

**IEEE Power & Energy Society**  
**Author's Kit**  
(Part 3 last revised November 2009)

## Part 3: **Preparation and Submission of Conference Technical Works**

**MOST SUBMISSIONS OF CONFERENCE TECHNICAL PAPERS ARE MADE VIA THE WEB. SEE THE PES WEB SITE (<http://www.ieee-pes.org>) FOR DETAILS FOR SPECIFIC CONFERENCES. SEE BELOW FOR ELECTRONIC FILE REQUIREMENTS.**

In order for a PES technical work to be reviewed for possible publication, it must be submitted in the appropriate manner. This part of the Author's Kit will provide submission requirements for the following works submitted for presentation at any PES meeting and publication in any PES Meeting Proceedings (Part 4 of the Author's Kit will provide formatting requirements):

- Proceedings papers (on-line submission)
- Papers for individual presentations at Panel Sessions (on-line submission)
- Summaries of Tutorials (mail-in submission).

Deadlines for PES General Meetings will also be provided. Please see specific Calls for Papers for deadlines of meetings other than PES General Meetings.

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 below under "Submission Information."

### **Technical Work Preparation**

Basic guidelines for preparing technical works 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 and is available as an electronic file on the PES web site that can be used as a Microsoft Word template.

If you wish to use LaTeX to produce your paper, 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.

Proceedings papers are limited to eight pages including any references, attributions, biographies, etc.

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

### **Electronic File Requirements**

1. See the specific conference submission site for a list of acceptable word processing programs to use to compose your paper.

2. DO NOT use any security (including passwords) on your file.

### 3. Fonts

- All fonts must be embedded and subsetted. This includes the base fonts. (See your software's "Help" section if you do not know how to embed fonts.)
- Use fonts that permit embedding and subsetting in PDF files.
- Some TrueType fonts do not permit embedding and subsetting. If such a font has been used, substitute a similar font that allows embedding and subsetting. See the specific conference submission site for a list of preferred fonts.
- If using graphics applications, do not embed the fonts.

### 4. Graphics

- The graphics must have the correct resolution. That is, 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.
- It is best to insert the graphic rather than paste it in.
- Links to graphics should be avoided whenever possible.
- Avoid using the clipboard.

These requirements must be met in order for accepted documents to be archived in IEEE Xplore®.

## 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.*

# Submission Requirements

The materials that must be submitted vary by type of session. See below for details. Please be certain to comply with published submission deadlines. All applicable material must be submitted as a package.

## Proceedings Paper Authors:

- See the PES web site (<http://www.ieee-pes.org>) for details for specific conferences.
- You will be required to complete the [IEEE Electronic Copyright Form](#) at the time of submission.
- If your paper is accepted, you will be required to pay the appropriate meeting registration fee (fees are waived or reduced for IEEE Life Members and IEEE Student Members only). Your paper will not be scheduled or printed in the Proceedings unless the fee, if required, is paid.

## Panel Session, Individual Panelists:

- Contact your Session Organizer for instructions on:
  - On-line submission of your paper to a web site specified by the session chair for review.
  - You will be required to complete the [IEEE Electronic Copyright Form](#) at the time of submission.
- Your panel presentation will be collected electronically prior to the meeting for posting on the PES web site. The collection method for each meeting will be announced. Please note that your presentation must be provided with any embedded movies removed.

## Panel Session, Panel Session Organizer:

- Contact your Committee TCPC for instructions on:
  - On-line submission of a two- to eight-page paper from each panelist.
  - E-mail submission to the TCPC of a listing of panel authors and papers as well as a 150-word summary of the session for the printed program.

## Tutorial Organizer:

*There is no web upload at present for PES General Meetings. Submit the following to the PEEC TCPC:*

- Hard Copy: Two copies of the complete tutorial text.
- Hard Copy: One completed and signed copy of the [IEEE Copyright Form](#) for the tutorial text, and one for the overview summary, if applicable.
- Electronic: File of the brief overview summary of the session in MS Word.
- Electronic: File of the 150-word description of the session to be included in the printed program (MS Word); include on the same diskette as the cover sheet and/or overview summary.
- Electronic: File of the tutorial text in MS Word.

# Submission Deadlines for PES General Meetings

The following deadlines pertain to PES General Meetings only. Please consult the Calls for Papers for specifics about other meetings.

## Proceedings Papers and Papers for Individual Presentations at Panel Sessions

Panelists are each required to submit a two- to eight-page paper for their presentations. The format and guidelines of a Proceedings paper should be followed; a copy of the visual presentation is not acceptable in lieu of a properly formatted paper. The visuals may supplement the paper as long as the total submission does not exceed the eight-page limit. Please note that panelists must submit papers on-line. EACH PANELIST MUST SUBMIT AN INDIVIDUAL PAPER.

## Deadlines for Proceedings Papers and Panel Papers for Future PES General Meetings

Activity	Last Date
Review site opens	38 weeks out
Authors and panelists upload papers to designated review site by date shown	34 weeks out
Authors and panelists notified of acceptance or required changes to their papers	26 weeks out
Authors and panelists upload revised papers, if required, by date shown	23 weeks out
Specific session information will be available when the Advance Program is posted on the PES web site	8 weeks out

## Summaries of Tutorials

Summaries of tutorials should be brief descriptions of the course (usually one to two paragraphs is sufficient), and similar in style to an abstract. Tutorial summaries should be submitted to the PES Tutorial Coordinator.

## Deadlines for Tutorial Summaries for Future PES General Meetings

Activity	Last Date
Organizers submit tutorial summary to PES Tutorial Coordinator for arrival by date shown (usually PEEC TCPC) ( <i>postmark dates are not relevant</i> )	22 weeks out
Coordinator notifies Session Organizer that summary is accepted or needs revision	20 weeks out
If changes required, submit final copy to PEEC TCPC for arrival by date shown	18 weeks out