Conference Publication Program Overview

RAS Conference Organizer Workshop

21-25 May 2018

Brisbane Convention & Exhibition Centre

IEEE MCE

IEEE

Agenda

▸ Publication Chair's Role

▸ Publishing with IEEE – The Conference Publication Program

▸ Publication Tools

▸ Non Presented Papers

▸ Communication Guidelines

The Publications Chair

- ‣ Responsible for the production of all material that is published in relation the conference

- ‣ Author management/relations
  - Obtain copyright form from authors

- ‣ Publishing Logistics
  - selecting production vendor, conference brochure, inclusion of papers from special tutorial sessions, exclusion of non-presented papers if conference policy dictates

- ‣ The Publications Chair is responsible for submitting the conference proceedings to post-conference publishers such as IEEE

- ‣ Publication Tools

GET PUBLISHED

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Publishing with IEEE

Benefits

‣ Authors will find that publishing with IEEE ensures professional development and exposure of their work

‣ IEEE journals and conference proceedings receive nearly three times the patent citations of competing publishers, which gives IEEE authors a distinct mark of credibility with trusted content

‣ Tools available to help manage your workflow and make it easy to publish and deliver your content to your readers

‣ IEEE maintains active partnerships with indexing providers to maximize the discovery of author works

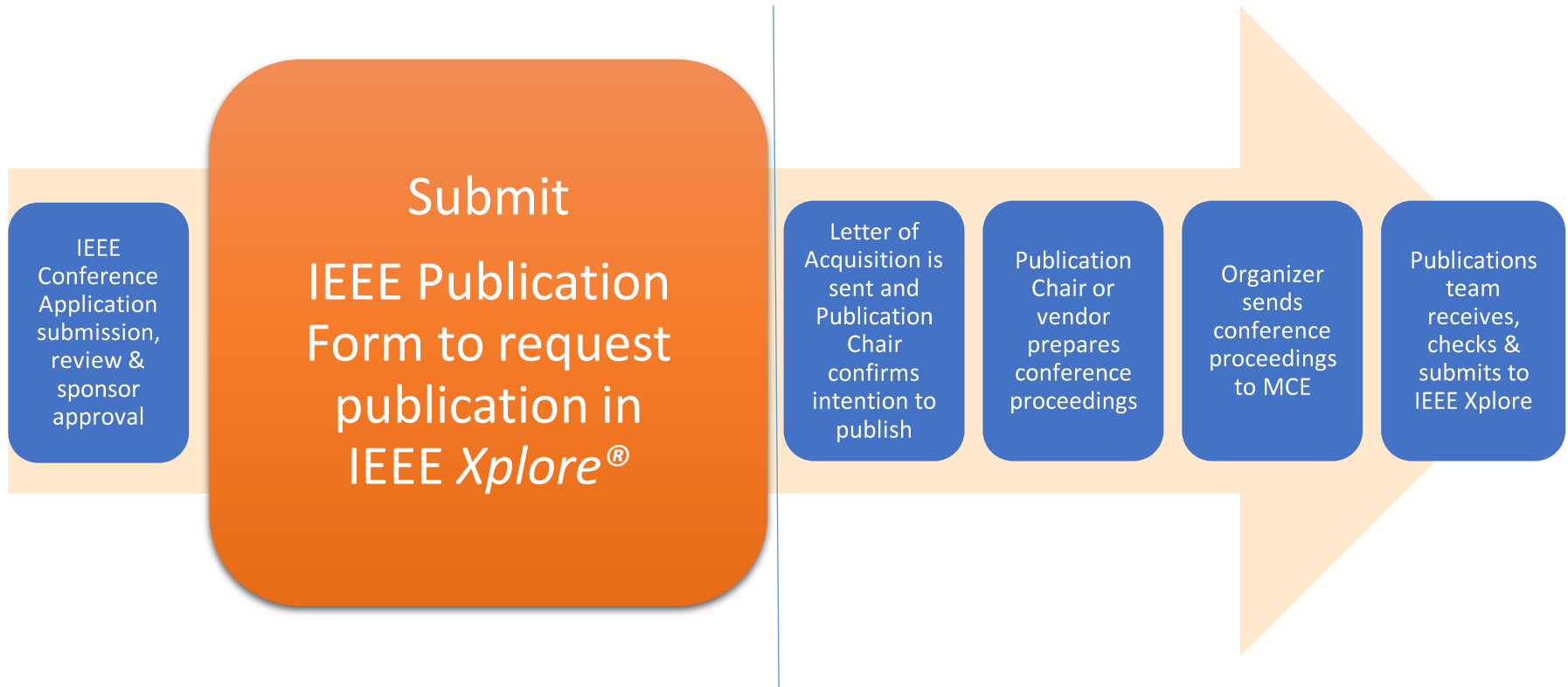# Conference Publication Program (CPP)

