

**APPENDIX XIII  
PUBLICATIONS COMMITTEE  
APPENDIX XIII.A  
Chairman's Report ---Fiedziuszko**

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- *Special thanks to Roger Pollard for his outstanding work on this Committee, (especially for electronic publishing contributions)*



*Publications Committee*

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■ **ISSUES**

- *IMS Dec. Special Issue*
- *MTT-S Magazine*
- *Electronic Publishing - CD-ROM*
- *Code of Ethics ( guidelines) for authors and reviewers*



*Publications Committee*

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■ **AGENDA**

- *Chairman's remarks*
- *Transactions Editor's Report ( Bob Trew)*
- *Discussion on IMS Dec. Special Issue*
- *Proposal for Outstanding Reviewer Awards*
- *MGWL Editor's Report ( E. Yamashita)*
- *IEEE Press/MTT Book Series (M. Golio)*

**APPENDIX XIII. B**  
**Transactions Editor's Report Discussion On IMS**  
**Dec. Special Issue. Proposal For Outstanding**  
**Reviewer Awards - Trew**

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*Report*

*MTT Transactions*

*R.J. Trew*  
*Editor*

*Topics*

1. Status
2. Proposal for 'Outstanding Reviewer Awards'
3. Special Issue Discussion

*IEEE Transactions on Microwave Theory and Techniques*

*Statistics from 1/1/96 to 12/31/96*

*Compiled December 31, 1996*

New papers received:	307
Dispositions:	
Papers accepted:	281
Papers rejected:	82
Papers transferred:	18
Total rejected or transferred:	100
Revise and Resubmit:	54
Total Dispositions:	435
Rejection rate:	26.2%
Total papers in review:	122
Papers requiring author action:	225
Total manuscripts in process:	347

**Papers In Review:**

1. Y Ida, et.al  
"A K-Band MMIC Transversal Filter using Directional Couplers"
2. M. Madihian, et.al  
"A Sub-nsec Resonant Type Monolithic T/R Switch for Millimeter-wave Systems Applications"
3. T. Mader, et.al  
"Analysis and Design of Class E High-Efficiency Microwave Power Amplifiers"
4. C. Brosteaux, Y. Crosnier  
"A High Performance Ka Band PHEMT MIC Tripler"

**Tutorial Papers in Review:**

1. T. Sarkar, et.al  
"A Tutorial on Wavelets from an Electrical Engineering Perspective"

**Papers on the Horizon:**

1. Low Voltage MESFET Power Amplifiers: Device and Technology Design Issues
2. RFICs for Direct Sequence and Frequency Hopped Wireless LAN Applications
3. RF Circuits and Technology Requirements for GSM based cellular handset applications

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**NEED EVERYONE'S HELP :**

**Aggressive Campaign Planned for 1997 to promote Applications oriented Technical papers, Tutorial and Review papers**

## For:

Establishment of '*Outstanding Reviewer Awards*' for the *MTT Transactions* and *Microwave and Guided Wave Letters*.

## Purpose:

To reward and encourage outstanding reviewer service to MTT publications.

## Implementation:

One or more awards for the *Transactions* and one or more awards for the *MGWL* will be given on an annual basis to reviewers determined to have provided outstanding service to MTT publications. Criteria for selection will include (1) the number of reviews performed in the preceding year, (2) the quality of reviews, and (3) the timeliness of the reviews. The awardees will be selected by the Board of Editors, consisting of the Editors and Associate Editors of the *Transactions* and *MGWL*. The BOE will solicit nominations from the Guest Editors for the Special Issues, but the Guest Editors will not otherwise participate in the selection process.

## Award:

The award shall consist of (1) a certificate signed by the Editors and suitable for framing and (2) an announcement (including photograph and biography) that will be published in the January issue. No monetary award shall be made. Costs for printing of the certificates will be part of the operating budget for the *Transactions*.

