

1. Policy on Multiple Submissions and Prior Publication

The general IEEE policy requires that authors should only submit original work that has neither appeared elsewhere for publication, nor is under review for another refereed publication. Exceptions can be made to this policy, but only with the approval of the editorial board. This means that authors must disclose all prior publication(s) and current submissions when submitting a manuscript.

Section 8.2.4.F of the *IEEE PSPB Operations Manual* provides guidelines for handling reported cases of authors who have submitted the same manuscript to two or more publications, or who have not properly cited the reuse of their previously published work in newly submitted papers.

1.1 Prior Publication

The guidelines recognize that it is common in technical publishing for material to be presented at various stages of its evolution. As one example, this can take the form of publishing early ideas in a workshop, more developed work in a conference and fully developed contributions as journal or transactions papers. This publication process is an important means of scientific communication. The editor of a publication may choose to re-publish existing material for a variety of reasons, including promoting wider distribution and serving readers by aggregating special material in a single publication. This practice continues to be recognized and accepted by the IEEE. At the same time, the IEEE requires that this evolutionary process be fully referenced by the author.

Authors submitting manuscripts must disclose whether there are prior publications, e.g. conference papers, by the authors that are similar, whether published or submitted. They must also include information that very clearly states how the new submission differs from the previously published work(s). Such papers should be cited in the submitted manuscript.

1.2 Multiple Submissions

'Multiple submissions' is defined as a given manuscript being concurrently under active consideration by two or more publications. It is at the discretion of each IEEE Organization Unit whether or not to allow multiple submissions. Authors shall inform editors of multiple submissions of manuscripts.

1.3 Corrective Actions

Authors who **do not properly cite their previous work** or who **submit a given manuscript to two or more publications without informing the editor** that the paper is concurrently under review by another publication, are subject to corrective actions depending on the number of previous violations he/she/they have previously incurred into (see Section 8.2.4.F of the IEEE PSPB Operations Manual for details).

2. Policy on Plagiarism

The IEEE PSPB Operations manual in Section 8.2.1, describes plagiarism in the following way:

"IEEE defines plagiarism as the use of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences. Section 8.2.4.D provides detailed guidelines for a) handling allegations of plagiarism, b) applying appropriate corrective actions when findings of plagiarism have been reached, and c) referencing previously published material."

The guidelines in Section 8.2.4 of the PSPB Operations Manual also describe a method for investigating an allegation of plagiarism. Section 8.2.4 states: "In considering the allegation, the responsible person shall appoint an independent ad hoc committee of experts in the topic to confidentially investigate and make a recommendation on the allegation to the responsible person."

http://www.ieee.org/publications_standards/publications/rights/plagiarism.html

Additional information is available at:

- [The PSPB Operations Manual](#)
- [The new plagiarism guidelines in section 8.2.4 Allegations of Misconduct](#)
- [A Plagiarism FAQ](#)
- [Identifying Plagiarism](#)
- [Investigating Possible Misconduct](#)

3. Policy on Electronic Posting

Authors submitting manuscripts for review should be aware of the IEEE policy on "Electronic Information Dissemination". The policy applies to authors who post part or all of a submitted manuscript on a Web site. The policy is found in the Publications Services and Products Board (PSPB) Operations Manual, in Sections 8.1.9A and 8.1.9B, as follows:

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B. ELECTRONIC REPRINTS

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