



# **IEEE Power Electronics Society Publications Operation Manual**

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**Edition 1**

**Maintained by PELS VP Products**

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# **I. Introduction**

The Power Electronics Society (PELS) Publications Operation Manual is a document that describes the governance model, editorial structure, and operational procedures for publications that PELS is a sole or principal sponsor of and provides substantial administrative support for their operations. It is a reference for main stakeholders (including editors and staff) to ensure consistent and transparent practices in managing the publications and supporting the onboarding of new editorial board members.

The Publications Operation Manual is compliant with the IEEE Publication Services & Products Board (PSPB) Operation Manual. While this PELS publication manual summarizes the main operation aspects of our journals, for more details (such as appeal procedures), please refer to the PSPB manual for more information and guidelines.

## II. PELS Products Committee

The PELS Products Committee\* assists and guides the operations, academic affairs, and publicity activities related to the following publications:

- *IEEE Transactions on Power Electronics* (TPEL) and Letters (TPEL-Letters)
- *IEEE Open Journal of Power Electronics* (OJPEL)
- *IEEE Journal of Emerging and Selected Topics in Power Electronics* (JESTPE)
- *IEEE Transactions on Transportation Electrification* (TTE)
- *IEEE Power Electronics Magazine* (MPEL)

The chair of the committee is the PELS Vice President (VP) of Products. The committee aims to hold two meetings per year at locations deemed convenient for its membership. Meetings are announced at least two weeks in advance through the committee mailing list and are open to all members of the PELS Administrative Committee (AdCom). Liaisons from other IEEE societies for co-sponsored journals are also invited, but do not serve in a decision-making capacity.

Each publication listed above has a dedicated editorial board. Their operations are specified in the subsequent sections of this document.

\*For a more detailed description of the PELS Products Committee, please refer to the [Standing Committee Policies and Procedures](#) document for PELS Products.

### **III. *IEEE Transactions on Power Electronics***

**History:** The *IEEE Transactions on Power Electronics* (TPEL) began in January 1986 with a quarterly publication schedule (four issues per year). In 1994, TPEL adopted a bimonthly publication schedule (six issues per year). TPEL published its first special issue focused on computers in power electronics in May 1997. Since 2009, TPEL has been published monthly (12 issues per year). Over the years, TPEL has seen significant growth in the number of its editorial board members and the topics covered. To further enhance the quality and efficiency of its review process, TPEL began appointing Co-Editors-in-Chief in 2019.

Letters began in January 2003 to fill the need for a focused, rapid-publication archival journal for emerging development in power electronics. Since January 2006, Letters has been published as a part of TPEL, but continues to have a separate editorial team to maintain its focus and rapid publication. The two publications have been published together since they share editors and operational support, along with an outstanding reputation as the flagship journal in the power electronics field.

**Scope:** TPEL covers all issues in the power electronics field, including applications, conceptual issues, control, conversion, and system integration of electric power using semiconductors and switching devices. Its focus encompasses power converters, including components and system integration for their applications.

TPEL publishes articles involving methodologies and techniques on analysis, applications, design, evaluation and validation, fabrication, modeling and simulation, and testing and characterization of power-electronic components, converters, converter systems, and system integrations. Review, survey, and tutorial articles with a viewpoint on the future and state-of-the-art technological advances are also welcome.

Papers not within TPEL's scope will be rejected, and the authors may be recommended to submit their work to a more suitable journal. Examples include but are not limited to ones focused solely on the characterization, design, materials, physics, or theory of applications, components, and systems without sufficient and demonstrated content in power electronics.

**Governance:** PELS is the sole financial and technical sponsor of TPEL. The PELS AdCom and PELS Products Committee have established policies and procedures to guide the EiC and Associate Editors (AEs) of TPEL. The EiC reports to the PELS Products Committee and PELS AdCom at least twice per year during the PELS AdCom meeting series to receive strategic advice and discuss financial matters. They also approve EiC appointments, page budgets, and other matters that are significant for the journal's reputation. The PELS Products Committee meets before the AdCom meeting to prepare initiatives and reports.

**Editorial Board:** TPEL's Editorial Board includes the EiC (who is responsible for regular papers), Executive Editor for Letters (EEL), Co-EiCs, and AEs. All senior editors (EiC, EEL, and Co-EiCs) are both IEEE and PELS members. The membership of an AE is verified at their appointment. However, the appointment of an AE is not contingent on being an IEEE and PELS member. AEs are responsible for papers in their technical discipline.