## Background:

As peer reviewed journals the *Transactions* and *MGWL* are critically dependent upon reviewers and the review process. Each year well over 400 reviewers actively participate in the review process, and we maintain a reviewer database of over 1000 names. The number of active reviewers is an indication of the submission volume. Currently, the *Transactions* receives about 500 new manuscripts per year, not counting papers submitted to the Special Issues. Each new manuscript is assigned to a minimum of three reviewers and if a paper is revised, it is generally sent to the original reviewers, along with a copy of their initial review and comments. Since some reviewers decline to perform the review and some simply don't respond, new reviewers are at times assigned to resubmitted papers. The bottom line is that the *Transactions* requires on the order of 2,000 reviews per year. This is a very large number and indicates that on average each active reviewer performs about 4-5 reviews per year. Some, of course, perform more than this and some only one. Reviewers are sorted by specialty area and only receive papers that are in their area of expertise. All reviewers are selected according to their stature in the field as demonstrated by publications or acknowledged work, and willingness to perform reviews.

The time-to-publication is gated by the review cycle, with a period of 4-6 weeks generally allocated for the review. Unfortunately, reviewers tend to be busy people and their work loads do not always permit timely reviews. The average time for a disposition on a new manuscript is on the order of 3 months, although some take longer, especially when the initial reviewers decline to review and new reviewers must be assigned. This situation is, unfortunately, frustrating for both authors and the Editors. The Editorial Board is working to minimize the time-to-publication and the time required for a first disposition is being reduced.

The purpose of the proposed awards is to reward and encourage outstanding reviewer service to MTT publications. The quality of MTT publications is critically dependent upon the review process and reviewing is the duty of the professional community. The proposed awards are intended to provide an extra incentive and to reward superior performance.

**Attractive Features:**

- Very popular with authors and readers.
- • Contains many 'applications oriented' papers.
- Increasing popularity of the IMS is producing correspondingly high submission volumes.

**Difficulties:**

- Increasing popularity of the IMS is producing correspondingly high submission volumes.
- Difficulties for the Guest Editors:
  - There is no mechanism not to include papers that receive favorable reviews. Work has already been 'pre-screened' by the IMS TPC subcommittees. Catch 22: How can the Guest Editors meet page budget limitations?
  - Many papers receive 'quick' reviews due to the very short time cycle. Also, it's very difficult for reviewers to determine that a paper contains sufficient new or additional information beyond what is already in the Digest.
  - Short cycle time permits very minimal opportunity for Revise and Resubmit decisions.
- Difficulties for the Transactions Editor:
  - No control over page budget. Over-budget situations are likely.

1996 IMS Special Issue had 139 IMS + 7 MWMCS papers for a total of 146 papers submitted; 58 were accepted and published. This is about 2.5 times as large as a regular issue and is not unique.

For 1996 the Transactions was 140 pages over budget, or about \$14K.
  - Regarding all Special Issues: Many papers that don't make the Special Issue deadlines (e.g., those with Revise and Resubmit dispositions) come to the regular Transactions with a 'seamless' continuity expectation of the authors. This generally isn't the case due to:
    - All Guest Editors don't forward files.

- Review concerns:  
'Quality' of some reviews due to the fast  
turn around required (this is a problem  
for the regular Transactions and a BIG  
problem for Special Issues).  
Revise and Resubmit decisions are often  
used to 'reject' papers without actually  
rejecting them.  
Original reviewers (when known) are  
often 'booked' with other papers due to  
assignment rotations.

### *IMS Special Issue Possible Actions*

1. Nothing - leave as is. Guest Editors make decisions based upon favorable reviews.
  - *Page budget and cost over-runs likely.*
2. Keep as is, but strictly enforce page budget limitations.
  - *Puts a tremendous strain on Guest Editors. Some authors will strenuously object.*
3. Keep as is, but increase page budget for IMS Special Issue.
  - *This could work, but limits the number of papers in the regular Transactions, unless overall page budget is increased.*
4. Restrict IMS Special Issue to
  - *"Best of the IMS", or Selected Topic Areas*
5. Eliminate IMS Special Issue
  - *It's very popular and contains many of our applications papers.*
6. ??????

