

Checklist and Guidelines for Submitting a Final Paper for Publication for *IEEE Transactions on Power Electronics*

Congratulations on your paper's acceptance to *IEEE Transactions on Power Electronics*. We are honored to publish your work and recognize your diligence, effort, and innovation. Now that you have received your acceptance from one of our Editors-in-Chief, it is time to finalize your manuscript and submit all files in proper IEEE format.

Schedule

Please submit your final files as soon as possible and no later than 7 days from your paper's acceptance. Papers queue for publication on a first-in, first-out basis. Your paper cannot enter the publication queue until you have completed your final file submission.

Your paper will be posted on IEEE Xplore® under "Early Access" 3-4 weeks after your final files have been submitted. You will receive a page proof of the final layout of your paper within three months of submitting your final files. Page charges will be assessed at that time. Unfortunately, it is impossible for us to predict how long it may take from the time you submit your final files to the time your paper will be published. The time from submission to publication depends on many factors including: the number of manuscripts in the queue; the number of papers published in each issue of the journal, which often varies from month to month according to the length of the papers being published; or the number of Special Issues scheduled to be published within that year. Currently, print publication takes between 10-13 months from the time you submit your final files. However, the finalized electronic version of the paper is normally available within 5-9 months of the time you submit your files.

Guidelines for submitting a Final Paper for Publication

Preparing to submit your final files means more than just fine-tuning the content of your paper, however. Please place just as much importance on preparing figures for print as text. Both parts—the paper and the figures—will make an impact on readers. In order to help you achieve the best quality in your published paper, we will address both the paper and the figures in our guidelines below.

Changes to your Paper:

We ask authors to include any of the minor changes requested by the reviewer(s) (if any) before uploading the final files of your paper. Please note, **only minor editorial changes and small technical clarifications are permitted** before the final upload. These changes may entail small changes to text (not to exceed a paragraph) or captions, or fine-tuning figures. However **figures and text may not be removed** from the paper after acceptance. IEEE performs a final similarity check between the accepted manuscript and the uploaded paper. If changes are determined to be too extensive, the paper will be sent out for re-review, which will delay publication.

For Active Content/Multimedia papers: please add one sentence to your abstract indicating the type and purpose of the active content/multimedia accompanying your paper. For example, "This paper is accompanied by a video demonstrating xyz . . ."

What to Submit:

Paper/Text

- 1) If you used Microsoft Word, or another similar text editor, please submit a finalized copy of your paper in double column, single spaced format (single column is adequate if it is not possible to submit double column). Times New Roman font is preferred; please use 10 points font.
 - Submit this finalized copy of your paper in the native electronic format of the word processing software used to create it. This means if you created the document in Microsoft Word, please submit your paper as a Microsoft Word file (.doc or docx). The final manuscript will be reproduced from this original file, not from a review (.pdf) copy.
 - In order to assist the publication team, please note the operating system and word processing software used to produce your paper. For example: Windows/Microsoft Word.
 - IEEE currently accepts both Microsoft Word (versions 95 and later) and LaTeX files. LaTeX may be better for papers with many equations.
 - Please do not submit any extraneous files. The publishing team does not need a file for each draft you created. Just the final file will do.

- 2) Please submit a flat ASCII or text only version (a .txt file) of your paper in addition to the word-processed version. Having a plain text version often facilitates the conversion process.
- 3) Please also submit a “camera-ready” PDF reference copy of the final manuscript—with all the figures and tables embedded and captioned and the text in double-column, single-spaced format. This PDF will be uploaded as an early access paper on IEEEXplore (<http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=63>) within three business days of the time you have submitted your final files. This file will be posted as is and must be checked with a PDF checker.
 - **Note:** this copy of your paper should include a complete mailing address for every author who contributed to the paper and should also indicate whether each author is an IEEE member.

Figures

- Please submit each illustration (figure, table, or graphic) in a separate file. If your paper has 10 figures you must submit 10 individual files, one for each figure. These files should not include captions, but they should be correctly labeled. For example: fig1, fig2, fig3, etc.
- Preferred graphic formats: TIFF.

To produce the best:

- Scope plots – we recommend saving your file as an .eps (you may submit .eps files in addition to TIFF files)
- Figures from OrCAD – we recommend using Allegro PCB Editor. Go to file and select Capture Canvas image. Save your file as a TIFF, this will produce an image at 300 dpi.
 - Alternately, in your simulation you can go to the window menu, select “copy to clipboard” and paste the figure into a word document. We do not recommend pasting into a program such as Microsoft paint because the resulting figures will have a very low resolution (96 dpi).
- Figures from Microsoft Office – we recommend submitting the original image file (DOC, PPT, or XLS).

For consistency throughout the journal, we ask that wording in the figures remain in Times New Roman font when possible. Also, make sure to use the same font (down to capitalization and style, italics or bold) for the variables in your figures as you use in the text of your paper. (See below for hints on font size.) • A graphic should only be submitted as a DOC, PPT, or XLS (each figure as a separate file) if it was originally drawn in the Microsoft Office program.