The EiC meets with all AEs twice per year, online or in person, prior to the VP Products meeting that is held during the PELS AdCom meeting series. At these meetings, the EiC provides a report on the journal's status and discusses best practices, new policies, and other ideas to improve TPEL's quality. The EiC also meets every two months with the Co-EiCs.

***Editor-in-Chief:*** TPEL's EiC is elected for a term of three years, with a possible extension of a second term by the PELS President.

When a new EiC is needed, PELS will publicize a call for the EiC. After applications are collected, they will be reviewed by a selection committee, and a recommendation will be made to the PELS AdCom for appointment.

The selection committee will be chaired by the PELS VP of Products and will comprise members ranging from previous senior editors to PELS AdCom members, and will consider regional representation. The PELS President may interview the top candidates and then select a potential EiC for appointment. The selection is then voted upon by the PELS AdCom to adhere to IEEE's guidelines.

***Executive Editor for Letters:*** The selection process and term length for an EEL are the same as the selection process for the EiC.

***Co-Editor-in-Chief:*** The selection process and term length for a Co-EiC are the same as the selection process for the EiC, except that appointments do not require approval from the PELS AdCom.

***Associate Editors:*** AEs are appointed for a minimum of three years. However, the EiC may terminate the appointment immediately due to an AE's poor performance.

To become an AE, one must be a top researcher in their field, meaning that they have to demonstrate a certain number of high-quality publications in IEEE Transactions and Journals. Nominations can be made by one of the following methods:

- 1) Self-nomination
- 2) By other AEs
- 3) From Technical Committees (TCs)
- 4) From the EiC or EEL, after reading papers and bios from TPEL
- 5) From recent TPEL Reviewer Award recipients

The EiC will evaluate the nominee's publication and reviewer records and quality of research. If the nomination fits within a needed area and the AE has a good record, the EiC will submit the nominee's application and evaluation to the PELS VP of Products for final confirmation.

***Workflow:*** Upon submission, the Administrator reviews each manuscript's appropriateness, format, similarity overlap with previously published works, and style. The Administrator then assigns the submission to the corresponding editor, which is either the EiC, EEL, a Co-EiC, a Special Issue EiC, or an Editor-at-Large. In the case of a resubmission, the AE who handled the previous version will be assigned.

**Regular Papers:** The Co-EiCs assign papers to AEs, assist AEs with the review process, and make recommendations to the EiC. AEs invite enough reviewers for each paper to receive a minimum of three agreed-upon reviewers. When the reviews are submitted, the AE rereads the submission, considers the comments and concerns of the reviewers, and submits a recommendation to the Co-EiC. The Co-EiC justifies the AE's and reviewers' comments and makes a recommendation to the EiC.

**Letters:** When the EiC or a Co-EiC believes the submission is acceptable for review, they will invite six to eight reviewers to review the letter. After the reviews are received, the EiC or Co-EiC will reread the paper, consider the comments and concerns of the reviewers, and make the final decision.

**Special Issues:** TPEL uses the term “special section” for its special issues to differentiate itself from other PELS-sponsored publications.

A call for special sections is announced through PELS's various channels, including the monthly newsletters (Products and AE), social media (Facebook, Instagram, LinkedIn, X), TCs, and the PELS website. The special section is also promoted at conferences.

Each special section has a particular theme that aligns with one of PELS's TCs. Special sections can be proposed by any PELS member. Proposals should be submitted to the EiC for review.

For a proposal to be accepted, it is recommended that at least two AEs agree to be a part of the special issue's editorial board. When a proposal is accepted, the special section AEs follow the same instructions as TPEL's regular AEs. Special Section AEs are often recruited to the regular editorial board after serving as a guest editor on a special section. The EiC and Administrator closely monitor the special section's submissions, reviews, and publication to provide any needed assistance or guidance to the guest editors and guest AEs.

**Awards:** AEs participate in the Prize Paper and Prize Letter Award processes by nominating papers. The nominations are reviewed by a selection committee comprised of those appointed by the EiC to ensure a fair distribution of topics. The AEs then vote for the award winners through a shared platform. After the voting process, a volunteer selection committee of senior AEs, EiC, and EEL makes the final decision. The number of awards given is around 1% of published papers.

## ***IV. IEEE Open Journal of Power Electronics***

**History:** Since many countries began requiring open-access publishing for research sponsored by the government, PELS saw the importance of providing open-access material. PELS volunteers began compiling all of the necessary pieces in 2019 to create an open-access publication, such as creating a review process and templates, and recruiting members for an editorial board and reviewers. In 2020, the *IEEE Open Journal of Power Electronics* (OJPEL) was launched as an official IEEE Open Access Journal. Despite being launched during the COVID-19 pandemic, OJPEL is growing rapidly and received its first impact factor in 2023.