## APPENDIX XIII.C

### MGWL Editor's Report - Sorrentino

Jan  
Denver 13, 1997

#### REPORT TO ADCOM

1. We have started accepting manuscripts submitted by e-mail. The implementation of this mechanism is expected to reduce the overall processing time by one month.

The total number of manuscripts submitted in 1996 has shown a decrease from 323 to 223 (-31%) with respect to 1995.

Total number of articles and pages in Vol. 6 (1996) were 117 and 556, respectively with a decrease of 5 articles and 3 pages with respect to the previous year.

2. Total number of articles and pages in each issue, from September 1996 through April 1997:

Months	Number of papers	Number of pages
September	12	48
October	11	48
November	9	40
December	6 *	80 *
January	5 *	24 *
February	6 *	28 *
March	10 *	44 *
April	6 *	28 *

\* estimated

3. The following is the data regarding Page Charges made by authors in recent issues:

Issue	# of papers	# Authors paying charges	% paying
Volume 6, #9	12	2	17%
Volume 6, #10	11	2	18%
Volume 6, #11	9	3	33%

4. Statistics to date, from August 29, 1996 through December 31, 1996:

8/29/96 - 12/31/96	# of papers	From Countries outside the U.S.
New papers received	69	33 [49%]
Papers Accepted	25 [33%]*	9 [24%]
Papers Rejected	50 [67%]*	29 [76%]
Papers in Review	9	5 [56%]

\*(Percentage of total Accepted and Rejected to date)

5. Processing time for papers, from date received to date of disposition, in the period 8/29/1996 through 12/31/1996.

Processing times	# of papers	Percentage*
1 to 20 days	20	26.7%
21 to 30 days	39	52.0%
31 to 40 days	13	17.3%
41 to 50 days	3	4.0%
51 to 60 days	0	0%
<b>Total</b>	<b>75</b>	<b>100%</b>

\*(Percentage of total papers processed)  
Average processing time: 25.5 days

6. Statistics to date, from January 1, 1996 through December 31, 1996:

1/1/96 - 12/31/96	# of papers	From Countries outside the U.S.
New papers received	223	130 [58%]
Papers Accepted	86 [37%]*	45 [31%]
Papers Rejected	148 [63%]*	100 [69%]

\*(Percentage of total Accepted and Rejected to date)

7. Processing time for papers, from date received to date of disposition, in the period 1/1/1996 through 12/31/1996.

Processing times	# of papers	Percentage*
1 to 20 days	49	20.9%
21 to 30 days	111	47.4%
31 to 40 days	68	29.1%
41 to 50 days	6	2.6%
51 to 60 days	0	0%
<b>Total</b>	<b>234</b>	<b>100%</b>

\*(Percentage of total papers processed)  
Average processing time: 26.6 days

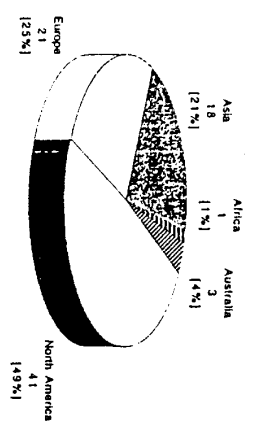
Respectfully,

*Roberto Sorrentino*  
Roberto Sorrentino  
Editor-in-Chief



Statistics by Region:  
 8/29/96 - 12/31/96

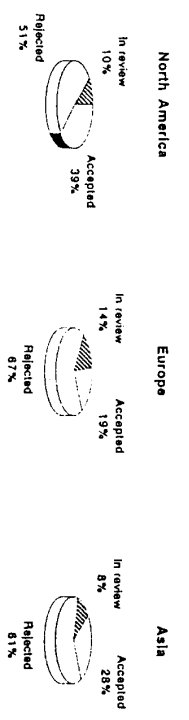
Total Manuscripts Processed



Roberto Sorrentino  
 Editor-in-Chief



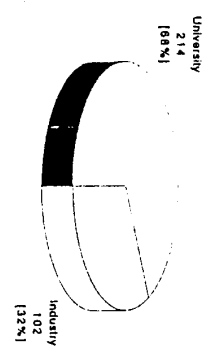
Statistics by Region:  
 8/29/96 - 12/31/96



