



# IEEE Journal of Emerging and Selected Topics in Power Electronics

## ***Guidelines for Special Issues***

**Last Approved: 04 October 2023**

The following guidelines are to help the IEEE Journal of Emerging and Selected Topics in Power Electronics (JESTPE) Editors assess proposals for Special Issues (SI) and determine if they should be accepted for processing and publication in a future issue:

**Purpose:** SIs exist to increase the impact or help develop new areas relevant to the Power Electronics Society (PELS) and the Industry Applications Society (IAS) that may not exactly fit within the scope of one Technical Committee (TC). Generally, they should be based on current and high impact areas that are relevant to PELS and IAS.

**Scope:** The scope of the SI should be focused but does not need to be too narrow. Proposers of an SI should justify their plan to obtain the required number of submissions and why the SI will have a high impact and be highly cited.

The core of JESTPE is power electronics. The call for proposals should clearly state that to be accepted, papers must include relevant contents in this area. Experimental verification is compulsory, otherwise papers will be considered out of scope.

**Guest Editor (GE) Selection Criteria:** Two GEs are allowed to be selected for consideration. A JESTPE editor to be selected by EIC will be a third GE.

As a general rule, they should not belong to the same institution, or to the same geographical area. They should be recognized experts in the topic of the SI and have a corresponding work history in the field. This can be proven through citations, h-factor, industrial experience, etc. At least one GE should have a background in paper review management using *ScholarOne Manuscripts/Manuscript Central (S1M)*. The second GE is not required to meet the review management criteria. One vita form should be completed for each nominated GE.

The JESTPE Editors are responsible for checking that the proposed GEs meet these requirements. If the SI is accepted for publication, the EIC of JESTPE will select one Editor from the regular JESTPE Editors to act as a GE for the SI and assist with processing submissions.

**GE Responsibilities:** GEs will serve in the Editor role for the SI. They will be granted the appropriate permissions in S1M to process submissions.

Once all the submissions have been processed, the GEs will create a guest editorial containing the accepted submissions for the SI. GEs will receive a list of all accepted submissions and are allowed to select which submissions should be included in the SI. Submissions deemed out of scope for the SI will be classified as regular papers.

**Guest Associate Editor (GAE) Selection Criteria:** GAEs should have a demonstrable publication or industry history that shows their expertise in the topic of the SI. They should have a good review or editorial history that the JESTPE Editors are aware of (e.g., within PELS and IAS, Publons record, etc.). Geographical and gender diversity should be considered for the selection of the GAEs.

The proposers should be able to justify the choice of the editorial team when completing a vita form for each GAE. The number of GAEs to include should reflect how many submissions are expected for the SI. The JESTPE Editors are responsible for checking that the proposed GAEs meet these requirements.



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**GE and GAE Authored/Co-Authored Submissions:** The number of submissions authored and/or co-authored by a GE or a GAE will be limited to three. It is expected that no more than 20% of the accepted papers should be authored and/or co-authored by the GEs and GAEs.

GEs and GAEs should be blinded from the review process of their papers and be taken out of the SI workflow entirely. Their submissions will be handled by the closest existing or supporting GE/GAE. It is the GE's responsibility to solve any conflicts of interest that arise for submissions authored and/or co-authored by GAEs.

### **Post conference papers:**

Papers submitted to JESTPE that have previously been published in conferences sponsored by the IEEE Power Electronics Society (PELS) and the IEEE Industry Applications Society (IAS) can be referred to as 'post-conference papers'. The post-conference papers must adhere to IEEE's PSPB Operations Manual, specifically section 8.1.7.E, which can be found at: <http://www.ieee.org/documents/opsmanual.pdf>.

The JESTPE authors should consult this manual to ensure that journal versions significantly advance research beyond their prior conference submissions. Post-conference papers must reference the conference paper in the reference section, along with a footnote on the title page indicating it is an extension of the conference paper. Authors must clearly explain the differences between the conference and journal versions in the manuscript before review and incorporate substantive changes, such as new results, into the paper submitted for journal review. Authors should be mindful of potential high similarity with the conference papers to avoid duplication submission issues, even though the conference papers have been acknowledged and cited.