**Scope:** OJPEL covers the development and application of power electronics systems and technologies, which encompass the application of circuit theory and design techniques, the development of analytical methods and tools, and the effective use of electronic components toward efficient electronic conditioning, control, and conversion of electric power to enable the sustainable use of energy. It is 100% open-access, which means that content is freely available without charge to users and their institutions. All articles are currently published under Creative Commons licenses (CCBY or CCBY-NC-ND) and the authors retain copyright.

**Governance:** PELS is the sole financial and technical sponsor of OJPEL. The PELS AdCom and PELS Products Committee have established policies and procedures to guide the EiC, Co-EiCs, and Associate Editors (AEs) of OJPEL. The EiC reports to the PELS Products Committee and PELS AdCom at least twice per year during the PELS AdCom meeting series to receive strategic advice and discuss financial matters. They also approve EiC appointments, page budgets, and other matters that are significant for the journal's reputation. The PELS Products Committee meets before the AdCom meeting to prepare initiatives and reports.

**Editorial Board:** OJPEL's Editorial Board includes the EiC, Co-EiCs, and AEs. All senior editors (EiC and Co-EiCs) are both IEEE and PELS members. The membership of an AE is verified at their appointment. However, the appointment of an AE is not contingent on being an IEEE and PELS member. AEs are responsible for papers in their technical discipline.

The EiC meets with all AEs twice per year, online or in person, before the VP Products meeting that is held during the PELS AdCom meeting series. At these meetings, the EiC provides a report on the journal's status and discusses best practices, new policies, and other ideas to improve OJPEL's quality.

**Editor-in-Chief:** OJPEL's EiC is elected for a term of three years, with a possible extension of a second term by the PELS President.

When a new EiC is needed, OJPEL will follow the same application and selection process as TPEL, which is the following:

1. Call for a new EiC begins during the last year of the outgoing EiC's term. Applications will be received through either the call or recommendations from the PELS President.
2. The outgoing EiC, PELS President, PELS VP of Products, and, if needed, additional members, will evaluate the applications.



3. The PELS President appoints the new EiC based on the completed assessment and obtains approval from the PELS AdCom.
4. A possible extension of a second term as recommended by the PELS President.

**Co-Editor-in-Chief:** The selection process and term length for a Co-EiC are the same as the selection process for the EiC, except that appointments do not require approval from the PELS AdCom.

**Associate Editors:** The process of appointing AEs is completed by the EiC and Co-EiCs, and decisions must be unanimous. The selection of AEs is as follows:

1. Recommendations and applications of AE candidates are sent to the EiC or a Co-EiC.
2. The EiC and Co-EiCs check the following for each candidate:
  - a. At least 3 years have passed since they completed their Ph.D. degree
  - b. Record of published papers in PELS publications
  - c. Review record(s) of journal papers

While reviewing the applications, the EiC and Co-EiCs focus on the applicant's review speed since OJPEL requires a faster review time compared to other IEEE Publications.

Once an AE is appointed, OJPEL requests that they provide the names of 10 reviewers whom they know will provide rapid and thorough reviews.

**Workflow:** The process for a submission is as follows:

1. The Administrator evaluates the submission and then assigns it to the EiC.
2. The EiC reviews the paper for originality and then assigns a Co-EiC.
3. The Co-EiC assigns an AE that has relevant expertise in the subject matter.
4. The AE evaluates the paper's originality and invites enough reviewers to ensure three reviews are completed.
5. After the reviews are submitted, the AE evaluates the reviews and provides a recommendation to the Co-EiC.
6. The Co-EiC reviews the reviews and recommendations and then provides a recommendation to the EiC.
7. The EiC reviews all reviews and recommendations to make a final decision.

**Special Issues:** OJPEL uses the term "special compendium" for its special issues since it is a yearly publication and only available online.

To propose a special compendium, volunteers (who then become the Guest Editors if approved) submit a form that includes a title and description of the proposed topic, the guest editorial board, a proposed timeline, and any other relevant information for authors. The EiC and Co-EiCs evaluate the proposal and make suggestions for improvement if needed. This evaluation focuses on the technical idea(s), scope, and guest editorial board. The EiC and Co-EiCs also solicit proposals for special compendia from the PELS TCs.