Roberto Sorrentino  
 Editor-in-Chief



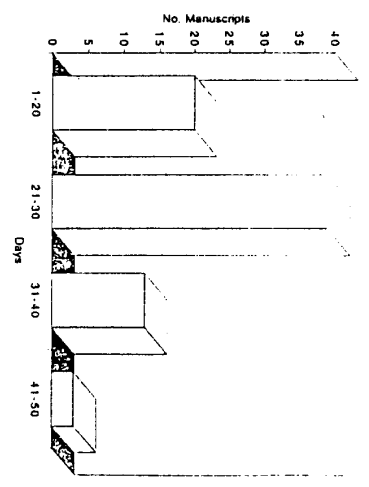
Manuscripts submitted in the period April '95 - July '96  
 Submission from University/Industry



Roberto Sorrentino  
 Editor-in-Chief



Paper Processing Times  
 8/29/96 - 12/31/96



Roberto Sorrentino  
 Editor-in-Chief

# APPENDIX XIII. D

## IEEE Press/MTT Book Series - Golio

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MTT/IEEE Press Liaison Report

Mike Golio

### Liaison Activities

1. Development effort for new **MTT Series** with IEEE Press and Chapman & Hall Co-publishers
2. Development Effort of individual titles for **MTT sponsorship** (outside of Series)
3. Aid IEEE Press with market evaluation, publicity, etc.

### 1.MTT Book Series Activities

IEEE Press Editorial Board has formally approved the new MTT Series

All 11 Current Chapman & Hall Titles are being considered for part of the Series

4 existing Chapman & Hall titles have been selected for test marketing starting in February

4 New Book Proposals are being reviewed and considered for inclusion in the Series. One has already been accepted.

### 1.MTT Book Series Activities

(continued)

Exploring the possibility of adding one subject area editor to focus on Microwave Measurements

Will begin advertising several Series titles in MTT Newsletter (Spring)

Plans to publish a "call for authors" mailing for the Series (Feb.)

Reviewed or arranged for review of 7 new book proposals

In pursuit of four authors to obtain new book proposals

### 2.MTT Book Sponsorship Activities

Reviewed or arranged for review of 2 new book proposals

### 3.Additional Activities

Developing Marketing database for IEEE Press on Microwave topics

Attended IEEE Press Editorial Board Meeting

### Other IEEE Press Developments

New Director of IEEE Press has been appointed

Ken Moore, previously Editor of "The Institute"

replaces Dudley Kay

IEEE Editor of MTT Series officially appointed

Karen Moore, previously Editor for Prentice Hall

### Next Steps

IEEE Press has suggested appointment of separate MTT Liaison and MTT Series Editor.

## APPENDIX XIII. E

### CD-ROM Archive Proposal

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IEEE MTT-S AdCom  
Publications Committee

#### *Proposal for a publications archive and indexes on CD-ROM*



MTT-S AdCom

Roger Polard  
January 1997



#### CD-ROM Projects

- 3 separate projects
  - Cumulative index of all MTT-S publications
    - ▶ Transactions, Letters, IMS Digest since 1953
    - ▶ Single CD-ROM to be updated and replaced each year
  - Current year publications and index.
  - Archive of all publications since 1953
    - ▶ Transactions and Letters: 54,000 pages
    - ▶ IMS Digest: 26,000 pages
    - ▶ Approx 17 CD-ROMs



MTT-S AdCom

Roger Polard  
January 1997



#### Cumulative Index on CD-ROM

- Cost in first year for 10,000 copies : \$30,000 (includes packaging but not mailing)
- Distribute free to members with 1998 renewal
- In second and subsequent years, will cost \$16,500 to update and republish future versions



MTT-S AdCom

Roger Polard  
January 1997



#### Current year publications on CD

- Cost for 10,000 copies: \$33.3K  
5,000 copies: \$23.3K
  - ▶ Assumes all publications available in electronic format
- Member subscribing to either MTT-S publication could receive CD-ROM at end of year for additional \$5.
- Member not subscribing to any publications could receive CD-ROM for \$10.
- Non-member charge same as for paper copies.



