

IEEE Power & Energy Society
Author's Kit
(Part 2 last revised April 2009)

Part 2: **Preparation and Submission of Transactions Papers**

Authors are responsible for complying with the guidelines in effect at the time of submission, so you should check for the most current submission requirements as often as needed. You will find the information on the PES web site (<http://www.ieee.org/pes>) or contact the PES Executive Office, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA, phone: +1 732 562 3883, fax: +1 732 562 3881, pes@ieee.org.

Introduction

To be accepted and published in a PES Transactions, a paper must be of unquestionably high quality and must make a definite contribution to technical knowledge. Examples of such papers are those that 1) present fundamental or advanced concepts; 2) describe one apparatus or one system application backed by test data and field experience; 3) describe a proven valuable innovation; 4) describe a useful new technique of measurement, calculation, or design together with practical examples; 5) present a needed commentary and summary of technical knowledge not previously available for convenient reference; 6) present useful data and experience which are of current and timely interest that reflect changes that should be made in a new technology, or 7) propose an IEEE Standard.

A paper will be reviewed by the appropriate Transactions Editorial Board according to its submittal classification. The Editorial Board of each Transactions has the sole responsibility and authority for judging all submissions of Transactions papers for acceptance, revision and resubmission, or rejection. The required 150-word abstract and up to 10 keywords will be reviewed in conjunction with the paper.

Transactions papers may not be submitted for a specific PES meeting and, therefore, may be submitted at any time.

All accepted papers will be published and permanently referenced in the *IEEE Transactions on Power Systems*, *Power Delivery*, or *Energy Conversion* with available discussions and closure also printed in an issue of the Transactions. See Part 5 of the Author's Kit for complete information regarding discussions and closures.

After publication in a PES Transactions, papers are available individually from Ask*IEEE or as reprints (minimum quantity of 20) from IEEE. The Transactions are distributed through the IEEE All Society Periodicals Package and individual nonmember sales to major libraries worldwide.

Technical Areas and Associated Topics

The technical areas covered by each of the PES Transactions are enumerated below.

IEEE Transactions on Power Systems

Power Engineering Education

- 1a** New instruction methods (*software/Internet/laboratory/combined with research*)
- 1b** Virtual classrooms/laboratories

- 1c Distance education
- 1d Life-long learning

Power System Analysis, Computing, and Economics

- 2a Computational techniques and analytical methods for planning, operations, and control
- 2b Computing applications
- 2c Distribution system analysis
- 2d Economics, market organization, cost structures, pricing, and risk management
- 2e Intelligent system applications
- 2f Reliability, uncertainty, and probability and stochastic system applications

Power System Dynamic Performance

- 3a Power system dynamic modeling: components and systems
- 3b Power system stability: phenomena, analysis, and techniques
- 3c Power system stability controls: design and applications
- 3d Power system dynamic measurements
- 3e Power system interaction with turbine generators
- 3f Dynamic security assessment: techniques and applications, risk-based methods

Power System Operations

- 4a Emerging methods for restructured systems
- 4b Transmission operations and security
- 4c Energy control centers
- 4d Distribution operation
- 4e System control
- 4f Operating economics and pricing

Power System Planning and Implementation

- 5a Generation system resource planning
- 5b Transmission system planning
- 5c Distribution system planning
- 5d Integrated resource planning and distributed resource planning
- 5f Load forecasting
- 5g Customer products and services planning and implementation
- 5h Industry restructuring planning and policy issues

IEEE Transactions on Power Delivery

Insulated Conductors

- 6a Construction and design of cables (*materials and manufacturing*)
- 6b Construction, design, and testing of cable accessories (*cable terminations and joints*)
- 6c Construction, operation, and testing of cable system
- 6d Assembly, operation, and testing of station, control (*including fiberoptic*), and utilization cables (*non-transmission and distribution cables*)

Power System Communications

- 7a Communication systems
- 7b Communication media
- 7c Communication protocols
- 7d Communication standardization
- 7e Home automation and communication

Power System Instrumentation and Measurements

- 8a Digital technology for measurements
- 8b Electricity metering

- 8c High voltage testing
- 8d Measurement techniques for impedance elements

Power System Relaying

- 9a Digital protection systems
- 9b Adaptive protections
- 9c Power system protection
- 9d Protection of electrical equipment
- 9e Relaying communications
- 9f Relaying for consumer interface