When a proposal is accepted, the Administrator publicizes the call through PELS's various channels, including the Products monthly newsletter, social media (Facebook, Instagram,

LinkedIn, X), and the PELS website. The Administrator also ensures the guest editorial board has the needed permissions to review submissions.

**Awards:** OJPEL selects its best paper awards consistent with best paper awards for other PELS journals (i.e., top 1%).

## ***V. IEEE Journal of Emerging and Selected Topics in Power Electronics***

**History:** Power electronics technology has become a versatile solution for various applications ranging from appliances, commercial, energy efficiency, handheld devices, industrial, and transportation. The technology has made significant contributions to improving the stability and dynamics of electrical energy conversion in emerging fields, such as electric vehicles, smart grid systems, sustainable energy systems, and Universal Serial Bus (USB) power distribution, leading to the use of wide-bandgap devices. As a result, there is a growing demand for specialized collaboration and research work among academia, industry, and research to meet the emerging application needs. To address this technological trend and better serve its members, the *IEEE Journal of Emerging and Selected Topics in Power Electronics* (JESTPE) was launched in March 2013 with joint ownership as follows:

- IEEE Power Electronics Society (PELS) - 50%
- IEEE Industry Applications Society (IAS) - 50%

**Scope:** JESTPE encompasses selected topics and emerging technologies in power electronics, including components, processes, and systems used in solid-state energy conversion and applications in energy conservation and efficiency. Solid-state energy conversion includes electronic power conversion systems for mobile, wireless, and other applications and power conversion systems associated with energy conversion, interface, and storage between electric and non-electric energy conversion, including power converters and drives. Applications in energy conservation and efficiency include industrial transformation of energy, manufacturing operations, local grid connections and generation, use and management, and cogeneration.

**Governance:** JESTPE's governance is through a Steering Committee, which is chaired by the immediate past Editor-in-Chief (EiC) and includes two representatives from each sponsoring Society. These representatives are appointed by their corresponding Society's President and have prior EiC experience. The committee meets twice a year to discuss strategic issues and acts as the trustees for JESTPE. The Steering Committee is responsible for:

1. Monitoring the quality and timeliness of reviews, decisions, and publications.
2. Verifying that the content complies with the established scope and fields of interest.
3. Establishing the budget and other logistics (e.g., page count, acceptance rates, etc.).
4. Approving and executing policies established by the Editorial Board.

For the journal operation, PELS serves as the administrator. The PELS AdCom and PELS Products Committee have established policies and procedures for the Editorial Board members to administer JESTPE. The EiC reports at least twice a year during the PELS AdCom meeting

series, where JESTPE gets strategic advice and addresses financial matters, such as page budget increases. The PELS Products Committee meets before the AdCom series to prepare initiatives and reports.

**Editorial Board:** The Editorial Board is composed of the EiC, Deputy EiC (DEiC), Editors, and AEs, all of whom are IEEE members. JESTPE may make exceptions for Guest Editors (GEs) and Guest AEs (GAEs) who possess essential expertise for a specific issue but are not IEEE members. Editors are granted complete decision-making authority over submitted papers. AEs are accountable for papers in their respective technical disciplines as defined by JESTPE's informal disciplines. JESTPE is supported by an Administrator (Admin) who manages communications with the authors, editorial board, and IEEE.

**Editor-in-Chief:** The EiC oversees the daily operations of JESTPE, such as:

- Attending the IEEE Panel of Editors meetings.
- Creating technical content within the established scope and fields of interest.
- Ensuring JESTPE follows IEEE's Policies and Procedures.
- Executing policies as established by the editorial board and approved by the Steering Committee.
- Initiating and monitoring the review processes.
- Interacting with authors.
- Maintaining the reviewer database.
- Preparing the budget and presenting it to the Steering Committee for approval.
- Selecting Editors and AEs for the editorial board.
- Serving as an ex-officio, non-voting member of the Steering Committee.

The period of service shall be one three-year term. Under special circumstances (e.g., founding JESTPE, a lack of suitable replacements), the EiC can be renewed for one additional three-year term. The EiC selection is rotated between PELS and IAS.

**Deputy Editor-in-Chief:** The function of the DEiC is to support the EiC and oversee special issues. In case the EiC cannot perform his or her duties (either temporarily or permanently), the DEiC will act as the EiC until a successor is selected. The period of service for the DEiC shall be one three-year term only.

The DEiC selection is rotated between PELS and IAS. When it is the sponsoring Society's turn, it will make the proper arrangements to make an open call for nominations, advertise the position, accept nominations, and interview potential candidates. Upon being selected by the sponsoring Society, the DEiC candidate will be proposed to the Steering Committee and voted on. The DEiC generally succeeds the EiC.