Indexing

IEEE maintains active partnerships with indexing providers such as Elsevier, Thomson Reuters, IET, and NLM. This partnership creates opportunities to maximize the discovery of author works.

IEEE Conference Publications Program

Timeline

Conference Occurs

IEEE Conference Application submission, review & sponsor approval

Submit IEEE Publication Form to request publication in IEEE *Xplore®*

Letter of Acquisition is sent and Publication Chair confirms intention to publish

Publication Chair or vendor prepares conference proceedings

Organizer sends conference proceedings to MCE

Publications team receives, checks & submits to IEEE Xplore

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How to Publish

Four Basic Steps

1. Complete the IEEE Publication Form

2. Receive confirmation of your publication by IEEE and authorize the Letter of Acquisition, via an electronic signatory process

3. Collect and submit to IEEE the copyright forms for each accepted paper in the conference proceedings

4. Prepare and submit the conference proceedings to IEEE

Conference Publication Form

https://www.ieee.org/conferences/organizers/conf-app.html?appName=Publication

Letter of Acquisition (LOA)

‣ **LOA is sent out to the organizers for electronic signature confirming intentions of publishing**

- Contains relevant information for creating and submitting your conference content to IEEE

- Information on how to title content for easy citations from IEEE *Xplore*

- Formatting and quantity of what should be submitted to our team for inclusion into *Xplore*

- Instructions on Copyrights, including: Obtaining copyright forms from your authors and Copyright page text

Letter of Acquisition - 36319

LETTER OF ACQUISITION

Conference Record # 36319

11-Jun-2015

Thank you for completing the IEEE Conference Publication Form for 2015 16th International Conference on Electronic Packaging Technology (ICEPT). We are pleased to inform you that your publication is eligible for inclusion in the IEEE Conference Publication Program (CPP). The CPP exclusively handles the worldwide post-conference sales and distribution of IEEE-related conference publications to individuals (including IEEE members) and institutions (including libraries), via channels such as IEEE Xplore®. The IEEE Online Conference Publication page is available to assist Organizers with issues related to conference proceedings:

http://www.ieee.org/web/conferences/organizers/pubs/conference_publications.html

Please be advised that this Letter of Acquisition does not represent a commitment by IEEE to publish the proceedings of the identified conference. All conferences and conference proceedings must meet IEEE's quality standards and **IEEE reserves the right not to publish any proceedings that do not meet these standards.**

TITLING CONSISTENCY INFORMATION

For the purpose of consistency, the title 2015 16th International Conference on Electronic Packaging Technology (ICEPT) *must* be used on this conference proceedings. Consistency is required to ensure that end-users can readily identify, access and cite your content. Please use the same sequence of words on the *cover, title page, copyright page* (reverse side of the title page), and, if applicable, *the spine*. (Subtitles may be used to customize titles so they are more recognizable. However, they must be placed *after* the full official title as it appears above). This will fulfill the need for accurate cataloging data that can be easily employed in computerized information and retrieval systems.

SUBMISSIONS REQUIRED

Per IEEE operating policy, you must provide us with three (3) identical CD, DVD or USB drives which contain the following:

- IEEE Xplore compliant PDF files
  - Author Papers
  - Cover
  - Table of Contents
  - Copyright Page
  - Author Index
  - Etc.
- Packing List- The Packing List itemizes all PDF files for your conference proceedings by content type (author papers, table of contents, etc.) which ensures that all files will be accounted for during processing. Note: If the front matter files do not appear on the packing list, they will not be uploaded to IEEE Xplore.

