**SOFE Publication Policy**

8/31/18

Standing Roles

* TPS Editor-in-Chief
* TPS Senior Editor for Fusion Science & Technology

SOFE Special-Issue Roles

* TPS Guest Editor = SOFE Publication Chair
* Associate Guest Editors
* Reviewers

The IEEE Transactions on Plasma Science (TPS) is managed by the TPS Editor-in-Chief.

The TPS Senior Editor for Fusion Science & Technology is responsible for managing all aspects of the review process for papers submitted to TPS in this subject area.  In addition, the TPS Senior Editor for Fusion Science & Technology is responsible for supervising the TPS Guest Editor of the biennial Special Issue from SOFE.

Each SOFE appoints a SOFE Publication Chair who serves as the TPS Guest Editor of the biennial TPS Special Issue from SOFE and also manages the conference proceedings.

The TPS Guest Editor assigns Associate Guest Editors who organize and process reviews of submitted papers via the IEEE ScholarOne Manuscripts website at <https://mc.manuscriptcentral.com/tps-ieee>. Associate Guest Editors are sourced from the SOFE Technical Committee, the Fusion Technology Committee, and other resources if deemed necessary.

Submitted papers are subject to review by at least two Reviewers with expertise in the topic of the paper. A pool of Reviewers is sourced from the SOFE participants as part of the registration process by indicating willingness to review papers in one or more of the topical categories of the conference. Members of the FTC are also expected to serve as Reviewers for SOFE special issues. Various incentives may be offered to encourage participation. Target number of reviewers should be ¼ of the targeted conference attendance based on ½ of attendees submitting papers and nominal two papers reviewed per paper.

Proceedings

Conference proceedings consist of presentation materials (slides from oral presentations, or posters, as applicable) that are to be submitted by all participants to the publications desk at the conference. A compilation of these materials will be made available after the conference, via password-protected download, to all registered participants. Password access will be required for a period of at least one year after the conference. Data will be stored and maintained on an IEEE/NPSS server.

TPS Papers

The TPS Guest Editor assigns papers to the Associate Guest Editors based on topical area. The Associate Guest Editors manage the review process, including recruitment of reviewers and assignment of papers to the Reviewers, via the IEEE ScholarOne Manuscripts website, which also provides the status of the review process. The Associate Guest Editors provide regular status updates to the TPS Guest Editor = SOFE Publication Chair who provides regular status updates to the SOFE Conference Chair and the FTC Chair. The Associate Guest Editors contact the Reviewers on a regular basis to ensure timely response on review of papers and revisions to papers. Shortfalls in Reviewers are brought to attention of the FTC for supplementation, if needed.

The TPS Guest Editor shall establish, in advance, a schedule for completion of the Special Issue. The purpose is to ensure timely publication and to set baseline expectations for submitters, associate guest editors, and reviewers. A suggested schedule (in months after the conference) is as follows:

* Submission deadline: +1 month
* Target for completion of first reviews: +3 months
* Submission deadline for revisions: +6 months
* Deadline for completion of all reviews and acceptance/rejection decisions: +8 months

Policy:

* No papers will be accepted for the special issue after the submission deadline.
* Revisions received after the revision deadline will be considered for publication in TPS, but will not be assured of publication in the Special Issue.
* The TPS Guest Editor may, at his or her discretion, allow extra grace periods on a case-by-case basis.

The TPS Guest Editor may, in exceptional cases and with good justification, make acceptance/rejection decision on the basis of a single review. Typically, the editor will exercise this option in rare cases when the authors have been timely, the single review is of good quality, but the second review is delinquent. To constrain the number of revisions, papers with English usage that is understandable, albeit imperfect, should be accepted.