**Editors:** Editors have a term of three years and are renewable. However, the EiC may terminate the appointment immediately in the case of poor performance. Editors can also be appointed as a GE by the DEiC for a special issue they are a part of. Editors typically serve no more than two consecutive terms.

### ***Associate Editors:***

AEs have a term of three years and are renewable. However, the EiC may terminate the appointment immediately in the case of poor performance. On a general basis, an AE will not be appointed as a GAE for special issues. AEs typically serve no more than two consecutive terms.

To become an AE for JESTPE, one must be a top researcher in their field, meaning they have to demonstrate a certain number of high-quality publications in IEEE Transactions and Journals. Nominations can be made by one of the following methods:

- 1) Self-nomination
- 2) By Editors
- 3) From PELS and IAS Technical Committees (TCs)
- 4) From the EiC after reading papers and bios from JESTPE
- 5) From recent JESTPE Reviewer Award recipients

**Workflow:** Upon submission, each manuscript is reviewed by the Admin for style, format, and similarity with previously published works. The Admin then assigns the manuscript to the EiC, who then assigns the manuscript to an appropriate Editor. Once an Editor receives a manuscript, they then assign an AE and the AE invites reviewers to review the manuscript. After the reviews are received, the AE rereads the manuscript, considers the comments and concerns of the reviewers, and submits a recommendation to the Editor.

**Special Issues:** Any member of PELS and IAS can propose a special issue, which should be submitted to the DEiC. To ensure a successful proposal, JESTPE recommends having two to three GEs (with at least one being an existing Editor) be a part of the guest editorial board.

Once a proposal is approved, the GAEs follow the same instructions as regular AEs. At times, new AEs are recruited for JESTPE after serving as a GAE for a special issue.

The DEiC and Admin closely monitor the submission, review, and publication processes for special issues and provide guidance to the GEs and GAEs as necessary. The DEiC provides support for the preparation of a special issue's call for papers, formation of the guest editorial board, paper review process and selection, and guest editorial.

**Awards:** The Prize Paper Awards process involves the EiC, Editors, and AEs to select first and second-place prize papers annually. The Editors and AEs are invited to nominate candidates for the awards (up to two nominations per member). After all nominations are collected, they are sent to a selection committee made up of Editors chosen by the EiC. The committee votes on all the nominations, and the top candidates that receive the most votes are selected. The EiC then consults with the Editors to make the final selections. In the event of a tie, the EiC makes the final decision.

## ***VI. IEEE Transactions on Transportation Electrification***

**History:** TTE's submission site opened in June 2014, and the inaugural issue was published in June 2015. Since then, TTE has grown significantly. TTE's growth can be attributed to its high impact factor, growing interest in electrified transportation across the globe, strategic investment in special issues, and a passionate editorial board that allowed a fast review turnaround time.

**Scope:** TTE focuses on components, subsystems, systems, standards, and grid interface technologies related to power and energy conversion, propulsion, and actuation for all types of electrified vehicles, including on-road, off-road, off-highway, and rail vehicles, airplanes, and ships.

Topics of interest include (but are not limited to): hybrid electric vehicles (HEVs); plug-in hybrid electric vehicles (PHEVs); electric vehicles (EVs); range-extended EVs; hybrid and electric powertrains; vehicular power electronics and motor drives; propulsion systems; electronic control units; charging stations; on-board and off-board chargers, fast chargers, and opportunity chargers; inductive charging; dynamic charging in roadways; vehicle-to-grid (V2G), vehicle-to-infrastructure (V2I), and vehicle-to-home (V2H) interfaces; grid interface technologies; utility issues related to plug-in vehicles and other grid-interactive transportation; vehicle-to-grid communication and control; vehicle connectivity modules; energy storage systems; batteries for mobile transport; battery management systems; mass transit/public transportation electrification; electrification of heavy-duty and off-road vehicles; electrified defense vehicles; electrification of trains and rail vehicles; or for sea, undersea, air, and space vehicles; applications of fuel cells in transportation; emissions and environmental impacts of transportation electrification; standards; and source-to-wheel (STW) energy and supply-chain analysis.

**Governance:** The IEEE Power Electronics Society (PELS) is the Administrative Sponsor of the TTE at the inception of this journal. The Administrative Sponsor will constitute the interface with IEEE TAB, IEEE Publications staff, and financial reporting. The Administrative Sponsor will also provide, in collaboration with the Financial Co-Sponsors, the system (ScholarOne) for receiving, logging, filing, and delivering submitted manuscripts to editorial board members and reviewers in fulfillment of peer-review process.

