## I. INTRODUCTION

The *IEEE Consumer Electronics Magazine (IEEE CEM)* of the *IEEE Consumer Technology Society* (CTSoc) bimonthly publishes peer-reviewed articles that present emerging trends, key insights, tutorials, practical experiences, design, and industry-related research & developments of mainstream consumer electronic products, technologies, and related fields of interest to the membership of the IEEE CTSoc and broad engineering audience. CEM aims to educate and entertain on general topics related to consumer technologies and electronic products.

The *IEEE CEM* solicits proposals for Special Issues (SIs). A SI is a group of articles organized around a timely narrow-scope technical topic of interest to the magazine readership. A SI may be composed of 6 to 12 articles. SIs can give articles special prominence and should provide a better opportunity for readers to explore special and emerging topics including, but not limited to, the followings:

- Application-Specific CE for Smart Cities (SMC)
- Audio/Video Systems and Signal Processing (AVS)
- Automotive CE Applications (CEA)
- Consumer Communications Networks and Connectivity (CCN)
- Consumer Power and Energy (CPE)
- Consumer Systems for Healthcare and Wellbeing (CSH)
- Entertainment and Gaming (ENT)
- Human-Machine Interaction and User Experience (HMI)
- Internet of Things, Internet of Everywhere and Edge Computing (IOT)
- Machine learning, Deep learning and AI in CE (MDA)
- Quantum in Consumer Technology (QCT)
- Security and Privacy of CE Hardware and Software Systems (SPC)
- Sensors and Actuators (SEA)
- Smartphone and Mobile Device Technologies (MDT)
- Virtual Reality, Augmented Reality and Metaverse (VAM)

Potential Guest Editors (GEs) interested in organizing an SI are invited to submit their proposal in MS Word and PDF file formats to the magazine's Editor-in-Chief (EiC), Norbert Herencsar, via e-mail to ieee.mce.eic@gmail.com. Proposals should address the following sections: (I.) Background & Motivation, (II.) Scope's Significance, Timeliness, and Relevance to the *IEEE CEM*. The proposal should also include:

- (III.) Tentative Schedule of the following important dates:
  - *Manuscript Submission Deadline* [Proposal Submission Date + 6 months].
  - *Authors' Revision Notification Date* [Manuscript Submission Deadline + 3 months].
  - *Revised Manuscript Submission Deadline* [Authors' Revision Notification Date + 1.5 months].
  - *Final Decision Notification Date* [Revised Manuscript Submission Deadline + 1.5 months].
  - *Publication Date* [Final Decision Notification Date + 6 months].
- (IV.) A plan how the GEs will work together.
- (V.) A plan to advertise the Call for Papers (CfP).
- (VI.) Short biographies of the GEs and their experience in the topic and editorial work (not exceeding 250 words each).
- (VII.) List of 20 potential authors, including their affiliations and Google Scholar profile links.
- (VIII.) Draft of the CfP at most one A4 page, including the topic description in 300 words, 8 to 10 topics of interest, important dates, and the list of GEs including their e-mail addresses.

Maximum 3 SI proposals will be approved at the end of each calendar quarter.

## II. SPECIAL ISSUE PROPOSAL REQUIREMENTS

Some of the requirements for an acceptable SI proposal include, but are not limited to, the following:

1. Proposers are expected to take the time to examine the scope of currently active *IEEE CEM* SIs and earlier published SIs in the last 12 to 18 months (please visit IEEE Xplore for further information). New hot topics that the magazine does not already cover will have a preference.
2. A successful SI must have a short, catchy title that attracts the *IEEE CEM's* readership.
3. A SI must have a focused scope on a particular issue and should not be too broad. New ideas that fit the scope of *IEEE CEM* and/or complement other publication tracks while not duplicating them, are always welcome.
4. Each SI is expected to be managed by a team of a minimum 4 and a maximum of 5 GEs (including the Lead GE), where:
   a) It is expected that at least 3 GEs have prior active involvement in the IEEE CTSoc, e.g., current *IEEE CEM's* Senior Associate Editor (SAE) or Associate Editor (AE), CTSoc Board of Governors member not later than in the past 2 years, current officer in one of the 15 Technical Committees (TCs), and/or other currently appointed officers and committee chairs listed in[1] (to be updated annually). In general, the involvement of TCs is supposed. The Lead GE must be serving as an *IEEE CEM's* SAE or AE at the time of the SI proposal, guaranteeing full knowledge of the magazine's policies and processes.
   b) Each GE should add a unique aspect to the team and each must have a particular role.
   c) All GEs should contribute to the solicitation and review processes, and must respect *IEEE CEM's* policies.
   d) The selection of GEs must strike a good geographical balance and a balance between academia and industry. In addition, the GE selection is highly encouraged to exhibit gender diversity.
   e) The team should not include GEs who serve in this particular role at the time of the SI proposal as GEs for another SI in any IEEE CTSoc publication.