Substations

- 10a Substation automation
- 10b Intelligent electronic devices (*IEDs*)
- 10c Programmable logic controllers (*PLCs*)
- 10d Substation design
- 10e High voltage power electronics stations
- 10f Gas insulated substations (*GIS*)

Surge Protective Devices

- 11a Design/testing of high voltage surge protective devices (>1000 V)
- 11b Application of high voltage surge protective devices (>1000 V)
- 11c Design/testing of low voltage surge protective devices (<1000 V)
- 11d Application of low voltage surge protective devices (<1000 V)

Switchgear

- 12a Interruption phenomena
- 12b Fuses
- 12c Low voltage switchgear
- 12e High voltage circuit breakers
- 12f Reclosers and sectionalizers

Transformers

- 13a Power and instrument transformers
- 13b Insulating fluids
- 13c Dielectric testing
- 13d Audible noise and vibration
- 13e Transformer modeling techniques

Transmission and Distribution

- 14a AC transmission and distribution facilities
- 14b Lightning phenomena and insulator performance
- 14c Overhead line conductors: thermal and mechanical aspects
- 14d Corona, electric, and magnetic fields
- 14e Towers, poles, and hardware
- 14f Capacitors, shunt and series capacitor banks, and harmonic filter banks
- 14g HVDC transmission and distribution
- 14h FACTS and power electronic applications to ac transmission
- 14i Harmonics and power quality
- 14j Transients, switching surges, and electromagnetic noise
- 14k Maintenance and operation of overhead lines
- 14L Work procedures, safety, tools, and equipment
- 14m Superconductivity analysis and devices
- 14n Distributed resources

IEEE Transactions on Energy Conversion

Electric Machinery

- 15a** Direct current machines
- 15b** Permanent magnet machinery systems
- 15c** Switched and variable reluctance machines
- 15d** Integral horsepower induction machinery
- 15e** Wound rotor induction machinery
- 15f** Single phase induction motors
- 15g** Electronic drives for electric machinery
- 15h** Induction generators for grid and isolated applications
- 15i** Synchronous generators
- 15j** Motor/generator sets for pumped storage
- 15k** Synchronous motors
- 15L** Electrical machinery theory
- 15m** Numerical analysis of electric machinery
- 15n** Power processing equipment
- 15o** Insulation for electric machinery
- 15p** Application of magnetic materials to electric machinery
- 15Q** Application of superconducting materials to electric machinery

Energy Development and Power Generation

- 16a** Excitation systems
- 16b** Power system stabilizers
- 16c** Advanced and renewable energy technologies
- 16e** Station design, operations and control
- 16f** Modeling, simulation and control of power plants
- 16g** Monitoring and instrumentation of power plants
- 16h** Control of distributed generation
- 16i** Hydroelectric power plants
- 16j** Power plant scheduling
- 16k** Engineering economic issues
- 16L** International practices in energy development
- 16m** Solar/photovoltaic
- 16n** Wind
- 16o** Biomass
- 16p** Batteries
- 16q** Magnetohydrodynamics
- 16r** Fuel cells
- 16s** Superconducting magnetic energy storage
- 16t** Flywheels, mechanical, hydraulic energy storage
- 16u** Distributed storage
- 16v** Industrial/commercial energy conservation
- 16w** Grid interconnection
- 16x** Tidal/wave power
- 16y** Other

Nuclear Power Engineering

- 17a** Nuclear power plant controls
- 17b** Modeling, simulation and control
- 17c** Monitoring and instrumentation

Paper Preparation

Basic guidelines for preparing papers for the Power & Energy Society are provided in Part 4 of the Author's Kit. Information is given regarding desktop publishing format, type sizes, and typefaces. Style rules are provided that explain how to handle equations, units, figures, tables, references, abbreviations, and acronyms. Sections are also devoted to the preparation of acknowledgments, references, and authors' biographies. Part 4 of the Author's Kit is itself an example of the desired layout for papers and is available as an electronic file on the PES web site that can be used as a Microsoft Word template.

We encourage you to use LaTeX to produce your paper if it contains many math equations. An IEEE Periodicals Department template is available on the web at <http://www.ieee.org/web/publications/authors/transjnl/index.html>. Please use bare_jrnl.tex. This template will produce a paper that satisfies PES formatting requirements. The stylistic differences from the Word template are acceptable.

