

# Guidelines for Recommending Selected Conference Papers to AP Journals

## Note A. Quick List of Important Policies

- 1) All AP journals are open-access, require authors to format their final papers according to our templates, transfer copyright to us, and pay publication fees.
- 2) New papers must be given a new title and extended with sufficient (>30%) new material comparing to the original conference versions. All papers must be peer-reviewed.
- 3) A general guideline is to select around top 5-10% of accepted papers that are within the scope of the targeting journal.
- 4) We will have a final quality control to the accepted papers, and reserve the right not to publish an accepted paper for any reason.
- 5) Some discounts to the publication fees may be given to the case when the publication fees are to be paid by conference organizers on behalf of the authors.

## Note B. Ways of Recommending Papers to AP

There are basically four different ways of recommending conference papers to our journals, including:

- a) To propose a "**close**" special issue (SI) for the conference, with best papers selected only from the conference and substantially extended with new material; Or,
- b) To propose an "**open**" special issue that can take both 1) the extended versions of selected papers from the conference, and also 2) new submissions from outside the conference that target directly to the special issue and will undergo the same review process; Or,
- c) To recommend extended versions of selected papers of the conference, and the papers are to be published as "**regular papers**".
- d) The combination of c) with a) or b).

In a) and b), a SI will be a minimum of 5 papers and 50 pages of content, typically made of 8 to 20 papers, with each paper 8 to 14 pages of length. In case more than 20 papers are selected, two or more separate issues may be arranged.

If a SI in a) is preferable but conference papers are not enough for selection, b) can be a good choice.

In c), to publish recommended papers as regular papers will be more flexible, in the sense that we don't have to wait for some particular papers in a SI before we can put the whole issue into publication, and thus to publish as regular papers usually quicker than SI papers. Way c) is also suitable for the case where there are no sufficient selected papers for constructing one SI.

There makes no big difference with the publisher, conference organizer may choose the best way for the organization.

## Step 1. Proposal

Conference organizers involved need to prepare and send us a proposal including the following information:

- 1) Conference name and URL,
- 2) A brief description of the technical issues that the conference addresses, highlighting the relevance for the journal
- 3) Number of submissions to the conference
- 4) Number of accepted papers
- 5) Publisher of the conference proceedings
- 6) Indexing of the conference proceedings
- 7) Targeting AP journals to recommend papers
- 8) Estimated number of selected papers to recommend
- 9) Tentative time table
  - Submission of extended version
  - Notification of acceptance
  - Final submission due
  - Time to deliver final package to the publisher
- 10) Way of recommending (a to d, see Note B above), and
- 11) For way a) and b), please also provide the following information so that the special issues can be announced to the Journals' Special Issue pages
  - Title of the proposed SIs
  - Name, contact, position, affiliation, and biography of the Guest Editors

## Step 2. Collection

Once the proposal is accepted, the involved organizers, who are appointed as the guest editors, shall select top papers from the proceedings and solicit extended papers from the authors. When contacting selected authors, the guest editors need to

- 1) Ensure to let the authors know and understand the **Author's Instructions** (formatting, review process, copyright, payment, etc.)
  - 2) Emphasize that their conference papers **MUST** be extended with **more than 30%** new content and **MUST** be given a **new title**.
  - 3) Enclose the "**Guidelines for preparing an expanded & enhanced version**" (see Appendix A the example email).
  - 4) Request the authors to provide the guest editors the original conference paper together with a "**List of Modifications**" file, when they submit the extended version.
  - 5) All submissions (and further review process) should go directly to the leading guest editor's email, **NOT** to the journal's submission address.
  - 6) Assign a unique **paper ID** to each paper, for example in form of <Journal Abbr.>\_<SI Abbr.>\_<PaperID>.
- In **Appendix A** please find an example email for notifying selected conference papers.

### Step 3. Review

When arranging the 2nd round review for extended papers, the guest editors will assume the following responsibilities:

- 1) Ensure all reviewers understand the rule of the minimum 30% extensions, are aware of and will follow the other Reviewer Guidelines at: <http://www.academypublisher.com/reviewerguidelines.html>
- 2) Send the "List of Modifications" file and the original conference paper, together with the new journal submissions to the reviewers.
- 3) Coordinate the peer-review process, make decisions, and carry out all correspondence with the authors. Make sure the original conference manuscripts have been expanded and enhanced with sufficient new material (>30%).
- 4) Work to keep the special issue on schedule, and keep the Executive Editor informed the progress.