## III. ORGANIZING A SPECIAL ISSUE

1. Guest Editors (GEs) should be aware of all *IEEE CEM's* policies, including manuscript submission, reviewers, and publishing guidelines. They must fully respect and implement these guidelines and understand that failure to do so, and/or to deliver manuscripts on time, may result in cancellation of the SI at any point in time.
2. GEs are welcome to (co-)author one State-Of-The-Art (SOTA) article in their own SI, which should be submitted at the time of the SI CfP kick-off. Any further articles (co-)authored by GEs must be submitted under the *Original Article* track. GEs are also responsible for authoring a Guest Editorial that introduces the SI and is published as a preamble of it.
3. Submissions to the SI should be made based on an open CfP, not personal invitations. Individual authors can be encouraged to write an article but with an understanding that all submissions must comply with the Author Guidelines and must go through the same peer review process without any assurance of acceptance.
4. If an SI proposal is accepted, the EiC will preliminarily schedule the SI for a specific issue after discussing this schedule with the GEs. The GEs should then start to advertise the CfP.
5. If possible, the CfP will be advertised in the magazine. However, advertising a CfP is the responsibility of the GEs, who should not rely only on publishing the CfP in the *IEEE CEM* and/or its website. Guest Editors must advertise the CfP per their proposal plan, through the IEEE CTSoc's Technical Committees, mail lists, newsletters, and through their own professional networks. They are responsible for properly

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[1] **IEEE Consumer Technology Society's Leadership:** https://ctsoc.ieee.org/images/IEEE-CTSoc-Leadership.pdf

informing potential authors about Author Guidelines and respecting them.

6. All article submissions must be through the *IEEE CEM's* IEEE Author Portal (AP)[2]. Manuscript management, reviewing, and communications with authors/reviewers should be done through ScholarOne Manuscripts (S1M)[3]. The SI will have an associated track and the GEs will have access to it in S1M. When a new article is submitted, the EiC will assign it to the Lead GE after prescreening, who will handle or reassign it to GEs. If an assigned reviewer does not have an account, GEs can create a new reviewer account. GEs must check their e-mail account regularly until final decisions about all articles submitted to their SI are made.

7. Submission deadlines are firmly respected and are not subject to change in principle. A request for a short extension can only be approved in very special and limited circumstances. Such requests must be submitted only to the EiC.

8. A SI schedule may not fully accommodate acceptance of manuscripts requiring Major Revisions because these manuscripts need to go through a second (and more) round(s) of review before acceptance. In rare cases, the GEs remain responsible for handling such manuscripts. If properly revised and found acceptable, they can be published later under the *Original Article* track.

## IV. AUTHOR GUIDELINES

1. Submissions must follow IEEE MCE Template available in IEEE Template Selector[4], or the LaTeX template is also available on Overleaf[5] - and should consist of the followings: (i) A manuscript of minimum 6-page length (overlength page charge is available in Section V.): A PDF of the complete manuscript layout with figures, tables placed within the text, and (ii) Source files: Text should be provided separately from photos and graphics and may be in LaTeX or Word format. High-resolution original photos and graphics (300 dpi) are required for the final submission. Images embedded in Word or Excel documents are not suitable; however, figures and graphics may be provided in a PowerPoint slide deck, with one figure/graphic per slide.