Transactions papers are limited to eight pages including any references, attributions, biographies, etc. Papers exceeding eight pages will be subject to mandatory page charges.

The name and affiliation (including city and country) of each author must appear on the paper.

Paper Submission Information

IEEE Policy Regarding Plagiarism

Authors are expected to comply with the IEEE policy regarding plagiarism as stated below:

6.4 PUBLICATIONS STANDARDS POLICY AND PRINCIPLES FOR AUTHORS, REFEREES, AND EDITORS

6.4.1 PUBLICATION PRINCIPLES

B. Responsibilities of Manuscript Authors

f) IEEE defines plagiarism as the use of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences. The [PSPB Operations Manual](#) provides detailed guidelines for 1) handling allegations of plagiarism, 2) applying appropriate corrective actions when findings of plagiarism have been reached, and 3) referencing previously published material.

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 refereed 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 substantively novel contributions beyond those of the previously published work(s).

In addition to the sanctions applied by IEEE, if an author is found to have committed plagiarism PES imposes the following sanction:

Starting in January 2009, individuals whose names are placed on the IEEE Prohibited Author List will not be allowed to organize or lead any PES sponsored activities such as invited conference sessions, distinguished lectureship, editorship of PES publications, paper reviewer for PES etc.

PES Policy Regarding Bibliography Papers

Because of the electronic search capabilities available through the IEEE and other technical societies, bibliography papers merely listing publications are not of interest. Even if such papers include brief summaries of the listed papers, such information cannot be considered as an original contribution of archival value which is a prerequisite for publication in the Transactions. Authors should note that such manuscripts will be rejected without review.

Authors who developed bibliography papers may contact the IEEE Technical Committees for their interest in placing the papers on their web sites.

Paper Submission Procedures

The same paper cannot be submitted to more than one PES Transactions. An author should choose the Transactions (*Power Delivery, Power Systems, or Energy Conversion*) best suited to review the paper and submit it to only that Transactions. The Editor-in-Chief will review the paper for suitability for his Transactions and, if he deems it more suitable for another Transactions, he will transfer it to that Transactions and will inform the author of the new paper number.

Accepted Proceedings papers may be submitted to the PES Transactions. However, they must be significantly upgraded and are expected to comply with the IEEE policy regarding plagiarism as stated above.

An author submits a manuscript by uploading a word processing file (.doc, .rtf, or .ps) of the paper directly onto Manuscript Central, a site on the World Wide Web where the paper can be accessed by the Transactions Editor-in-Chief, Editors, and Reviewers. It will be converted to a PDF file by the system. *(It is recommended that the PDF file be under 1 MB. Papers exceeding this file size may require a longer review time.)* Only after a paper is accepted for publication will the author be required to mail forms and files to the PES Executive Office and electronically submit a completed IEEE Copyright Form via Manuscript Central. Any paper received for initial submission at the Executive Office will be returned so that the author can upload it.

Uploading Instructions

In order for a paper to be submitted and reviewed, it must first be uploaded by the author onto Manuscript Central. **If you are uploading a revised manuscript in response to a "Revise and Resubmit" decision, please see the next section for instructions.**

1. Prepare the Manuscript

It is important that you read all instructions thoroughly; we suggest that you print these instructions and fully prepare your manuscript before proceeding further with your submission.

a. Make sure that you follow the specifications in Part 4 of the Author's Kit regarding formatting of the manuscript. If you have questions about those requirements after reviewing Part 4, please send an e-mail to PES-format@ieee.org.

b. Compose your paper using word processing software. (Please check that the "Track Changes" feature has been turned off and that the file name does not exceed 50 characters including the extension.) Your word processing file (.doc, .rtf, or .ps) will be converted to a PDF file on the Manuscript Central site.

2. Log in to Manuscript Central

Navigate to the PES portal page for Manuscript Central or to the Manuscript Central site for the specific Transactions to which you are submitting your paper:

- PES portal page for Manuscript Central: <http://mc.manuscriptcentral.com/pes-ieee>
- Transactions on Energy Conversion: <http://mc.manuscriptcentral.com/tec-pes>
- Transactions on Power Delivery: <http://mc.manuscriptcentral.com/tpwr-d-pes>

- Transactions on Power Systems: <http://mc.manuscriptcentral.com/tpwrs-pes>
- Power Engineering Letters: <http://mc.manuscriptcentral.com/pesl-pes>

You will have access to all of the sites with a single account. Please check if you already have an existing account on Manuscript Central. If you have forgotten your User ID or Password, or you have questions or have problems with your account, please send an e-mail to PES-MCreviewer@ieee.org. DO NOT CREATE A SECOND ACCOUNT!

