Conference Publications: Managing Proceedings Publications

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Topics

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Technical Program/Ensuring the Quality of Conference Proceedings

Keys to ensuring the quality of conference proceedings:

- Drive quality at front end of the process by developing a quality process for the Technical Program

- Paper management planning is essential – determine:
  - Estimate number of papers received
  - Number of reviewers
  - Number reviews per paper
  - Desired acceptance rate

- Line up sufficient reviewers and be sure that they are not overburdened

- Utilize an automated process for paper management to ensure that all papers have sufficient reviews

- Leverage tools like Cross Check to guard against plagiarism

- Confirm that IEEE Sponsor(s) are supporting the technical program development
IEEE's Conference Publication Program (CPP) handles the acquisition and the post-conference distribution of conference content, which includes posting to IEEE Xplore.

**Requirements:**
Meetings must be sponsored or co-sponsored by IEEE and approved by IEEE Conference Services to be eligible for inclusion.
The Four Basic Steps

- Step 1: Request publication be included in the IEEE Conference Publication Program
- Step 2: Get confirmation of publication and information needed to prepare your proceedings
- Step 3: Collect and submit copyright forms for the papers in the proceedings
- Step 4: Prepare and submit the proceedings to IEEE
Step 1: IEEE Conference Publication Form

Required for post-conference distribution and to obtain Letter of Acquisition (LoA) which includes the IEEE Catalog Number, ISBN and ISSN numbers (if applicable)

To begin the process, fill out the form found at:
http://www.ieee.org/web/conferences/organizers/required_documentation.html
Step 2: Letter of Acquisition

Upon receipt of the IEEE Conference Publication Form, and verification of sponsorship, the IEEE Conference Publication Operations staff will issue a Letter of Acquisition (LoA) with information required for producing the conference content.

The following information will be provided to the Publications Chair in the LoA:

- Titling Information
- Submissions Required
- Catalog Numbers
- Copyright Information
- Shipping Instructions
- Additional Resources

The LoA is a formal agreement between the conference and IEEE. Make sure to read, sign and return the LoA to confpubs@ieee.org.

Non adherence to all requirements outlined in the LoA will delay the availability of the conference proceedings in Xplore and the indexing of the technical papers.
Per IEEE Operating Policy, you must provide us with three (3) identical sets of Xplore compliant files on CD, DVD, or USBs which contain the following:

- Individual Xplore compliant PDFs of each technical paper
- Cover
- Title Page
- Copyright Page
- Table of Contents
- Author Index
- Packing List (download Packing List Generator at http://www.ieee.org/conferences_events/conferences/organizers/pubs/preparing_content.html)
  - itemizes all PDF files for the conference proceedings by content type (author papers, table of contents, etc.), which ensures that all files will be accounted for during processing. **Note: If any files are not included on Packing List, they will not be loaded into Xplore.**
- Any other front or back matter

*Please note that the Xplore compliant submission must be distinct from any proceedings in any format (CD, DVD, USB drive, paper, etc.) you may be producing for distribution to attendees and others. For detailed information on how to prepare and submit PDF files and packing lists, please visit the following website: http://www.ieee.org/web/conferences/organizers/pubs/preparing_content.html*
Naming (Publication Title) of Conference Proceedings

- Title of conference proceedings should match the conference title as provided on the Letter of Acquisition (LoA)

- Subtitles can change from year to year – should be placed under Publication Title on the title page

- Title consistency is **IMPORTANT** and essential for reference purposes and ensures that the end user can easily identify and locate the conference. It also ensures accuracy in cataloging

- If a title remains consistent and in use for 3 years, an ISSN application is processed by IEEE Conference Publications Operations staff
PDF eXpress & PDF eXpress Plus

PDF eXpress and PDF eXpress Plus are complimentary tools that...

- Help authors convert a wide range of application formats to IEEE Xplore-compliant PDFs
- Check author-created PDFs and report whether or not they are IEEE Xplore-compliant
- Provide assistance to correct problems with PDFs
- Improve the quality of the conference proceedings
- Ensure timely posting of conference content to IEEE Xplore
- Extend the reach and value of conference papers

PDF eXpress PLUS contains the same functions as PDF eXpress with one key addition, each author deposits their validated PDF on the site for collection by the conference's Publications or Technical Program Chair.
Step 3: IEEE Copyright Forms

Everyone can now use the Electronic IEEE Copyright Form (eCF):

- For conferences using a manuscript submission system, the conference Publications Chair needs to register to use the eCF. The registration form can be found at: http://ecopyright.ieee.org/registration/registration.html
- For conferences without a manuscript submission system, the Publications Chair should register to use the tool at: https://ecopyright.ieee.org/copyrights/registration.jsp

Printable versions of the IEEE Copyright Form are also available in PDF, DOC, and HTML formats. You can find the printable versions at: http://www.ieee.org/publications_standards/publications/rights/copyrightmain.html

For more information or questions, please contact IEEE Intellectual Property Rights or visit their website as provided below:
Website: http://www.ieee.org/publications_standards/publications/rights/index.html
Email: pubs-permissions@ieee.org
Step 4: Preparing Conference Content for the Xplore Digital Library

Three ways to prepare Xplore submission:

http://www.ieee.org/web/conferences/organizers/pubs/preparing_content.html

- **Preparation by an IEEE production operation** - IEEE eXpress Conference Publishing and Conference Publishing Services (CPS), a division of IEEE Computer Society, both offer fee-based publishing services including preparation of PDFs for the IEEE Xplore Digital Library.

