this format, you will be contacted again to reformat the paper.

If you are using LaTeX, download the style files (IEEEtran.zip) from the IEEE Author Digital Toolbox and prepare your Communication item in the "technote" format, i.e., using the command:

```
\documentclass[9pt,technote]{IEEEtran}
```

Please, remember the following:

- use the IEEE LaTeX or Word template and style files
- do not include a "cover page" in your manuscript

- insert the figures and tables inside the main text of the paper
- authors' photos/bio-sketches are **not** needed for Communication items: do **not** include them
- extra page charges apply for Communication items longer than **3 (three)** pages
- the system does not allow upload of Communication items longer than 4 pages

## 5. Upload the Source files

Upload here all source files needed for the final version of your manuscript, including graphic files and authors' bio-sketches and photos, **in a single zipped archive file**. The maximal size is **5 MB**, with extension zip.

The acceptable formats for graphic files and photos are: Postscript (PS), Encapsulated Postscript (EPS), Tagged Image File Format (TIFF), Microsoft Word, Microsoft Power Point, Microsoft Excel, or Portable Document Format (PDF). In general, files prepared as GIF, JPEG, WMF, PNG, and BMP (or in any other file formats not listed) are not acceptable and will not be processed.

For more information, please consult the "Guidelines for Author-Supplied Electronic Text and Graphics" in the IEEE website  
<http://www.ieee.org/web/publications/authors/transjnl/index.html>.

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