3. Enter the manuscript data; designate a corresponding author.

a. Enter the information as prompted on the screen. Your entries will appear on the subsequent screens; proofread the data in each step as you proceed. If there are errors, you can return to earlier pages and correct them.

b. Enter your manuscript title and the text of the abstract (you may copy and paste this information from your manuscript). Note: Even though the title and the abstract are included in the text of the manuscript, you must also enter them in this step because the Editorial Office uses these fields in a searchable database to expedite the review process.

It is important to understand that Greek letters and special characters such as mathematical symbols, as well as formatting codes such as italic, bold, and superscript will not automatically convert to Web-compatible codes. Therefore, you must use the Character Palette that is provided to ensure that the title and abstract appear as you wish in the submission information. On-screen instructions will help you.

c. The author who logged in to upload the manuscript is automatically designated the "Corresponding Author." If you wish, you may designate a co-author as the "Corresponding Author" and all future communication regarding the paper will be through that individual.

d. When asked to input your list of authors, please do so in the same order they are listed on the manuscript. Though there is room for multiple affiliations for each author, we request you fill in only the first as that is the only one that will be referenced.

4. Upload the manuscript.

Using the browse button provided, locate the word processing file (.doc, .rtf, or .ps) of your manuscript on your computer and then click "Upload" to place your manuscript file on the web site. It will be converted to a PDF file by the system.

5. Proofread the uploaded manuscript.

It is critical that you carefully proofread the PDF file of your manuscript. Look very carefully at all special characters, mathematical symbols, Greek letters, equations, and tables. Check your images for clarity and legibility.

If you find errors, go to your original document on your computer and make any necessary changes. Then go to the Unsubmitted Manuscripts area in your Author Center on Manuscript Central, click on Continue Submission to the right of the manuscript title and re-upload the manuscript. It will be converted to a PDF file which should be proofed carefully.

6. Submit the manuscript.

You may leave your manuscript in the Unsubmitted Manuscripts area in your Author Center and return later to review it. But please understand that until you click the "SUBMIT" button, the manuscript will not enter the review process. Once you submit your manuscript you will not be able to make any changes to it unless requested to do so by the Editor-in-Chief as a result of the review process.

Please Note: It is extremely important that you check your PDF document prior to clicking on the "SUBMIT" button. If the manuscript is not reviewable (e.g., the text and graphics are not clear and legible, or all graphics are not present, or the format is not appropriate), you will be required to upload a corrected draft onto Manuscript Central. The paper will not be reviewed until the manuscript is replaced with one that is reviewable. To avoid doing double work, please check your draft carefully prior to submission!

Once you submit your manuscript you will get an immediate submission confirmation that provides you with a Manuscript Number. Be sure to make a record of this number. If your paper is accepted for publication, you will be required to provide this number. You will receive an e-mail within 24 hours of submission confirming that your paper has entered the review process.

7. Manuscript is checked for reviewability; Editor-in-Chief determines appropriateness for Transactions.

After your paper has been submitted to Manuscript Central, the PDF file will be given a preliminary check to ensure that it is reviewable—e.g., that the text and graphics are clear and legible, all graphics are present, and the format is appropriate. (Please see Part 4 of the Author's Kit for specifics.) If your paper is reviewable, it will be released for review as soon as it is checked. If the manuscript is not reviewable, it will be unsubmitted from Manuscript Central and you will be sent an e-mail message requesting that you correct the problems and upload a corrected manuscript onto Manuscript Central. The paper will not be reviewed until the manuscript is replaced with one that is reviewable. Additionally, if the Editor-in-Chief deems it not appropriate for his Transactions, the paper may be transferred to another PES Transactions for review. You will receive an e-mail to that effect, notifying you to which Transactions the paper has been transferred.

