This document incorporates changes to the PSPB Operations Manual approved by the IEEE Publication Services and Products Board through the 17 February 2012 meeting and incorporates revisions approved by the IEEE Board of Directors through 20 February 2012.
# IEEE PSPB Operations Manual

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IEEE Incorporation

IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action that relates to that law.

Governance

IEEE Bylaw I-300. Paragraphs 1 and 2

Governance. The policies, procedures, rules and regulations by which the IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE’s fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as operations manuals, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

The IEEE Bylaws and Policies applying to the Publication Services and Products are proposed and amended by the IEEE Publication Services and Products Board (PSPB), with final approval by the IEEE Board of Directors.

PSPB Operations Manual

IEEE Bylaw I-303.9

Major Board Operating Procedures. Each Major Board shall adopt operating procedures that are responsive to the needs of such Major Board for the purpose of governing its operations and administration. These operating procedures shall be maintained in an Operations Manual and shall conform to and not conflict with the IEEE governance documents described in Bylaw I-300. The Operations Manuals or any amendments to its procedures shall not be adopted until such Operations Manuals or any amendments have been submitted to and reviewed by the IEEE Governance Committee. The minimum required information to be contained in the Major Board Operations Manuals shall be specified in the IEEE Policies.

The PSPB Operations Manual follows the mandate of IEEE Bylaw I-303.9 and is arranged in eight sections, each covering a different facet of PSPB. The Manual contains only those items that directly affect the operations of PSPB and the decisions of PSPB on matters delegated to it by the IEEE Board of Directors, including guidelines for publication services and products of IEEE and its organizational units. These guidelines amplify the requirements of IEEE Policies.
Approval of and Changes to the PSPB Operations Manual

The first edition of this document was authored by a PSPB focus group chaired by Pete Morley with Ken Dawson, Murray Eden, and Josephine Germano as members and approved by PSPB on 16 November 2001. The version approved by PSPB on 23 June 2006 and by the IEEE Board of Directors on 11 August 2006 represented a major revision from previous editions. This current version includes approved amendments through 17 February 2012. The PSPB document working group responsible for the editorial changes was chaired by Pete Morley with Ken Dawson, Josephine Germano, Bill Hagen, David Hodges, Michael Lightner, Ken Moore, and Steve Yurkovich as members. The IEEE intends to continuously update the PSPB Operations Manual. Modifications to this document shall be approved by PSPB in accordance with Section 5.2.2 of this manual and IEEE Bylaw I-300.4(5).
other classes of IEEE publications.

The IEEE Intellectual Property Rights Office shall take all appropriate measures, including registering qualifying magazine titles through the U.S. Patent and Trademark Office, to protect its titles from infringement by others. The expense of title registration will be borne by the sponsoring organizational unit.

(See also IEEE Policies, Section 6.3.2 – Guidelines on the Use of the IEEE Logo and “IEEE”. This policy is also stated under Section 8.1.5 for convenience.)

(See also Section 8.4.7 for information on Conference Proceedings titles.)

Revisions to Section 8.1.6 – Titling Protocols for IEEE Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

**8.1.7 Multiple Publication of Original Technical Material in IEEE Periodicals**

IEEE Policies, Section 6.4 - Multiple Publication of Original Technical Material in IEEE Periodicals

IEEE’s technical publications shall include original material which appears only once in the archival literature. Unusual circumstances may allow for exceptions to this policy. The appropriate procedures to be followed shall be specified in the PSPB Operations Manual. The publication of a conference paper or papers in an IEEE periodical is permitted at the discretion of the Editor provided that all the papers have undergone the standard peer review for the specific periodical in question.

Exceptions to IEEE Policies, Section 6.4 shall be restricted to the following.

A. REPUBLICATION OF INDIVIDUAL PAPERS

The occasional republication of an individual paper from another IEEE (or non-IEEE) publication is permitted at the discretion of the Editor, provided:

1. Such republication will significantly benefit the readers of the second publication.

2. The author’s permission is sought and obtained by the Editor.

3. Permission is also cleared through the IEEE Intellectual Property Rights Office or, in the case of a non-IEEE publication, the other publisher’s Permissions Department.

4. The republished paper is printed with an appropriate copyright/credit line indicating the original source.

B. SPECIAL DISSEMINATION VIA “BONUS” ISSUE

Collaboration between two or more IEEE or Society periodicals in jointly sponsoring a special issue on an interdisciplinary subject of mutual interest is permissible provided that the papers appear in only one periodical, hereafter identified as the Bonus Periodical. In such cases, the issue of the Bonus Periodical would be overprinted with the additional copies provided as a bonus to the member and
nonmember subscribers of the collaborating publication(s). Although no formal approval is required, the Editors involved must jointly notify the Vice President - Publication Services and Products (via the PSPB Secretary) of their intent to produce a Bonus Issue at least six months prior to the proposed publication date. The notification must clearly specify the agreed upon arrangements for distribution and cost-sharing.

C. **JOINT PUBLICATION OF A WHOLE ISSUE**

Joint publication of an entire issue (or of a substantial section of an issue) is not encouraged, and requires the approval of a Multiple Publication Proposal by PSPB and the Board to which the sponsoring IEEE organizational unit reports. Approval must be obtained prior to the beginning of the annual IEEE budgeting cycle of the year preceding the anticipated publication date.

The Multiple Publication Proposal must include:

1. Statistics about overlapping members and subscribers;
2. A statement relative to the novelty of the topic; and
3. A joint agreement signed by the Editor of each of the periodicals indicating which will be the “primary” and which the “secondary” or reprint publication.

D. **JOINT PUBLICATION OF SPECIAL ISSUES WITH NON-IEEE PUBLICATIONS**

Joint publication of special issues between an IEEE periodical and a non-IEEE periodical is not encouraged and should be considered only in the spirit of the above requirements. The “Bonus” issue approach is recommended over the traditional joint issue. However, if a joint issue is finally agreed to be desirable, the IEEE Editor is required to follow the procedures of Section 8.1.7C for approval of IEEE involvement. The IEEE Editor should strive to arrange that the IEEE publication be the “primary” publication. In this case additional information should be supplied concerning which publisher is responsible for editorial handling, composition, printing, mailing/other distribution; which will hold copyright and handle reprint/replication permissions; how expenses and income are to be handled, etc. Early consultation with Publications, Products, and Services is highly recommended.

E. **PUBLICATION OF IEEE CONFERENCE PAPERS IN IEEE PERIODICALS**

The publication of a conference paper or papers in an IEEE periodical is permitted at the discretion of the Editor provided that all the papers have undergone the standard peer review for the specific periodical in question.

(See also Section 8.2.4.F. “Guidelines for Editorial Reuse of Previously Published Material, and Adjudicating Inappropriate Reuse of Previous Work or the Failure to Inform Editors of Previous Publications or Multiple Submissions.”)
Through its publications, IEEE enables innovation and the evolution of existing technologies. Readers will find the origin of a technology in a conference paper, see it mature in a journal article, get an overview of it in our magazine articles or books, and find the industry standards necessary for implementation. Over 130 periodicals and 800 conferences let authors choose the best forum for their work.

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