### Step 4. Approval

When guest editors have made a decision on each submission, **BEFORE** formally notifying the authors the acceptance of their papers,

- 1) Guest editors need to send us a preliminary list of accepted papers with all manuscripts for approval.
- 2) We will have a final quality control on the quality of the accepted papers, and will inform the guest editors our final decisions.

### Step 5. Notification

After having received our final decisions, guest editors need to

- 1) Notify authors the publication procedures, including the final version submission, paper information provision, copyright and payment, and the deadline for completing the procedures.
- 2) Collect all the documents including the final version, copyright form, and payment form if applicable, and zip the documents into one package.
- 3) About the publication fees, there are two modes of making the payment:
  - Payment mode 1: the guest editors collect and send us the forms, we charge each individual author.
  - Payment mode 2: the conference organizers pay us all the publication fees on behalf of all the authors.

In **Appendix B** please find an example email for notifying the acceptance of a submission.

### Step 6. Finalization

To finalize the publication, guest editors need to send us the followings:

- 1) A list of accepted papers, and for each paper the corresponding author's email address.
- 2) The completed and approved final versions of the papers formatted in the Journal's style.
- 3) All the copyright forms, and also payment forms if applicable.
- 4) In case of SI publication, an 1-3 page introductory guest editorial containing
  - A brief overview of the special issue
  - A short introduction to each paper in the SI
  - Acknowledgment
  - Guest editors' biographies and photographs

With any questions regarding the guidelines, please contact us by email at: [editorial@academypublisher.com](mailto:editorial@academypublisher.com)

Currently, the guidelines are applicable to JCP, JNW and JSW.

## Appendix A Example email for notifying selected conference papers

Dear <Conf. Abbr.> Authors,

It is our great pleasure to inform you that the following paper you presented at the <Conf. Abbr.> conference has been selected for possible publication in [<"Special Issue Title" of>] the <Journal Name (Journal Abbr., ISSN, URL)>.

Paper ID: J???

Title:

Authors:

Proceedings XXX (Conf. Abbr.), MM DD, YYYY, City, Country

You are invited to prepare an expanded and enhanced version of your paper, and submit the new version to us by <Submission Due Date>.

The <Journal Abbr.> journal, published by Academy Publisher, is a professional, peer-reviewed, open-access journal publishing high-quality scientific articles. The journal has a distinguished editorial board with extensive academic qualifications, ensuring that the journal will maintain high scientific standards and have a broad international coverage. The journal is abstracted and indexed in major databases including EBSCO, INSPEC, and EI Compendex. Upon formal acceptance, the authors are requested to sign copyright form and pay publication fee. For more information about the journal and the author guidelines (templates, copyright, page charges, etc.), please visit the journal page at: <Journal URL>.

The submitted paper must be original and not currently submitted for journal publication elsewhere. Only the expanded & enhanced version will be possibly published in the journal. The submission should contain a significant amount of new material. New results are not required; however, the submission should contain expansions of key ideas, related research, improvements, development, discussions, examples, elaborations, applications, and so forth, of the conference submission. The paper you are submitting to the journal should differ from your previously published material by at least 30 percent. To meet this requirement, the authors of selected papers should take the following guidelines into account where applicable.