The IEEE Transactions on Transportation Electrification financial sponsor ownership will be as follows:

- IEEE Power Electronics Society (PELS) – 40%
- IEEE Industry Applications Society (IAS) – 25%
- IEEE Power & Energy Society (PES) – 12.5%
- IEEE Transportation Electrification Council (TEC) – 12.5%
- IEEE Vehicular Technology Society (VTS) – 10%

The Financial Co-Sponsors are responsible for all financial and technical obligations of the TTE, including provision of reviewer contact information for areas of the Society's expertise.

As financial or technical co-sponsors, each co-sponsoring IEEE society or council will provide editors and reviewers to the TTE. They will promote the publication to reviewers, authors, and readers on their website, in their magazines, etc. They shall direct the editors of their other publications to forward suitable material to the TTE for consideration.

The TTE will be administered by a Steering Committee comprised of representatives of the Financial Co-Sponsors. Detailed responsibilities are outlined below. The Steering Committee shall act as Trustees for the TTE and shall have sole administrative responsibility for the Journal, including: 1) Monitor quality and timeliness of the TTE; 2) Verify the technical content of the TTE is in accordance with the established scope and field of interest; 3) Establish the Journal budget (page count, subscription rates, etc.); and 4) Execute policies as established by the Editorial Board and approved by the Steering Committee.

The Steering Committee Chair shall be the immediate past Editor-in-Chief of the Journal to ensure continuity and collective memory. The Chair shall serve as the focus for committee communications and shall direct, on behalf of the committee, the operational matters of the Committee to the Financial Co-Sponsors.

**Editorial Board:** The Journal shall have a Senior Editorial Board to ensure the quality of the papers, scope of the Journal and timeliness of the reviewing process. The Senior Editorial Board is composed of the EiC, the DEiC, and the Area Editors. The Journal shall have an Editorial Board to ensure appropriateness and quality of submitted manuscripts to the peer review process and other day-to-day matters normally within the purview of an Editorial Board of an IEEE Journal. The Editor-in-Chief, with support of the Deputy Editor-in-Chief, shall appoint Area Editors and Associate Editors (AEs) to form the Senior Editorial Board and the Editorial Board. The total number of Area Editors shall be less than 8. The total number of AEs shall be no less than 20.

**Editor-in-Chief:** The Steering Committee will make the proper arrangements to make an open call for nominations, advertise the position, accept nominations, and interview potential candidates in preparation of selecting an EiC and a Deputy EiC. The steering committee will select, by majority vote, both the EiC and DEiC. The Editor-in-Chief (EiC) and the Deputy Editor-in-Chief (DEiC) shall be acknowledged leaders in the field of interest of the Periodical. He/she shall agree to assume the roles and responsibilities of the EiC/DEiC with dedication and vigor, understanding that there will be no remuneration for service to the Periodical. Both EiC and DEiC shall serve a three-year appointment and may be reappointed for one additional three-year term.

The function of the EiC shall be to oversee the effective daily operation of the Journal such as the following: 1) Interact with authors; 2) Maintain the Reviewer Database with ScholarOne; 3) Initiate and monitor the review process to its completion; 4) Select Associate Editors and members of the Editorial Board; 5) Prepare the budget for submission to the Steering Committee for approval; 6) Ensure that the Periodical follows IEEE Policy and Procedures; 7) Create the

technical content of the Periodical with the established scope and the field of interest; 8) Execute policies as established by the Editorial Board and approved by the Steering Committee; 9) Serve as ex-officio, non-voting members of Steering Committee; and 10) Participate in the IEEE Panel of Editors meetings.

***Deputy Editor-in-Chief:*** The Steering Committee will make the proper arrangements to make an open call for nominations, advertise the position, accept nominations, and interview potential candidates in preparation of selecting an EiC and a Deputy EiC. The steering committee will select, by majority vote, both the EiC and DEiC. For the period of 2020-2023, an Assistant Deputy EiC (ADEiC) was appointed with the express intent to manage conflict of interest with the EiC and DEiC. The Editor-in-Chief (EiC) and the Deputy Editor-in-Chief (DEiC) shall be acknowledged leaders in the field of interest of the Periodical. He/she shall agree to assume the roles and responsibilities of the EiC/DEiC with dedication and vigor, understanding that there will be no remuneration for service to the Periodical. Both EiC and DEiC shall serve a three-year appointment and may be reappointed for one additional three-year term.