2. Besides not complying with format guidelines, a manuscript may be immediately rejected without review also if it is out of the scope of the SI, has been previously published or submitted elsewhere at the same time, or is clearly better suited as a journal or a conference paper. If a submission is judged to be outside the scope of the SI but otherwise has merit within the broader scope of the magazine, the EiC should be notified to redirect it to another publication track.

3. The authors must own the copyright on any images, photographs or graphics or have obtained explicit permission for use of all such material when a third party owns the copyright. Alternatively, copyleft images and materials may be used once the relevant license terms are complied with, including citations to the original source/author. It is the responsibility of the author(s) to demonstrate such compliance and document the corresponding license agreements (a URL is sufficient) in notes accompanying the submitted article. The authors should include a PDF file with a suggested layout of the article. Figure captions must be provided, and ideally, figures/graphics should be cited in the text of the article. An IEEE copyright form will be required.

4. The manuscripts must be submitted online using the IEEE AP[1], which will automate the generation of a single submission document if the authors have the correct files prepared in advance.

## V. OVERLENGTH PAGE CHARGES

Articles exceeding 6 pages during author proof will be charged at US$ 250 per page for extra pages beyond first allowed 6 pages.

## VI. GUIDELINES TO WRITE SI GUEST EDITORIAL

Guest Editors are required to prepare a guest editorial for the SI articles that introduces the articles in the order of their preference and should address the significance, impact, practical usefulness, and future directions of the topic(s). It should convey the Editors' enthusiasm to the readers. For an SI (6 to 12 articles), the editorial must not exceed two magazine pages, including short editors' bios (roughly 250 characters/bio). Including editors' photographs is not permitted. Guest editorials must be submitted online, along with source files, using the IEEE AP[1] under the Guest Editorial track.

## VII. USING SCHOLARONE MANUSCRIPTS PORTAL

- Log in with your User ID and Password at S1M[2] portal. You may update your password and edit your information.

- Click on "Senior Associate Editor Center" or "Associate Editor Center". To see all the manuscripts assigned to you, click on "Awaiting Reviewer Selection" in the left frame.

- Download the articles by clicking on the "View Submission" under "Manuscript Title". The PDF file will be downloaded to your hard drive and opened by the appropriate software.

- Familiarize yourself with the article. Once you decide if an article is to be either rejected without review or submitted to the review process, return to the manuscripts page and click on the button under "Take Action". Subsequently, do one of the following:
  - If you choose to recommend rejecting the article without a review, set 0 for "# reviews required to make decision" in the "Progress" table. As the next step, go to the "Make Recommendation" block in the top right. Scroll to the "AE Recommends" and select the "Reject" radio button. You must fill out the two comment blocks summarizing your decision. Click the "Submit" button.
  - If you choose to submit the article to the review process, add reviewers from the potential reviewers listed in the "Web of Science Reviewer Locator" and click "Invite All". Eventually, you can register the preferred reviewers by clicking "+Add New Reviewer" in the "Create Reviewer Account" table. We suggest that you assign a minimum of 5 reviewers because: (i) often a reviewer will be late with a review or never completes the task; and (ii) generally, the more reviewers there are, the easier it is for the GEs to make a good decision, and the better the quality of the published article. To make a decision, you must collect comments from 3 reviewers.

- Once a minimum of 3 reviews are completed, you will be notified by e-mail. Return to your Editor Center of S1M[2] to make a decision recommendation. Please read the reviews carefully and rate them. Verify if any documents that the Reviewer may have added to their evaluation. When you are ready to make a recommendation, go to the "Make Recommendation" block in the top right. Scroll to the "AE Recommends" window and select one of the four radio buttons. You must fill out the two comment blocks summarizing your decision. When you are finished, click "Submit" button.

Should you need further information, please do not hesitate to contact the EiC, Norbert Herencsar, via e-mail at ieee.mce.eic@gmail.com.

[2] **IEEE Author Portal:** https://ieee.atyponrex.com/journal/cemag/
[3] **ScholarOne Manuscripts:** https://mc.manuscriptcentral.com/cemag/
[4] **IEEE Template Selector:** https://template-selector.ieee.org/
[5] **LaTeX Template at Overleaf:** https://www.overleaf.com/latex/templates/ieee-consumer-electronics-magazine-template/xphtjrbwmvrz/