



Policy on Special Issues for the IEEE Transactions on Robot Learning

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Frequency

The IEEE Transactions on Robot Learning anticipates publishing a small number (up to three) of Special Issues every year.

Content

1. Special Issues should have a well-articulated unifying theme and should reflect the best work in a particular area of significant importance to robot learning research or application. Topics can be areas that are now reaching maturity or important emerging areas best represented by a collection of excellent papers. The intention is to produce a collection of papers with significant archival value.
2. Each Special Issue should include an editorial summary explaining the overall theme and its significance. This summary should also include a short summary of each paper explaining the significance of the work reported and its relation to the theme topic. It should also include a broader overview of research in the area. The summary should include a broad overview of research themes relating to the topic.
3. When possible, a survey article should be included in a Special Issue.

Selection of Topics and Special Issue Guest Associate Editors

1. Proposals for Special Issues should be submitted to the Editor-in-Chief (EiC) of the Transactions on Robot Learning. The EiC will forward them to the Editorial Board for consideration. Each proposal should include:

a. A summary explaining the scope, maturity, and significance of the proposed theme. This proposal may include a summary of which topics are expected to be covered by submitted papers, pointers at other publications or conferences that

might constitute evidence of technical maturity, a list of people who might be invited to submit papers, and other similar material. The primary intent of this summary should be to provide the T-RL editorial team with a clear rationale for choosing this topic. Authors of proposals should not pre-invite papers (see below).

b. A proposed call for papers including the topic, a short rationale for the topic, the submission date for papers, and the publication date (dates may get modified before the call is published).

c. (Optional) Suggestions for who might edit the Special Issue. If the proposed Guest Associate Editor(s) is an author of the proposal, a bio should be included with the proposal, together with a listing of who else might be an appropriate choice. A short (1-2 sentence) explanation of why each candidate would be a good choice should be included.

a. Inclusion of names other than those of proposal authors will not adversely affect the author's chances of being selected as Guest Associate Editor.

2 The selection of Special Issues will be made by Editorial Board Members in consultation with the EiC.

3. Once a topic has been selected, a decision will be made regarding who will edit the Special Issue (plus one or more Guest Associate Editor(s)). Acceptance of a topic does not guarantee that the person proposing the topic will be the Guest Associate Editor, although this is often the case. Editorial responsibility may be assigned to a Guest Associate Editor, a Transactions Associate Editor, a Transactions Senior Editor, or some combination thereof. Normally, a Transactions Editor will be named to exercise supervisory responsibility for the Special Issue.

4. Once chosen, the duties of the Guest Associate Editor(s) of a Special Issue will generally be the same as those of T-RL Associate Editors.

Solicitation and Selection of Papers

1. A call for papers, describing the theme of the Special Issue and giving the expected publication date and the submission deadline, should be published in the first Transactions on Robot Learning issue possible after the decision to publish the Special Issue. This call should also be circulated at other appropriate IEEE publications, societies, publication lists, and university departments.
2. Special Issues may include invited papers. Great care should be taken to ensure that invited papers do not dominate a Special Issue (by “invited paper,” we mean one where the authors have been approached by the Senior Editor and have been informed by them that it needs to pass the standard peer reviewing process of T-RL). Generally, such invitations should be restricted to authors whose work is clearly pre-eminent in a particular field. Before an invitation is sent, the Senior Editor of the Special Issue should obtain the agreement of the T-RL EiC. It will be made clear to invited authors that their papers will be reviewed, and acceptance is not guaranteed.
3. The Guest Editor(s) of a Special Issue should actively encourage submissions based on the call for papers.
4. All papers submitted to a Special Issue of the IEEE Transactions on Robot Learning and accepted for publication, are published in that Special Issue. As soon as there is a sufficiently large number of accepted manuscripts, the Special Issue will be published in IEEE Xplore. Papers submitted to the Special Issue and accepted at a later point in time, will be added to the Special Issue upon publication time. The Guest Editor(s) of a Special Issue will ensure that every paper will complete peer review according to T-RL standards. The criteria for selection will include both the quality of the individual papers and their contribution toward coverage of the topic of the Special Issue.
5. The Guest Associate Editor(s) of a Special Issue should provide a 1-2 sentence summary of each paper in the pool of accepted papers under consideration for inclusion in the Special Issue. This summary should explain the rationale for why each paper was selected for the Special Issue and will be reviewed by the EiC. These sentences will serve as input to the Editorial Introduction to the IEEE T-RL Special Issue in IEEE Xplore. This Editorial Introduction will be written by the Guest

Associate Editors of the Special Issue and published in IEEE Xplore after the last accepted paper of the Special Issue has been published.