Review Time

Typically, the review of a paper is completed in three months. Once a decision is made, the decision letter is sent promptly to the corresponding author. Sometimes a large number of papers are received within a short period of time resulting in longer review times. Please do not send inquiries to the Editor-in-Chief or the PES Executive Office regarding the review status of your paper unless the review has been delayed well beyond the three-month target.

“Revise and Resubmit” Manuscript Uploads

If you are uploading a revised manuscript in response to a “Revise and Resubmit” decision by an Editor-in-Chief, **DO NOT UPLOAD YOUR MANUSCRIPT AS A NEW PAPER!** Submitting a revised manuscript differs from submitting a manuscript for the first time. Here is some information that should clarify the process. You will find more detailed instructions on the Manuscript Central site. (Please check that the “Track Changes” feature has been turned off in your word processing file before uploading it.)

1. You must have been designated the Corresponding Author when the original manuscript was first submitted in order to submit a manuscript in response to a "Revise and Resubmit" decision.
2. As a Corresponding Author, you already have an account on Manuscript Central. Do not create a new account! See directions above if you do not remember your login ID or password.
3. Go to the web site which reviewed your paper and log in. Here are the URLs:
 - Power Delivery: <http://mc.manuscriptcentral.com/tpwr-d-pes>
 - Power Systems: <http://mc.manuscriptcentral.com/tpwrs-pes>
 - Energy Conversion: <http://mc.manuscriptcentral.com/tec-pes>
 - Power Engineering Letters: <http://mc.manuscriptcentral.com/pesl-pes>
4. Click on the Author Center. You will find a category called "Manuscripts with Decisions." You should find your paper title listed in this category. If your paper is not listed, or any information is

incorrect, please send an e-mail to PES-MCreviewer@ieee.org for assistance. Do not proceed to upload your revision!

5. If the paper title is in the "Manuscripts with Decisions" area, click on the "Create a Revision" button. A new manuscript record will be created with the same Manuscript ID and ".R1" (for revision 1). This record "shell" contains all key information previously entered with the exception of the text of your manuscript. Check the existing data about the paper. Make all necessary revisions and supply any missing information.
6. Respond to the decision letter and reviewer comments by entering your text in the Response to Decision Letter field.
7. On the next series of screens you will be asked to enter (or confirm, if information is already provided on the screen) the title, the abstract, the keywords and additional comments pertaining to the paper. Use the Character Palette if necessary. After each entry or confirmation, click "Save and Continue" once you are satisfied. (It is important that you check the abstract and revise it if necessary.)
8. Click on "Create a New Draft" and "Next" which prepares to upload your manuscript into the record shell. Browse your computer to find the word processing file (.doc, .rtf, or .ps) of the revised draft you wish to upload. (Please note: You may use the File Manager to upload supporting documents as well.) Click "Open" and then "Upload File." When the system has converted it to a PDF file, click "View Proof." Check the proof in the Adobe Acrobat window that will open on screen. If you are not happy with the draft, close the Acrobat window, make corrections on your manuscript, and re-upload it by following directions on the site, and check the proof again. Close the window when you are done checking. Select the appropriate button from the menu to "Submit Your Manuscript," "Change the Draft," "Contact the Support Center," or "Return to Author Center."
9. Your draft is not entered into the review process until you click "Submit Your Manuscript." You should receive an automated confirmation of the submission almost immediately.

Upon Acceptance of the Paper

Only *after* a paper is accepted for publication will the author be required to send via traditional mail or delivery methods the following forms and files to the PES Executive Office, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA:

- Word processing or LaTeX file of the formatted paper with graphics incorporated.
- TIFF, EPS, or PS file of each graphic.
- High-quality printouts of each graphic.

In addition, the author will be required to submit a completed IEEE Copyright Form electronically by logging onto Manuscript Central and going to his/her Author Center, then clicking on the Copyright Submission button and following the online instructions.

A printout of the PDF file that was reviewed will be used as the official hard copy of the paper.

