

IEEE Electrification Magazine — Associate Editor/Guest Editor Guide

November 2022

*(Adapted from the IEEE Power & Energy Magazine Guest Editor Guidelines
which is gratefully acknowledged.)*

The *IEEE Electrification Magazine* Associate Editor/Guest Editor Guide is intended to provide Associate Editors and Guest Editors with the information needed to be able to deliver the contents for a high-quality issue on time and to define their responsibilities during the publication process.

Special Section Proposals

Proposals for special sections should be sent to the Editor-in-Chief for review and approval. The following information should be included:

- a brief description of the issue theme
- the proposed topics of the articles
- a list of potential authors.

Special Section Preparation

If the proposal is approved, the primary point of contact is the Editor-in-Chief. The Associate Editor/Guest Editor has the following responsibilities:

1. Select authors for seven or eight feature articles. The mix of articles should reflect globally diverse regions and communities so as to capture the international character of IEEE. No author should appear on more than one article.
2. Select authors for the Technology Leaders column and the Viewpoint column.
3. Request articles to be considered for the Newsfeed column from your contacts in the sponsoring Societies or the technical committees.
4. Compile author demographics for each feature article and column including:
 - Full name of contributor
 - Affiliation
 - Employment sector: industry (applied engineering in energy service providers, technology solution providers), academia (education institutions), government (research, policy, regulatory institutions)
 - Job function: education, research, applied engineering, or business and technical leadership
 - Nationality
 - IEEE PES region
 - Gender.
5. Provide the authors with the [IEEE Electrification Magazine Article Template](#) and the [IEEE Electrification Magazine Author's Guide](#). Ensure that the instructions contained in both documents are followed and that the articles are well written for a wide audience.
6. Send drafts of the feature articles and columns as soon as possible to the magazine administrator so they can be submitted to CrossCheck early enough so any problems that might arise can be addressed.

7. Have the feature articles and columns thoroughly reviewed and provide editorial comments to the author.
8. Request final versions of the feature articles and columns from the authors and ensure that the review comments have been addressed.
9. Determine the order of the feature articles.
10. Provide a guest editorial of approximately 1,500 words (up to 2,000 words are OK) to introduce the special section.
11. Request the following material from the authors of each feature article and column:
 - a source file for the final version of the article or column in Word or LaTeX format
 - the final version of the article or column in PDF format
 - a separate source file for each figure in jpg, gif, tif, or eps format with a resolution of at least 300 dpi
 - a one-line bio for each author (name, e-mail address, and affiliation)
 - contact information for the corresponding author (e-mail address, mailing address, and phone number).
12. Provide all of the required material for the issue to the Editor-in-Chief by the deadline date.
13. Provide suggestions for the cover.
14. Check proofs of the cover, the guest editorial, and the entire issue.

Best Practices

1. Identify a co-editor. An alternate contact who is fully familiar with the status of the issue is invaluable.
2. Develop a project plan early and keep to the schedule. Submitting materials early is highly recommended. We cannot submit poor quality materials or fail to meet deadlines because it delays the distribution of issues, which upsets our membership and advertisers.
3. A wide array of authors from different affiliations and countries is strongly desired.
4. Have multiple contacts for the articles, plan articles well in advance, and require authors to provide abstracts so that overlap can be avoided.
5. Provide feature articles and columns that you consider publishable up front. Please recognize that feature articles and columns typically require at least two review cycles. Advise authors there will be multiple levels of review.
6. Ensure that the authors have obtained written permission to reprint figures that have been used from other sources and that the sources have been cited properly in the captions.
7. Meet audience needs. Ensure that a first-year engineering student or a non-technical person familiar with the electric power industry (attorney, marketer, economist, regulator, etc.) will be able to understand at least 80% of every article.
8. The IEEE will send a copyright form to the corresponding author for electronic signature. However, it is a good idea to send the author the copyright form early to ensure that the author's legal department will properly address the copyright if necessary so it is not an issue at the 11th hour. IEEE will not change the copyright.