### ===== Guidelines for preparing an expanded & enhanced version =====

- The revised version MUST include at least 30% additional, new and unpublished material, and MUST be given a new title.
- Respond to all comments made by reviewers on the original conference paper, especially those that were not addressed in the final submitted version due to space limitations.
- Take into account the comments made and questions posed during the presentation in the conference.
- New research progress is extremely expected in the extended version, including new ideas and methods, improvements, prototypes, new experiments, simulations and results, etc.
- Describe the proposed algorithms or methods by using a formal description technique rather than using a natural language and narrative description.
- More discussions can be presented on the pros/cons of the solution proposed, the alternative designs, the decision on the design, and the related issues in practice.
- More details can be included on the background overview, the implementation description, the application and case study, the experimental setup and results, as well as the analysis on experimental results.
- Some examples and more descriptive figures & tables can be added to facilitate the presentation and understanding.
- Related work can be expanded, updated, and introduced in a separate section, categorized, and compared with the content of the paper.
- Update the list of references, especially to include the most recent versions of the cited papers.
- Authors can include detailed proofs of theorems in appendices, if any.
- Explicitly include any related material discussed elsewhere (i.e., authors should make their papers as self-contained as possible).
- Make sure that the new manuscript cites the previous conference publication, and briefly indicates in the new manuscript how the new submission offers substantively novel or different contributions beyond those of the previously published work.
- Presentation should be formal to fit a journal style. Original presentation needs to be rephrased wherever possible. Verbatim copies of the early conference version should be avoided as much as possible.
- Authors can change author list, if needed, under the permission of all living authors. Please ask all co-authors to reaffirm their assent to be listed as co-authors and to approve the revised version. Please include a short biography for each author.

To prepare your manuscript, please download the template at <http://www.academypublisher.com/files/template.pdf> and <http://www.academypublisher.com/files/template.doc> (in PDF and MS-WORD). For LaTeX users, an example paper is available at [http://www.academypublisher.com/files/examplepaper\\_latex.tar](http://www.academypublisher.com/files/examplepaper_latex.tar). Authors are requested to strictly enforce the guidelines specified in the templates. Papers should ideally not exceed 12,000 words in length (14 pages). Color figures will be appearing only in online publication. All figures will be black and white graphs in print publication.

Please return your revised paper to us by <Submission Due Date>. Kindly submit your paper electronically via email to: <Contacting Guest Editor's Email Address>, with the email subject "Submission - PaperID". Only PDF format is acceptable. Please name your PDF file with the paper ID assigned to you above. Please attach with the submission

(a) The original conference version in PDF, and

(b) A text file summarizing the list of modifications in the extended version identifying the differences from the original one.

Please always quote your paper ID in the submissions and any further enquiries.

The tentative schedule for the review process is as follows:

Submission of the Revised Manuscript: <Date>

Acceptance Notification: <Date>

Submission of the Camera Ready Version: <Date>

Copyright and Payment: <Date>

In order to organize the review process, we recommend that you confirm whether you accept this invitation before <NOW+1week>. Without this confirmation, we will consider that you are not interested in the publication solicitation.

If you have any questions, please feel free to contact us. We are looking forward to receiving your submission!

With kind regards,

Guest Editors

<Title & Name>

## Appendix B Example email for notifying acceptance of journal submissions

Dear Authors,

Congratulations! As a result of the reviews and revisions, we are pleased to inform you that your following paper has been formally accepted as a <special issue paper/regular paper> for publication in <Journal Name (Journal Abbr.)>.

Paper ID:

Title:

Authors:

Please check out the list of publication procedures at <http://academypublisher.com/pubproc.html> to be completed by <NOW+3 weeks>. Regarding the publication procedures, please note that

\*\*\*. **Formatting:** authors are required to strictly follow all the guidelines specified in the template. Failure to produce a paper in proper format may result in one's paper not being published in the journal. When ready please send the final PDF as well as the source file (in MS Word or LaTeX) by email to us at: <Contacting Guest Editor's Email Address>, with the email subject "Final Submission - PaperID". We will forward the final version to the publisher for you.

\*\*\*. **Final Version Submission:** authors are required to provide the paper information to the online system. In step 3 "Uploading the submission", just "Save and continue"-->"OK", please do **NOT** upload anything.

\*\*\*. **Copyright:** please send the copyright form as an email attachment to us at: <Contacting Guest Editor's Email Address>. We will forward the form to the publisher for you.

\*\*\*. **Payment:** please send the Payment form as an email attachment to us at: <Contacting Guest Editor's Email Address>. We will forward the form to the publisher for you.

Should you have any questions, please feel free to let us know.

Thank you again for your contribution to the Journal!

With kind regards,

Guest Editors

<Title & Name>