Word Processing File

- The operating system and word processing software used to produce your document should be noted on your disk's label (e.g., Windows 95/Word 97).
- Files may be compressed using WinZip (preferred) or PKZip. Zipped files on the same diskette should be contained in a single directory.
- The word processing file should *exactly* match the PDF file that was reviewed. If discrepancies are noticed, **the PDF version becomes the default.**

Graphics Files

Your electronically supplied graphics (figures, tables, and photos) should:

- Be in TIFF, EPS, or PS format.
- Be prepared at the recommended resolutions (600 dpi, 1 bit/sample for line art, and 220 dpi, 8 bits/sample for photographs).
- Be named using only lowercase letters according to the following conventions:
 - a) figures: fig1.ext, fig2.ext, etc., where "ext" is the standard extension for the image type. Thus, the first two figures might be named: fig1.tif and fig2.eps. The term "figures" includes all illustrations other than tables or author photos.
 - b) tables: table1.ext, table2.ext, etc., using "ext" as above.
 - c) author photos: use the first five characters of the author's last name followed by the standard extension for the file type, e.g., stamf.ps (for Stamford's author photo).
- Be submitted on a separate disk(s) from the word processing file. Limit the number of diskettes you submit by putting as many graphics files from a single paper on each diskette as will fit.
- Be sized for a column width of 3 1/2" or 21 picas. Page-wide graphics can be no wider than 7 1/6" or 43 picas. The maximum depth of a graphic is 9 2/3" or 58 picas. You should allow space for the caption and any labels, so, for example, a full-page graphic must be submitted with dimensions that leave room on the printed page for the caption without any resizing required.
- Figure labels should be legible, approximately 8- to 10-point type. (If the figures must be enlarged during the publication process in order to be readable, the paper length may be increased.)
- Show only the coordinate axes on graphs, or at most the major grid lines, to avoid a dense result if reduction is required.
- Be submitted as black and white files. (See below for information on color charges.)
- Contain only the image and not the caption text.
- Combine figures into a single graphic when appropriate.

Four clear printed copies of each graphic must be submitted. They will be used to verify that the electronic version of the graphic is correct. On each graphic printout, indicate the file name and type on the bottom front in the margin.

Note: If the electronic version of a graphic cannot be supplied, the printout will be scanned. Drafting or art services will not be provided. Thus, the better the quality of the material submitted, the better the published result. Photos should be glossy prints with no screening. Laser prints will not reproduce as well as original photos. All line drawings and photos should be in black and white. For best results, all of your figures should be the same size (width x length) whenever possible. For graphics that will be scanned, the original material should be no larger than 22 x 28 cm (8.5 x 11"). Be sure your captions are not included as part of the graphics.

Power Engineering Letters

The Power Engineering Letters Section in each of the PES Transactions offers a vehicle that speeds publication of new results, discoveries, and developments. It affords authors the opportunity to publish contributions within a few months of submission to ensure rapid dissemination of ideas and timely archiving of developments in a rapidly changing field. Original and significant contributions in applications, case studies, and research in all fields of power engineering are invited. Of specific interest are contributions defining emerging problems and special needs in specific areas. Authors are encouraged to submit contributions to the Letters Section offering new insight to established techniques, concepts, and methodologies in electric power engineering. Such contributions are distinctly different from discussions of papers recently published in the Transactions, in that the former seek to broaden the scope, and point to potential enhancements to existing and established technologies.

Letters should be formatted according to the instructions given in Part 4 of the Author's Kit. Note, however, that letters do not contain biographies. Submitted letters are limited to two formatted pages. Submissions exceeding this page limit will not be reviewed.

In order for a letter to be submitted and reviewed, it must be uploaded by the author onto Manuscript Central. The uploading procedure is the same as that for Transactions papers discussed earlier under

“Paper Submission Procedures.” Complete instructions are also available on Manuscript Central. The URL for the letters review site is:

<http://mc.manuscriptcentral.com/pesl-pes>

Any new submissions received by the Power Engineering Letters Editor-in-Chief will be returned for direct upload by the author.

If the letter is accepted for publication, the author will be required to send via traditional mail or delivery methods the following forms and files to the PES Executive Office, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA:

- Word processing or LaTeX file of the formatted letter with graphics incorporated.
- TIFF, EPS, or PS file of each graphic.
- High-quality printouts of each graphic.

In addition, the author will be required to submit a completed IEEE Copyright Form electronically by logging onto Manuscript Central and going to his/her Author Center, then clicking on the Copyright Submission button and following the online instructions.

A printout of the PDF file that was reviewed will be used as the official hard copy of the letter.