The function of the DEiC shall be to support the EiC. In case the EiC cannot perform his or her duties, either temporarily or permanently, the Deputy EiC will act as EiC until a successor is selected. The Steering Committee of the Periodical will function as the Search Committee for the EiC and DEiC.

***Area Editors:*** The Area Editors will assist the EiC and DEiC to ensure the timeliness and quality of the papers to be reviewed in their responsible technical areas. The main tasks are to select appropriate Associate Editors for papers assigned to him/her, check, and follow up with the Associate Editors to maintain a reasonable review time and make recommendations to the EiC or DEiC on the basis of the AE and Reviewers' recommendations.

***Associate Editors:*** Nominations for the AE positions can be: 1) self-nomination or external nominators; 2) by other Associate Editors; 3) from Technical Committees; 4) from the EiCs for TTE by reading many, many papers and reading bios from the TTE; and 5) from the recently established award winners. An AE is typically appointed for a three-year term and can be renewed upon mutual agreement between them and the EiC. Each AE is responsible for manuscripts that fall within their technical discipline. It is the AE's duty to see the paper through the complete review process. This includes selecting and inviting reviewers who are reputable, dependable, and relevant to the paper's main topic. The AE ensures that the reviews are done in a timely manner and are the main point of contact between the EiC, the Assistant Editor, and the selected reviewers.

***Workflow:*** Upon submission, each manuscript is checked for style, format, similarity with previously published works, and appropriateness for review by the Administrative Assistant. The admin then assigns each paper to the EiC. The EiC checks for similarity concerns and scope before assigning the paper to an editor. The Associate Editor invites reviewers, while the members of the Editorial Office monitor each paper in the review process to assure it moves as quickly and carefully to a decision. Once at least three reviews have been received, the AE rereads the paper, considers the comments and concerns of the reviewers, and submits a



recommendation to the responsible Editor. The EiC then makes a final decision and contacts the authors.

***Special Issues:*** Special issues can be proposed by any member of the society. Proposals should be submitted to the EiC. For a successful proposal, it is recommended at least two AEs take part of the special issue's Editorial Board. When special issue proposals are successful, the new special issue AEs receive the same instructions as regular AEs. There is no formal training for the Guest AEs. The EiC provides any guidance or assistance to the Guest AEs working on the special issue, including preparation of a special issue call for papers, the formation of guest Editorial Board, review process, paper selection, and final editorial. Special issues follow the same review process and adhere to all IEEE and TTE policies and procedures. The special issue papers are sequenced by the Guest AEs, supported by a Guest Editorial for each special issue to summarize on how a special issue is done, the review process occurred, and a brief introduction to the accepted papers.

**Awards:** The AEs take part in the Prize Paper process. AEs nominate papers at the time of the recommendation on ScholarOne which is shortlisted and ranked. The EiC and the TTE Administrator manage the voting process, while the AEs vote for the award winners. Papers by the EiC are not eligible for the awards owing to the inherent COI (Conflict of Interest).

## **VII. *IEEE Power Electronics Magazine***

**History:** The PELS Newsletter transitioned into a proposed magazine in 2014. *IEEE Power Electronics Magazine* has since served as an avenue for industry updates, members engagement and benefits and continues to be well received by PELS members. The magazine is also considered the primary product aimed at members working in industry.

**Scope:** *IEEE Power Electronics Magazine* publishes peer-reviewed articles related to power electronics and its applications which encompass the effective use of electronic components, application of control theory and circuit design techniques, and the development of analytical tools used in efficient and effective energy conversion, control, utilization, and conditioning of electric power. The *IEEE Power Electronics Magazine* is limited to the field of interest of the IEEE Power Electronics Society (PELS). Topics also include publication of new trend technologies that are being pursued by industry, design practices and case studies, significant amounts of state-of-the-art surveys, tutorials, and non-technical contributions: news about society activities, interviews, and historical articles.

**Mission:** To educate, inform, and entertain our community of IEEE Power Electronics Society members on technology, events, industry news, and general topics relating to all electronic power conversions in any application or market and to further serve and support our Members in professional career development through delivering educational content and raising awareness of engineering tools and technologies.