MTT-S AdCom

Roger Polard  
January 1997



## CD-ROM Projects Proposal summary

Project	Copies	Cost	
Cumulative index	10,000	\$29,795	free to members
Current year publications	5,000	\$23,295	subscribing members \$5 other members \$10
Publications archive	2,000	\$163,160	MTT-S members (advance) \$50 MTT-S members \$100 IEEE members \$250 others \$500
TOTAL COST		\$216,250	



MTT-S AdCom

Roger Pollard  
January 1997

## Publications archive

- Approx 17 CDs
- Copies

	\$	each set
500	135,260	\$270.52
1,000	144,560	\$144.56
2,000	163,160	\$81.58
5,000	206,210	\$14.24
10,000	286,460	\$28.65

- Includes packaging but not shipping costs
- Assumes availability of complete archive on paper for scanning.



MTT-S AdCom

Roger Pollard  
January 1997

## Publications archive

- Propose offer in late 1997
  - ▶ Pre-publication \$50 (MTT-S members only, before February 1998)
  - ▶ After publication
    - \$100 MTT-S members
    - \$250 IEEE members
    - \$500 non-members



MTT-S AdCom

Roger Pollard  
January 1997

XIII.D

## Mailing Costs

- Assumptions (index, 97 pubs and 17 CD archive)
  - ▶ 50,000 discs total
  - ▶ 50% mailing in USA, 50% overseas
  - ▶ \$1 per disk in USA
  - ▶ \$3 per disk elsewhere
  - ▶ mailings at book rate
- US mailing cost : \$25K
- non-US mailing cost : \$75K
- *pro-rata* for subsequent year updates

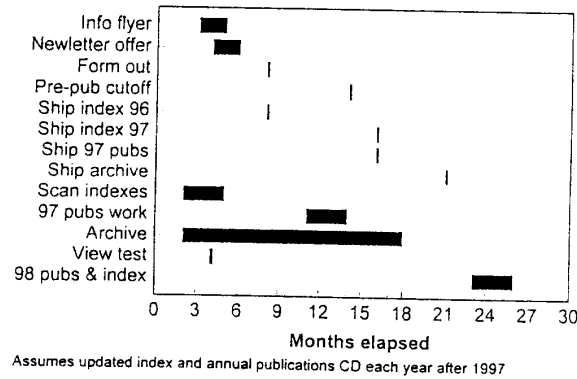
MTT-S AdCom

Roger Pollard  
January 1997

## Oversight Committee

- Charlie Jackson (Chair)
- Jerry Fiedziuszko (Chair, Publications Committee)
- Karl Varian
- Dick Sparks (Finance, liaison with IEEE)
- Roger Pollard

## Schedule



MTT-S AdCom

Roger Pollard  
January 1997

## Cashflow

	97 Q1	97 Q2	97 Q3	97 Q4	98 Q1	98 Q2	98 Q3	98 Q4	99 Q1	99 Q2
Cumulative Index 1996	\$5K	\$25K								
Cumulative Index 1997					\$17K					
1997 year-end publications			\$3K		\$20K	inc. \$10K				
1998 year-end publications									\$23K	inc. \$10K
Archive	\$5K	\$40K	\$40K	\$40K	inc. \$50K	\$40K				
Mailing			\$20K		\$40K	\$60K			\$20K	
Estimated net outgoing		\$140K			\$217K (\$60K)				\$43K (\$10K)	

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January 1997