

**IEEE Power & Energy Society**  
**Author's Kit**  
(Part 6 last revised December 2004)

## Part 6: **Special Publications**

This part of the Author's Kit defines the scope of each category of Special Publications and provides guidelines and instructions (planning and processing) for committee chairs.

Guidelines for attributes of a good paper and page formats are the same as those covered in Part 4 of this kit, unless otherwise noted.

Special Publications are available to PES Administrative, Conference, and Technical Committees and provide a means of publication in areas not convenient or not within the scope of the PES Transactions or IEEE Power & Energy Magazine. Special Publications fall into the following general categories:

- Conference records or proceedings
- Group of papers on a related subject
- Technical panel session text
- Tutorial session text
- Technical Committee reports.

### **Conference Proceedings**

A Proceedings will be published for each PES General Meeting and most Technical Conferences. The Proceedings will be produced in advance of the meeting, and all meeting registrants who pay the full registration fee, plus any Life Members registered, will receive a copy at the meeting. Additional copies will be available for purchase at the meeting and through IEEE Customer Service following the conference.

The publication of the Conference Proceedings is organized, edited, printed, and financed through or by the conference committee. The conference committee should apply to the PES Executive Office, with a copy to the PES Technical Information Services Activities Vice President, for an IEEE catalog number. Please consult with the PES Executive Director regarding any participation by the PES Executive Office in production of a Proceedings for any meeting other than a PES General Meeting.

Technical papers for PES Special Technical Conferences should be submitted, reviewed, and processed as defined in Parts 3 and 4 of this kit. Only Proceedings papers are accepted in response to a meeting's call for papers; Transactions papers must not be submitted in response to a call for papers for a PES meeting.

Conference Proceedings shall include the following:

- The Proceedings papers presented at the subject meeting
- Two- to eight-page paper for each panelist listed in the printed program
- One- to two-paragraph overviews of Tutorials
- Four- to ten-page papers for Special Technical Sessions
- The abstracts of Transactions papers presented during the subject meeting.

## **Media**

The committee may elect to publish the Proceedings in hard copy, as a CD-ROM, or both. Please consult with the PES Executive Director regarding the Book Broker program before making a final decision.

## **Publishing and Pricing**

The price of the meeting registration should include one copy of the Conference Proceedings. The conference committee should publish enough Conference Proceedings for one copy to be given to each conference registrant who pays the full registration fee and any IEEE Life Members registered for the meeting. Sufficient additional copies should be made available for sale at the conference and for future sale through the IEEE Book Broker Program.

The sale price of the Proceedings at the subject meeting is the responsibility of the conference committee.

The IEEE Book Broker Program is a system which enables the conference to close its financial books on a timely basis. The Book Broker arranges in advance with the conference committee to purchase in bulk a specified number of copies of the Conference Proceedings. The purchase price is determined by algorithm. Post-conference sales of the Proceedings are the responsibility of the Book Broker rather than the conference committee, which enables the conference's financial books to be closed within a reasonable amount of time. The conference committee produces sufficient additional copies to cover the Book Broker order.

## **Group of Papers on a Related Subject**

A group of papers on a related subject may be published.

A letter of intent should be initiated by the sponsoring committee and sent to the Vice President, Technical Activities and Vice President, Technical Information Services Activities, with a copy to the PES Executive Office. This letter should provide:

- Rationale and justification for such publication
- Indication of its need and potential sale volume.

The Technical Council and Publications Department review the matter, and, upon their approval, the Vice President, Technical Information Services Activities authorizes the PES Executive Office to proceed with the following steps:

- Issue a special publication number
- Negotiate a deadline for complete camera-ready copy and electronic files (formatted in MS Word) for all papers, table of contents, etc.
- Print, bind, and distribute.

The publication process cannot begin until all material is available. The sponsoring committee must ensure that:

- All papers in the group are processed together, expeditiously
- Any additional introduction, table of contents, etc., are added to the manuscript and electronic file
- A meaningful abstract for the text is prepared as camera-ready copy and as part of the electronic file
- A completed [IEEE Copyright Form](#) accompanies the manuscript and file copies.

## Technical Panel Session Text

A two- to eight-page paper for each panel session presentation, along with a brief summary of the session as a whole, will be published in a meeting's Proceedings.

However, if a special publication of a technical panel session at a PES meeting is desired that is beyond the intent or length requirements of the Conference Proceedings, and if the written text of the discussion is approved by appropriate Technical Committees, then the following instructions apply.

The text of the discussion should be submitted, reviewed, and processed as required by this kit. A letter of intent should be initiated by the sponsoring committee or other group and sent to the Vice President, Technical Activities and Vice President, Technical Information Services Activities, with a copy to the PES Executive Office. This letter should provide:

- Rationale and justification for such publication
- Indication of its need and potential sale volume.

The Technical Council and Technical Information Services Activities department review the matter, and, upon their approval, the Vice President, Technical Information Services Activities authorizes the PES Executive Office to proceed with the following steps:

- Issue a special publication number
- Negotiate a deadline for complete camera-ready copy and electronic files (in MS Word) for all discussions, table of contents, etc.
- Print, bind, and distribute.

The publication process cannot begin until all material is available. The sponsoring body must ensure that:

- All discussions from the panel are processed together, expeditiously
- Any additional introduction, table of contents, etc., are added to the manuscript and electronic files
- A meaningful abstract for the text is prepared as camera-ready copy and part of the electronic files
- A completed [IEEE Copyright Form](#) accompanies the camera-ready manuscript and electronic files.

## Tutorial Session Text

Text for tutorial sessions held at General Meetings or Special Technical Conferences is usually published in advance of the meeting for use during the tutorial session. A brief, general summary of the tutorial will be published in the Conference Proceedings. However, the level of detail in the summary should not be sufficient to discourage purchase of the tutorial session text.

A letter of intent should be initiated by the Technical Committee and addressed to the appropriate Technical Committee chair, the chair of the Tutorial Sessions Subcommittee of the Power Engineering Education Committee, and the Vice President, Technical Information Services Activities, with a copy to the PES Executive Office. This letter of intent should provide:

- Proposed title
- Rationale and justification for the tutorial
- Detailed outline of the tutorial, along with the names and affiliations of each contributor
- Meetings at which the tutorial is intended for presentation.

Approval from the two committee chairs and the Vice President must be obtained in writing before the tutorial is tentatively scheduled for a meeting.

The tutorial is scheduled for presentation after:

- The first draft has been completed and approved by the chair of the Tutorial Sessions Subcommittee of the Power Engineering Education Committee
- A list of committed presenters is established
- Written approval for presentation has been obtained by the sponsors from the meeting's Technical Program Chair.

Complete camera-ready copy, an electronic copy of the work prepared as an MS Word file, and a signed [IEEE Copyright Form](#) from each contributor must be received by the PES Executive Office no later than 90 days before the tutorial presentation date.

The PES Executive Office arranges for the printing, binding, and distribution of the course material for the tutorial session. The price of the text is set by the Vice President, Technical Information Services Activities and it is made available for sale at and after the meeting.

Copies of all correspondence, including the letter of intent and approval letters, should be sent to the Vice President, Technical Activities and Vice President, Technical Information Services Activities.