- Figures and tables with multiple parts—figures that should appear side by side when published—should be submitted as one file, without captions.
- Figures that should appear above or below one another, however, should be submitted as separate files, without captions.
- Even if you are submitting a LaTeX file, which includes your figures. Please submit a separate file for each figure.
- Please submit a separate .txt file containing a full and complete list of the figure and table captions. • Please submit a text-only version of any tables, without table lines (in addition to the individual illustration files).

Other

- 1) Please submit a file containing a brief biography and a digital version of a personal photo (passport-style with head and shoulders against a plain backdrop and at a resolution of at least 300 dpi) of each author *if* you are submitting a regular paper (but not for Letters)
 - High resolution JPEGs are acceptable for author photos
 - As with all other figures, author photos must also be submitted as individual files.

You must submit your final files online through Manuscript Central. Please note that once your final files are submitted you will not be able to make any additional changes until you receive your galley proofs from IEEE’s copyediting department. Please make sure your final submission through Manuscript Central is correct and complete. In order to submit your files successfully, please follow the guidelines listed above.

Creating the best figures possible

When it comes to publication, the quality of your images can reflect just as well, or poorly, on your work as proper punctuation (perhaps even more). To help you make the best impression, please make sure you do the following:

Submit the highest quality files you can

- Sharp, noise free, and of good contrast in a format suitable for final publication (TIFF).

- The quality of your graphics is important! IEEE's graphics teams will do their best, but they cannot "improve" a graphic that is submitted at low quality (low resolution or in a low quality format such as GIF or JPEG). • Do not take your graphics from online! Graphics developed for use on the internet are designed to have high download speeds and are therefore of low resolution (72 dpi). The *minimum* resolution for your figures should be 300 dpi. Also note that *increasing* the resolution of a low resolution image **will not** improve the quality of the image.
- See the list below for tips on how to create the best graphics from various programs and for various figure types.

Don't submit a figure that is a scan of a printed version or in the form of preview or display-type versions converted by various types of software.

Photographs should be in their original digital format if at all possible

- If a scan is necessary, the resolution must be *at least* 300 dpi.

If figures are larger than one column (3.5 in or 8.9 cm), please indicate the desired final 1 or 2-column-width span (maximum is 7 ¹/₁₆ in or 17.8 cm)

Use lettering on figures only where necessary and then use as large a font as possible • All lettering on figures in the final double-column, single spaced format must be *at least* 8 points in the final printed size—even if the figure's size must be reduced (super- and subscripts will be proportionally smaller). Maintaining this font size ensures that everything on the figure is clearly legible to readers.

- Use the largest possible font size on your figures. In particular, when the figures are submitted in full-size mode, the print should be so big that when figures are reduced to fit in double-column format the smallest font size within the figure appears similar to 8 pt font. If the font is too small, the copyeditor will have to leave the figure in single column size so that the wording will remain legible. This may increase the page count of the final paper and is undesirable.
- Make sure the font on your figures is consistent with the font that appears in the text. For instance, resistor 'R' in the text should not be labeled 'r' in the figure.

Think about your figures' colors

- In *IEEE Transactions on Power Electronics*, the default is to print all papers (including their figures) in black and white unless authors indicate otherwise.
- Grayscale
 - If you do not choose to have your pictures printed in color, remember to make sure your figures are clear and readable when reproduced in grayscale
 - This means, within your text DO NOT refer to figures (or any part of your figures) by color because when they are printed in black and white the colors will not be there! Instead, make sure to distinguish between different elements in the figures by text labels, figure keys, or different patterning.
 - Also make sure any colors you use in creating your figures are clear and readable in grayscale (especially any labels or text that may appear in different colored font). Dark colors are always easier to see—so steer well clear of colors like yellow.
- Color
 - If you choose to pay to have your pictures printed in color, remember to test to make sure your graphics will look good when reproduced on a monochrome printer.
 - If you do choose to have your pictures produced in color, there will be a base charge of \$1,045.00 (depending on the number of figures) plus an additional \$275.00 USD for each color figure.

Keep in mind:

- When you receive your proof from our copyeditors you will get two different versions: one in color and one in black and white. This does not mean you have necessarily chosen to publish your paper in color. • Also please note that proofs are in a lower resolution than your final print version will be.

The quality of your graphics is important. For more information about figures, visit IEEE's Frequently Asked Questions page about Author-Supplied Graphics and Multimedia at <http://www.ieee.org/documents/graphicsfaq.pdf>

If you are using Microsoft Office or Adobe you may also find "How to Supply Graphics to the IEEE in Microsoft Applications and Adobe PDF" (<http://www.ieee.org/documents/microsoft.pdf>) of use.

Another reference that may help you prepare your final files is IEEE's author digital toolbox (http://www.ieee.org/publications_standards/publications/authors/authors_journals.html).

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Number of pages converted to final paper

3 pages in a single-column, double-spaced format (with no figures and font no smaller than 10 pt) equals 1 printed page
6 figures or tables equals 1 printed page

If a figure has parts (A, B . . . and so on) each part counts as 1. So, Fig 1A, 1B, and 1C would equal 3 figures (and half a page)

Always remember to round up! If any part of your paper appears on a page (from the title to the author biographies), it counts as an entire page.

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