



PUBLICATION OF ARTICLES IN IEEE PERIODICALS BASED UPON IEEE CONFERENCE PROCEEDINGS
GUIDELINES FOR UFCF CONFERENCE ORGANIZERS

Each conference general chair shall appoint a proceedings editor or publications chair whose responsibilities shall include ensuring: 1) that the conference proceedings is submitted to IEEE for posting in IEEE Xplore in a timely manner, i.e., within one month of the last day of the conference, and 2) that these guidelines are followed in case a special issue of the Transactions on Ultrasonics, Ferroelectrics and Frequency Control (T-UFCF) is planned.

Whenever a conference based special issue is contemplated, the proceedings editor or publications chair shall request the concurrence of the T-UFCF Editor-in-Chief (EiC) at least one month prior to the conference.

The Guest Editor(s) shall be appointed by the EiC based on the recommendations of the conference Technical Program Committee Chair and the proceedings editor or publications chair. The Guest Editor(s) are to 1) organize solicitation of the “best” papers from the conference 2) circulate this list to the EiC and 3) compose an introduction to the special issue.

To ensure that the publication of the special issue precedes the next conference by a significant amount of time, the deadline for submission shall be set for no later than two months after the last day of the conference, and the special issue publication date shall be six months after the conference. Only the T-UFCF EiC may change this date.

Late manuscripts may or may not be included in the special issue, depending on whether or not the review of the manuscript is completed in time for the special issue. The special issue will not be delayed to accommodate late manuscripts. Manuscripts whose review is not completed on time shall be included in a subsequent regular issue, if accepted.

Ensure prospective special issue authors are made aware of the IEEE policy concerning reuse and substantial additional technical material requirement when extending a conference publication to a journal article by displaying the document “Publication of Articles in IEEE Periodicals Based upon Conference Proceedings – Guideline for UFCF Authors” on the call website.

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