Publishing Tools

For Authors and Conference Organizers

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Publishing Models

- Dessemination Objective of Publishing
- IEEE Xplore portal allows visibility
- IEEE Publishes very large content annually and purchases rights
- Access to copyright contents is regulated
- Access Models
  - “Subscribe and Access”
  - “Open Access Models”
Publishing Tools Targets & Roles

- Target of Publishing activity is a Proceedings on *Media* or IEEE *Xplore* digital content
  - Paper, CD/DVD/USB, or online

- For Authors: Accepted Papers
  - Creaters of Content

- For Conference Organizers
  - Who organize the compilation of content
  - Typically role of “Publication Chairs”
Drive to Publish

Increasing number of publications and authors

Why does one publish?

• Sharing knowledge
• Prestige and recognition
• Requirements for degree (Ph.D.)
• Career Assessment based on publications
• Reflective benefits

  Writing promotes better understanding, logical organization requires clarity of thought, sparking new ideas
Publishing Ethics

- Authorship
- Conflict of interest
- Plagiarism
- Simultaneous submission
- Research fraud
- Salami slicing
Author Publishing Responsibilities

- Who is an author? - all 4 criteria, substantial contribution:
  1) Conception or design of the work;
  2) Acquisition, analysis, interpretation of data for the work;
  3) Drafting the work or revising it critically for important intellectual content;
  4) Final approval of the version to be published;

Agrees to be accountable for all aspects of the work: accuracy or integrity of any part of the work.

AVOID: Ghosts, Guests and Gifts
Organizers Publishing Responsibilities

- Enforcement of Publishing Ethics
Freely Available Publishing Tools

- Electronic Copyright form (eCF)
- PDF eXpress and PDF eXpress PLUS
Stages Towards Publishing - Author View

- Submission of original manuscript
- Review Process
- Acceptance Decision
- Compliance for Publishing
  - Transfer of Copyrights (IEEE acquires the rights) eCF
  - Assurance of portability and printing, also Xplore: IEEE PDF Specification 4.11
The Electronic Copyright Form (eCF)

- **What is the eCF?**
The eCF is an online version of the IEEE Copyright Form. It functions by way of a step-by-step ‘Wizard’ that determines the author's copyright status through a series of questions and replies, and then brings the author to the appropriate form to sign.

- **Who can use the eCF?**
Use of the eCF is open to any IEEE conference publication chair who wants to link his or her manuscript submission site to the eCF, and who has registered the submission site with the IEEE Intellectual Property Rights (IPR) team as a ‘trusted source’.
More on eCF ...

Authors provide the paper’s most basic metadata, (Title, Author's details), Passed along in real time to the IEEE Copyrights database.

The eCF “Wizard" guides the author to the appropriate form, which is signed by typing in their names and clicking on a "Submit" button.

Author's copyright status type of organization the author is affiliated with (either private industry, U.S. Government, or a Crown Government).

Authors "sign" the IEEE Electronic Copyright Form simply by typing name at the proper location, carries the same legal weight as a handwritten signature

ECF and the Conference Organizers

- Paper submission portal must have the proper set up, if not register with IEEE, get 3 letter *id*.

http://ecopyright.ieee.org/registration/registration.html

Contact IEEE IEEE Intellectual Property Rights Office for assistance get access to

https://ecopyright.ieee.org/copyrights/login.js

The tools allow you to run reports on eCF submissions, and if necessary, upload metadata for author papers that are not loaded through your manuscript submission system.
PDFeXpress Plus workflow

Step 1: Organizers requests a PDF or a PDF eXpress Plus site when completing the IEEE Conference Publication Form.

Step 2: A customized PDF eXpress Web page is created and is available exclusively to your conference authors.

Step 3: After the PDF eXpress site has been created, IEEE PDF support provides you with instructions to post on your conference Web site for your authors. These instructions reference the conference's Letter of Acquisition and address the requirement of placing the appropriate copyright footer on each article. Please be sure that all authors receive these important instructions.

Step 4: Prior to submitting their final papers, authors visit your conference's PDF eXpress site to either: • convert their papers from their source application formats to Xplore-compatible PDFs, or • check existing PDFs to determine if they are Xplore-compatible (and how to fix the PDFs if they are not).

Step 5: As soon as your authors verify that their PDFs are Xplore-compatible, they send these PDFs to you or your production team.

Step 6: Each PDF needs to be checked to verify that the creation date matches the last modified date. If the dates don't match, inform the author that the PDF cannot be accepted because the modification may have jeopardized Xplore compatibility.

Step 7: Once you have your conference's certified PDFs, you are ready to prepare the Conference Content for the IEEE Xplore Digital Library.

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Thank You!

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