Letter of Acquisition (LOA)

MCE will assign catalog/part numbers to your conference based on what types of media you indicated you would be producing on the Publication Form. If your conference is copyrighted by IEEE, MCE will also assign ISBN numbers.

- If this media changes at any point, just let us know and we can assign new catalog numbers

- Be sure to include these numbers on all conference publication content by the correct media type for cataloging

CATALOG NUMBERS

Media Type Requested	Part Number	ISBN	Print ISSN	Online ISSN	Media Qty Requested
XPLORE COMPLIANT	CFP15553-ART	978-1-4673-7999-1			3
USB	CFP15553-USB	978-1-4673-7998-4			3

If the media types being produced change from what you provided on the IEEE Publication form, please contact

Publication Tools

Save Time
Improve Author Experience

IEEE Publication Tools & Resources

IEEE PDF eXpress & PDF eXpress PLUS

- Online tools that assist IEEE conference organizers in obtaining IEEE *Xplore®* compatible PDFs from their authors.

Packing List Generator

- Program used to itemize and sequence all PDF files for the conference proceedings and create a required packing list for content submission

eCF2 – IEEE Electronic Copyright Form

- Online form used to transfer ownership rights of the intellectual property to IEEE

Crosscheck

- Tool compares conference proceedings against a database of published technical papers and web pages, and provides a summary report that highlights instances of plagiarism or previously published work.

Paper Formatting & Preparing Files for Submission

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PDF eXpress

Free Service - Do it Yourself - Improve Author Experience

▸ PDF eXpress or eXpress Plus are IEEE-sponsored tools that **assist conference authors with formatting their paper** into an in "IEEE *Xplore*® compliant" file (PDF)

▸ Converts a non-PDF source document, typically a Microsoft Word document or LaTeX bundle into a PDF that meets IEEE *Xplore* requirements

   - It will confirm that an author-generated PDF meets IEEE *Xplore* requirements
   - If there is a formatting issue, it will identify the problem for the author so it can be fixed

▸ When a paper is IEEE *Xplore* compliant, your author's content is uploaded with minimal delay

PDF eXpress PLUS

Free Service

‣ PDF eXpress PLUS is similar to PDF eXpress

- one key additional feature: **"PLUS" enables authors to deposit their final, *IEEE Xplore®* compliant PDFs <u>onto the site for collection</u> by the conference's publication chair**

‣ Benefits

- Eliminates the need for publication chair to track down individual authors for their papers
- Helps ensure that the publication or program chair has the most recent version of the author's paper
- Meets a business need for small to medium-sized conferences whose publishing requirements are very simple

An IEEE Specific PDF Format Requirement

Accepted Papers

▸ No digital rights management or security can be applied

▸ Fonts must be embedded

▸ No hyperlinks to third-party sites

▸ No bookmarks

▸ No form fields

▸ No Adobe Acrobat 9 files

Access - PDF eXpress® or PDF eXpress Plus

‣ You can register within the Publications form itself or come back to the Publications Form web page and submit your information

‣ You will receive a welcome package via e-mail, including a project-specific URL, and Conference ID to send along to the authors whose papers have been accepted for presentation at your conference

‣ Place a hyper link to your PDF eXpress site onto your conference's author instruction page

◆ IEEE Conference Publication Form

The Conference Publication Program (CPP) assures wide distribution of conference proceedings by providing abstracting and indexing of all individual conference papers for inclusion in worldwide databases. The CPP makes every reasonable attempt to ensure that abstracts and index entries of content accepted into the program are included in databases provided by independent abstracting and indexing (A&I) services. Each A&I partner makes its own editorial decision on what content it will index. IEEE cannot guarantee entries are included in any particular database.