Publication Information

Proof of the Paper or Letter

The process of preparing a manuscript for publication can, on occasion, change, delete, or modify characters and equations. A proof of the manuscript will be sent to the corresponding author for review and approval. **It is essential that the proof be checked as thoroughly as possible since the responsibility for the final text is the author's.** Please note when checking your proof:

- Text and biographies have been edited to IEEE style.
- **Check all mathematics and equations very carefully. It is the author's responsibility to verify that they have converted properly.** (Note: TeX and LaTeX documents are more likely to be converted properly with the rest of the text. Equations in other formats generally must be re-keyed.)
- Check all figures and tables and verify that they are numbered correctly.
- Biographies and photos, if included, should be verified. If photos are submitted at the proof stage, be sure they are appropriately identified.
- If any authors are members of the IEEE, please provide their membership grade and years of grade.

Failure to return the corrected proof in the allotted time frame will result in deferring the paper or letter to a future issue.

Posting on IEEE Xplore[®]

A new publication procedure began in 2004. Accepted papers and letters are processed for publication before they are scheduled for a specific issue of the Transactions. When the corrected proof has been returned and the changes have been incorporated, the paper or letter is posted on IEEE Xplore[®] as “Accepted for Future Publication.”

Copyright

It is the policy of the IEEE to own the copyright to the technical contributions it publishes on behalf of the interests of the IEEE, its authors, and their employers, and to facilitate the appropriate reuse of this material by others. To comply with United States copyright law, authors are required to sign and submit a

completed IEEE Copyright Form. This form returns to authors and their employers full rights to reuse their material for their own purposes.

Voluntary Page Charges

After a manuscript has been accepted for publication, the author or his/her company or institution will be requested to pay a charge of \$110 per page, for the first eight published pages, to cover part of the cost of publication. Payment will not be obligatory nor a prerequisite for publication. The author will receive 100 free reprints without covers if the charge is honored.

Mandatory Page Charges

The author or his/her company or institution will be billed \$110 per each page in excess of the first eight published pages. Payment of these charges is not negotiable or voluntary. Further, submission by the author of his/her manuscript to these Transactions signifies acceptance of the requirement to pay mandatory page charges. The Publisher holds the right to withhold publication of the current submission or any future submissions from the author if this charge is not honored.

Color Charges

Color reproduction is expensive and all charges for color are the responsibility of the author. There will be a charge of \$125 for each figure; this charge may be subject to change without notification. In addition, there are printing preparation charges which may be ESTIMATED as follows: color reproductions on four or fewer pages of the manuscript: a total of approximately \$1000; color reproductions on five through eight pages: a total of approximately \$2100; color reproductions on nine through 12 pages: a total of approximately \$3200, and so on. Payment of fees on color reproduction is not negotiable or voluntary, and the author's agreement to publish the manuscript in the Transactions is considered acceptance of this requirement.

Presentation at a PES General Meeting

An author who is interested in presenting an accepted Transactions paper at a PES General Meeting must upload the paper's abstract to the meeting's submission and review site. It will be sent directly to the appropriate Technical Committee Program Chair (TCPC) based on the committee selection and that TCPC will determine if the topic of the paper is suited for presentation in one of his or her technical sessions. The author will be notified of the decision by e-mail. See the PES web site for details for specific meetings. (Please note: The author should follow the steps on the review site and upload the full paper in addition to the abstract. This is for the TCPC's use only. The full paper will not be published in the Proceedings. Do not upload the full paper as its own submission. It must be uploaded along with the abstract so there will be only one conference paper number.)

Accepted Transactions papers that will be presented at a PES General Meeting (in a poster session, or if invited by a Technical Committee, in a session of another format) will have their abstracts published in the Conference Proceedings for that meeting. **At least one author of the Transactions paper must register for the meeting and pay the appropriate registration fee! Papers will not be scheduled for presentation nor abstracts of the papers published in the Proceedings unless the fee is paid.** Registration forms will be made available on the PES web site.

Questions, Comments, and the Future

Changes in the use of electronics in publishing are dynamic, and we recognize that the instructions given in this document will need to be revised. We also know that you, the author, are in a unique position of knowing both your capabilities and your needs. We welcome your suggestions regarding this document.

All comments, questions, and suggestions about this document will be forwarded to the correct person if you send them to:

IEEE PES Executive Office
445 Hoes Lane
Piscataway, NJ 08855-1331 USA

e-mail: pes@ieee.org
fax: +1 732 562 3881