Guidelines to Ensure Quality of Content of Technically Cosponsored Conferences

1. Purpose

The purpose of this document is to communicate guidelines to conferences requesting Technical Cosponsorship with Proceedings Acquisition for the IEEE Control Systems Society. Conference organizers should also see the IEEE document paper acceptance criteria.

2. Implementation of IEEE Policy Regarding Verification of Possible Inappropriate Re-use of Previously Published Material

IEEE requires that all manuscripts submitted must go through a check of "inappropriate re-use" of previously published material prior to being uploaded to IEEE Xplore. To this end:

- It is mandatory that the web-based system you use to manage the paper submission and the review process includes a software detection tool, such as iThenticate or Crosscheck, that tests submitted manuscripts for similarities.
- An internal committee should be set up by the conference Program Chair to evaluate the results of the software detection tool and a well-defined procedure must be decided *a priori* to deal with violations.
- Authors should be required to sign a commitment statement (prepared by the conference Program Chair, by suitably adjusting the draft version provided here) at the time of first submission, where they declare, on the same form, in particular, that the submitted results are original, that they have not appeared in publications, that they have not been accepted to appear elsewhere for publication, and that they are not simultaneously under review for another publication. They should also acknowledge that they are aware that their paper will be tested for similarities and that in case of possible violations, they may incur penalties.
- Finally, serious cases of "inappropriate re-use" of previously published material, in particular plagiarism cases, should be reported to the IEEE CSS Vice President Publication Activities, who will in turn transfer the alleged cases to the IEEE CSS Committee of Ethics in Publishing.

It is the responsibility of the conference organizers to implement the above points. Failure to comply with the above requests may prevent the distribution of the conference proceedings through IEEE Xplore as well as the acceptance of future requests for proceedings acquisition.

3. Conference Organizer Obligations

The conference proceedings quality will be considered with regard to the following principles:

- Conference proceedings content with respect to conference scope
- Written quality requirements of conference proceedings content
- Selection of content and peer review
- Commercial or non-commercial publisher acceptance criteria for conference proceedings

1. *Conference Proceedings Content with Respect to Conference Scope*

The conference organizers, their sponsors, and/or the proceedings publishers are obliged to define the scope of coverage for a conference, which should be stated publicly in the conference's Call for Papers.

It is recommended that the content published and disseminated via the conference proceedings should reflect accurately the scope of coverage of the meeting or closely related areas.

2. *English Language Requirements for Conference Proceedings Content*

All articles must be written in the English language. The content of the article or paper should be of sufficient written quality to enable readers to follow the narrative easily.

3. *Selection of Content: Conference Presentations and Peer Review*

Participants at the conference should be aware that they, or a delegate notified and approved by the conference organizers, are expected to present and defend the   article, paper, or other content in person at the conference, in order for their article, paper, or other content to be considered for inclusion in the conference proceedings publication. In cases   where this is not the normal practice of the conference organization or the publisher, this fact should be noted as part of the final published conference record (e.g., a table of contents with non-presented papers noted), or on the final published documents themselves (e.g., as a footnote on the first page of the paper). Each conference has the option to exclude accepted papers from the final proceedings if the author does not attend the conference (commonly referred to as a "no-show author").

A proper editorial screening process is the key to developing a strong conference program and a high quality conference proceedings publication. Peer reviews are required for material to be included in any scholarly research conference (with the rare exception of, for example, a conference whose proceedings contained only invited papers). These reviews represent objective evaluations of the research and enforce high standards of submissions.

3.1 Suggested Workflow for Conference Organizers:

- Establish which types of presentations from the conference will be considered for inclusion   in the conference proceedings publication (e.g., keynote speech, articles or papers, or other   content presented to a topical session, poster session, etc.).

- Decide what form of the research content the reviewers will assess (e.g., abstract only, conference presentation submitted in advance, or final research paper prepared for   conference proceedings publication).

- Develop a schedule for the review tasks, deadlines, and dependencies.

- Decide if the review is a blind or double-blind review. (A blind review is one where only the   referees are anonymous. In a double-blind review, the author and referees are anonymous to   one another).

- Select independent referees who are reliable subject matter experts.

- In your Call for Papers, communicate a firm deadline for submitting papers.

- Assign an appropriate number of referees to each paper.

- Decide upon a process for adjudication in the event of conflicting opinions from referees.

- Establish the expected percentage acceptance rate of papers.

- The structure and complexity of the peer review process, and the subject matter expertise available within the pool of reviewers, should be in line with the number and type of articles   included in the conference.

Conference organizers should endeavor to develop a sufficient pool of referees to review all submitted papers. The assignment of at least two referees to each paper submitted, and no more than 12 to 15 papers to each referee should allow for reasonable peer review, but may be adjusted as appropriate to the conference's or publisher's circumstances. When instructing referees, it is best to first establish the criteria the referees will apply. For example, it is suggested referees focus on these essential criteria for a recommendation of acceptance for publication:

- TECHNICAL OR SCIENTIFIC SOUNDNESS AND NOVELTY: technically or scientifically sound and new or innovative methods or approaches to a problem (or its examination) in a given subject area that is within the conference's scope.

- WRITTEN QUALITY: a presentation in *English* that delivers its information with sufficient quality to enable readers to follow the narrative easily, and which can be used by the appropriate audiences to further their knowledge or research.

3.2 Tools to Manage the Peer Review Process:

Whenever possible we recommend that conference organizers use a peer review application or tool to manage submitted works.

Conference organizers or their designees can use a peer review tool to:

- keep track of submitted abstracts and papers
- manage the selection of referees and their assignments
- monitor the status of reviews and ratings
- create a schedule or final program
- provide reports

4. Commercial or Non-commercial Publisher Acceptance Criteria for Conference Proceedings

IEEE reserves the right to check the quality of the content submitted for publication by the Conference Organizers. If the above guidelines are followed, the content should meet essential quality criteria.

If the Publisher judges that some percentage or more of the submitted content has not met these criteria, it maintains the right to decline to publish the whole or any part of the Conference Proceedings and further maintains the sole right to not consider future publication of subsequent conferences organized by the same conference organizers in order to maintain high quality Conference Proceedings standards.

Conference organizers should not guarantee post-publication indexing by abstracting & indexing (A&I) services, to their authors. These services may have their own specific criteria for selecting conferences for indexing, which may differ from the issues presented in this document. A&I services always have the right to reject conference proceedings. However, following the guidelines in this document will support the focus on quality, and therefore increase the conference's likelihood of getting indexed.