I want to

Submit/Complete a Conference Publication Form:	Enter conference title or record number	Start
Find the status of a submitted Conference Publication Form:	Enter conference title or record number	Status
Register for PDF eXpress:	Enter conference title or record number	Start

IEEE *Xplore*® Compliant PDFs
Three Options

‣ Prepare it Yourself
- Register your conference for IEEE PDF eXpress or eXpress Plus
- This free, web based, online tool is for authors as it converts documents into *IEEE Xplore®* compatible PDFs

‣ Prepared by IEEE (in house vendor)
- Contract with IEEE eXpress Conference Publishing or Conference Publishing Services (CPS) a division of the IEEE Computer Society
- Both are fee based publishing services companies, that will ensure all of your PDFs are Xplore compliant and they also have the ability to produce your distributed conference proceedings
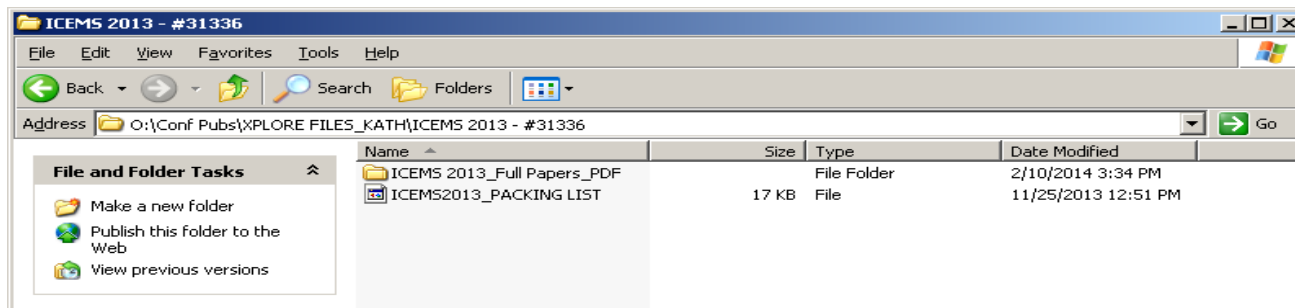
‣ Prepared by Third Party Vendor
- IEEE *Xplore*® compliant PDFs may be prepared by a third party vendor. The vendor should review the IEEE requirements and confirm its capabilities to deliver compliant files

Packing List Generator

Required

▸ Itemizes all PDF files for the conference proceedings by content type (author papers, table of contents, etc.)

- PLG ensures that all files will be accounted for during processing
- If any files or front matter do not appear on the packing list, they will not be uploaded to IEEE Xplore®
- The "Packing List" seen here is generated by the PLG. Place all accepted papers and front matter (table of contents, cover page etc.) into the PLG
- Create the packing list
  - https://www.ieee.org/conferences/organizers/preparing-xplore-papers.html

Obtaining Copyright

Obtain Copyright From Author

- **Each author must assign copyright to IEEE** for his/her accepted paper to be published in IEEE *Xplore*®
  - There are a few exceptions related to permission statements , see copyright policies under the Resources section for additional detail

- Utilize the IEEE Electronic Copyright Form (eCF2)
  - The eCF2 is the preferred method for authors to digitally transfer ownership rights of the intellectual property to IEEE
  - The eCF2 can **save conference organizers significant time** over other approaches, while also **simplifying the author experience**.
  - This free tool assists the author in completing the appropriate form to authorize

- What happens when an author signs the IEEE Copyright Form?
  - IEEE becomes owner of the paper when the author signs, dates and submits an IEEE Copyright Form

- Access eCF2 – General Information/Overview
  - https://www.ieee.org/publications/rights/copyright-main.html

IEEE Electronic Copyright Form

▸ How does this tool benefit a conference publication chair?
- The burden of transferring copyright is shifted from the conference pub chair to the individual authors
- The setup process is very quick and simple
- A brief "wizard" process will guide authors to the appropriate form, which is signed by typing in their names and clicking on a "Submit" button
- It is an efficient, user friendly tool for authors

▸ To Get Set Up - Register for Electronic Copyright Form
- https://www.ieee.org/publications/rights/ecf-registration-intro.html

Plagiarism Screening

CrossCheck

What is CrossCheck?