**Tagline:** For your engineering success.

**Governance:** The Magazine Advisory Board (MAB) will consist of nine (9) voting members. Six (6) members of the committee will be appointed by the VP of Products for 3-year appointments. These six members will be appointed in a staggered rotation of 2 new people (3 year term) each year. Another two members are the Deputy Editor(s)-in-Chief (EiC). Of the six members, one (1) member shall be the sitting Chairperson of the PELS Industry Advisory Board, or their designate. The final member of the MAB committee is the EiC of the magazine. The MAB committee membership shall also include two (2) non-voting ex-officio members: the PELS VP of Products and the lead Advertising Salesperson. The PELS assigned staff program manager and the executive director also serve as non-voting ex-officio members. AdCom members may also participate in the meeting, but are not voting members. As and when needed, Magazine Advisory Board members may review technical features based on their expertise.

The Editorial Board and the Advisory Board meet twice a year, coinciding with major PELS conferences, one in the fall and one in the spring, typically APEC and ECCE, and preceding the bi-annual AdCom meetings. The meetings can be virtual or hybrid. The Deputy Editor(s)-in-Chief will alternately serve as the MAB Chairperson at these two annual meetings.

During a meeting, the board reviews the Magazine and recommends topics and columns for future issues. At these meetings, the EiC, IEEE Program Staff, Deputy EiCs, along with the Advisory Board members, provide appropriate presentations, review the Magazine's content, and recommend topics and columns of interest to serve the readers of the Magazine who are primarily PELS members. The EiC keeps the Advisory Board informed of backlog, contributions, and performance statistics.

**Editorial Board:** The Magazine Editorial Board comprises the EiC and two Deputy EiCs who are active members of the Magazine Advisory Board. The Editorial Board meets in advance of the Magazine Advisory Board meeting to decide the agenda, prepare needed meeting content, identify decisions and recommendations needed, review budget items, and coordinate additional topics with IEEE Staff. The Editorial Board also meets as needed to address issues and opportunities, and to support IEEE staff and the EiC.

**Editor-in-Chief:** The EiC is selected by PELS officers, with no term limit for the EiC. This is a paid position that is renewed annually based on performance. The advisory board members, including PELS Executive Director, make the renewal decision. The annual EiC review and renewal practice ensure both stable leadership for this young magazine and a check-and-balance mechanism in place.

**Deputy Editor-in-Chief:** Deputy EiCs are recommended by the Magazine Advisory Board members. There is a term limit for the Deputy EiCs. Each term is for three years, and an individual can serve up to two full terms. This is consistent with the PELS AdCom member term policy and other PELS publication policy.

There are two DEiCs, one from industry and one from academia to represent balanced inputs for the magazine. The DEiCs work together with the EiC and other Advisory Board members to review and recommend topics and columns of interest to serve the readers of the Magazine, as well as assisting article review and final check when needed.

The Deputy Editor-in-Chief (DEiC) is a role that can be very supportive to the Editor-in-Chief (EiC) and the publication's goals and activities. The DEiC is expected to bring industry and/or academic expertise to the position and aid the EiC and the magazine advisory board by providing advice and information in deliberations. They are also expected to aid in the creation of the editorial calendar and any publication-oriented activities and initiatives. The DEiC should also be actively reaching out to the community at events and online to solicit appropriate content for the publication's given topics during the calendar year. They may also provide columns or social news pieces as appropriate.

The DEiC selection is led by the PELS VP Product and requires President's approval. Similar to other publications, AdCom approval is not required for DEiC.

**Workflow:** While the majority of the technical features running in the magazine are solicited by the EiC and some members of the Editorial/Advisory Board, some are voluntarily contributed by vendors and members of PELS. Before a technical feature is published, whether solicited or contributed, it is peer-reviewed by at least two experts in the field. The articles are sent to reviewers by the EiC. The reviewer comments are further passed on to the author or authors to implement them and accordingly revise the article before going to print. In addition, there are a variety of regular columns written by well-known experts in the field, society leadership, or society volunteers

**Special Themes:** At editorial meetings, based on technical sessions attended at APEC and ECCE and meetings with power supply, power semiconductor and power components manufacturers, the EiC recommends topics for special focus for the 4 issues. The merits and timeliness of these topics are assessed by the advisory board. . Important and relevant topics are then selected and assigned for each issue. Based on the topics picked for the four issues, an editorial calendar is created and sent to all the members of the advisory board so that they can see in one calendar year all the topics of special interest for the four issues of the year. Authors who are experts in the field are invited to write on the subject. For each cover article, which is the special focus for that issue, a cover design is created with the associated text. Based on the cover article, the EiC gives the art department an idea for the image. The generated image, along with associated text, is shown to the author and the advisory board. Comments from the author and board members are implemented to revise the design before it is finalized.