- **Preparation by a qualified third-party vendor** - Xplore-compliant PDFs may be prepared by a third-party vendor. The vendor should review the IEEE Xplore requirements and confirm its capability to deliver compliant files.

- **Prepare it yourself** - If conference authors are preparing their own PDFs, the conference should register for IEEE PDF eXpress -- a free, online tool for authors that will allow them to either convert their documents into compatible PDFs or to submit their own PDFs for compatibility testing.
Xplore CD Formatting Example
Guidance on Dealing with Non-Presented Papers

- Call for Papers for the conference **must** include the conference’s policy on non-presented papers if you are intending to withhold the papers from Xplore.

- The submission period of 30 days remains in effect. Conferences must:
  - Balance confirming the reasons for the author’s absence with the need for timely submission
  - Establish verification process in advance of the conference
  - Communicate early with authors for rapid resolution

- Several IEEE Societies have Best Practices for handling their non-presented papers at conferences

- If your conference is intending to withhold the papers from Xplore, they still need to submitted on the Xplore compliant files, but marked as suppressed on the packing list.
All conference publication material is to be sent **no later than 30 days** after the conference end date.

Timeliness of conference content delivery affects:
- Number of times authors are cited
- How often content is downloaded from Xplore
- How quickly printed proceedings are delivered to waiting libraries
- How quickly information gets to 90+ Abstract & Indexing organizations
Conferences are NOT automatically accepted by partners but are instead evaluated and indexed by editorial staff for appropriateness within discovery databases.

Comprehensive Partners

- **Elsevier**: IEEE’s partnering arrangement with Elsevier includes integrating abstracts and index entries from articles in IEEE Conferences provided that the articles are available as full-text PDFs with corresponding abstracts. At the present time, Elsevier is unable to integrate multimedia.

- **Thomson**: IEEE’s partnering arrangement with Thomson is similar to Elsevier’s, however, Thomson reviews each conference for applicable database appropriateness on topic, breadth and scope.
• **IET’s Inspec**- IEEE’s partnering arrangement with IET includes abstract records for all IEEE Conferences, including the title, author(s), publication identity, page numbers, and Document Object Identifier (DOI). They provide IEEE with indexing and IET keywords that we use in our Xplore record.

• **OCLC’s Worldcat**- Network of library content and services that uses the Web to allow institutions to be more connected. Information seekers link to our content faster and easier.

IEEE conference content may also be indexed with specialized partners based on their conference scope (ACM, NLM, APA).
Indexing and Abstracting Partners (continued)

Why partners important:
- Discoverability
- Users are driven to IEEE Xplore
- Improved journal impact factor

Conference papers as they currently appear in Xplore are indexed by many discovery providers and it is the practice of these providers to index only complete, published content (e.g., entire conference, complete issues of periodicals).

If an entire conference has not been accepted, the single paper contained therein will not appear.

Partners are UNABLE to replace existing documents in their products, therefore, they do not accept updates from IEEE.
Beware of Common Submission Mistakes

- Xplore compliant files not submitted
- Packing list not included or incorrect
- Number of files on Xplore CD do not match Packing List
- Some unique identifiers assigned incorrectly
- Authors name cited incorrectly or misspelled
- All media not submitted together
Submission Problems Lead to...

- Posting delays, both to Xplore and A&I partners
- Difficulty in discovering conference content in Xplore

Complete information gets articles found

*If you can’t find it, you can’t cite it!*
IEEE Xplore contains the final versions of the proceedings from IEEE Conferences. Final versions may exclude papers not presented at the conference or papers for which IEEE is not the copyright holder.

It is important to "Get it right the first time"

- Eliminates follow up and reworks
- Ensures authors accurate presence in Xplore
Conference Intellectual Property
Contact Information

- Group Email Alias: confpubs@ieee.org (all conference publication related inquiries should be sent to this alias)
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eXpress Conference Publishing Publications:
http://www.ieee.org/conferences_events/conferences/publishing/index.html
Group Email: conferencepublishing@ieee.org

Conference Publishing Services (CPS)
http://www2.computer.org/portal/web/cscps/
Group Email: cps@computer.org

IEEE Intellectual Property Rights (IPR)
Group Email: pubs-permissions@ieee.org

Technical Program Integrity Committee (TPII)
Group Email: tpii@ieee.org
QUESTIONS