▸ **CrossCheck is a plagiarism-detection tool that compares submitted manuscripts against a very large database of published technical papers, as well as over 6 billion Web pages**

▸ **The Technical Program Chair typically manages CrossCheck and plagiarism reviews – needs coordination with Publications Chair**

▸ CrossCheck provides a similarity report, for each paper, and notes a similarity percentage to previously published work

  - The IEEE Intellectual Property Rights (IPR) team is there to assist you when interpreting the reports

▸ CrossCheck is easy to use, there are various interfaces available

  - Batch processing and APIs for incorporating into other tools

▸ CrossCheck can be used on IEEE-copyrighted content only

Access The IEEE CrossCheck Portal
https://www.ieee.org/publications/rights/cross-check-portal.html

Submitting Your Conference Proceedings

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Submitting Your Conference Proceedings

Electronic Submission - NEW !!!

- ‣ IEEE Meetings, Conferences, & Events (MCE) team is pleased to announce that conference organizers can now submit conference proceedings content in an electronic/online format

- ‣ The submission of electronic/online files will reduce the submission time as well as the time for the content to appear in Xplore

- ‣ Access
  - https://mft.ieee.org/conferences_events/ConfPubFileUploadUI/
  - Complete step by step instructions on how to submit your proceedings

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What is Required for Submission

▸ Submit the IEEE *Xplore*® compliant files, containing the below items to IEEE:
- Author Papers (PDF)
- Cover (PDF)
- Table of Contents (PDF)
- Copyright Page (PDF)
- Author Index (PDF)
- Packing List

▸ Your IEEE *Xplore*-compliant submission files are different from the media you are producing to distribute to your conference attendees

Final Checks Before Submission

▸ Ensure that the conference has accounted for non-presented papers and indicated them on the packing list

▸ Review the accepted papers one final time to ensure that they meet the IEEE specifications for upload to *Xplore*

- Include: cover art, General Chair's message, Program Chair's message, listing of Conference Committee Chairs and Members, conference sponsors, listing of sessions, photos, and other conference-specific information

▸ Check to make sure you have a copyright form from each of the authors

Non Presented Papers

Communication Guidelines

Non-Presented Papers

Call for Papers

▸ Your "Call for Papers" must include the conference's policy on non-presented papers, if you are intending to withhold those papers from *IEEE Xplore®*

▸ IEEE suggests you add the following statement in the call for papers:

"IEEE reserves the right to exclude a paper from distribution after the conference, including IEEE *Xplore®* Digital Library, if the paper is not presented by the author at the conference."

Non-Presented Papers

- Authors are expected to attend the conference in person to present their papers and share their ideas

  - To stress the importance of an author's responsibility to present their paper at the conference, IEEE recommends that conferences exclude any paper that was not presented at the conference.
    - This policy is not mandatory, it is the Conference Chair's decision and only applies to conference proceedings where IEEE is the copyright holder.
    - Authors unable to attend the conference and present their papers, should contact the program chair as soon as possible so that substitute arrangements can be made for a co-author to present the paper.
    - Substitute presenters (e.g., non-co-authors) should be sufficiently familiar with the content of the paper to answer questions from conference attendees.

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Non-Presented Papers

▸ You must still include a non-presented paper in the proceedings delivered to IEEE

- You can flag the paper as suppressed when generating the packing list so that the paper will be archived but will not be indexed or appear in IEEE *Xplore*, if that is your conference's policy.

- Copyright of non-presented papers is still retained by IEEE

Communication

Guidelines

‣ Each conference is responsible for communicating IEEE policies in the "Call for Papers", Web site and all conference communications

‣ Conferences can not guarantee inclusion in the IEEE Xplore® Digital Library or indexing

‣ IEEE cannot guarantee entries are included in any particular database
- IEEE abstracting and indexing partners (such as Elsevier) make their own editorial decisions on what content to index

‣ It is preferred that the conference indicate that the proceedings will be "submitted for" publication in IEEE *Xplore®* and indexing

The Conference Education Program

▸ To learn more about organizing IEEE conferences and events, please visit The Center for Leadership Excellence and check out all the courses and webinar playbacks in the Conference Education Program

▸ https://ieee-elearning.org/CLE

▸ Role based tracks for Conferences

  - Conference Chair, Technical Program Chair, **Publications Chair**, Treasurer & Event Management

END

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