

IEEE Biometrics Council Publications Operating Manual

Section 1: Organization and monitoring – The Technical Committees are responsible for promoting and organizing the dissemination of knowledge through archival journals (mainly IEEE journals and magazines) in their specific areas of interest. The Publications Committee defined hereinafter is responsible for coordinating and monitoring the Council publications (mainly: IEEE journals and magazines sponsored, co-sponsored or technically co-sponsored by the Council; books), preparing the proposals for new publications. The Editorial Board of each archival publication as defined hereinafter is responsible for organizing and managing the publication itself, under the supervision and the coordination of the Publications Committee.

Section 2: Approval and control of publication activities – The Publications Committee is responsible for making recommendations on publication activities issues. Recommendation by the committee is mandatory for all issues under its purview. The AdCom approves the budget of the archival publications sponsored or co-sponsored by the Council and the proposals for new publications.

Section 3: The Vice President for Publications is responsible for coordinating the publication activities. In particular, but not limited to, he/she shall:

- A. chair the Publications Committee,
- B. coordinate and supervise proposal of Council regulations on publication activities,
- C. coordinate and supervise annual planning of publication activities,
- D. coordinate and supervise preparation of the annual budget for the publication activities, with the guidance of the Vice President for Finances, for timely inclusion in the Council budget,
- E. coordinate and supervise stimulation of proposals for publication activities,
- F. coordinate and supervise the review of the proposals for publication activities,
- G. coordinate and supervise approval of the Council technical co-sponsorship to publication activities, including the organizer representing the Council,
- H. coordinate and supervise recommendations for approval of sponsored and cosponsored publication activities,
- I. coordinate publication activities,
- J. coordinate and supervise the monitoring of the publication activities, in particular for the sponsored and co-sponsored activities,
- K. coordinate and supervise the reporting on publication activities as requested by the President, the Vice President for Finances, or the AdCom,
- L. supervise and monitor the reporting of the Council sponsored or co-sponsored publication activities to the IEEE,
- M. coordinate and supervise collection of statistical information on publication activities,
- N. coordinate and supervise recommendations on matters concerning the publication activities.

Section 4: The Publications Committee will comprise of 4-6 members. Vice-President (Publications) of the IEEE Biometrics Council will be the Chair of the committee, and he/she will invite 3-5 members who have experience in senior roles related to publications activities, including the previous VP Publications

and the outgoing EiC of the Transactions. The committee has to be approved by the ExCom of IEEE Biometrics Council. EiC will be a non-voting member of the Publications Committee. The Publications Committee reports to the Vice President for Publications. The Publications Committee is responsible for overseeing the publication activities. In particular, but not limited to, the Publications Committee shall:

- A. propose and recommend approval of the Council regulations on publication activities,
- B. define and recommend approval of annual planning for the publication activities,
- C. prepare and recommend approval of the budget for the publication activities,
- D. stimulate proposals for publication activities,
- E. review proposals for publication activities,
- F. approve Council technical co-sponsorship to publication activities, including the organizer representing the Council,
- G. recommend approval of sponsored and co-sponsored publication activities,
- H. monitor publication activities, in particular for the sponsored and co-sponsored activities,
- I. report on publication activities as requested by the President, the Vice President for Finances, or the AdCom,
- J. collect statistical information on the publication activities,
- K. make recommendations on matters concerning the publication activities.

Section 5: An Editorial Board is established to manage each archival publication of the Council, by operating within its respective area under the supervision and coordination of the Publications Committee. Each Editorial Board is chaired by the **Editor-in-Chief** of the respective archival publication and reports to the Vice President for Publications. In particular, but not limited to, within the respective area of interest each Editorial Board shall:

- A. define and recommend approval of annual planning for its activities,
- B. prepare and recommend approval of the budget for its activities,
- C. stimulate or otherwise obtain paper submissions,
- D. review and facilitate the editing process for accepted papers,
- E. monitor its activities,
- F. report on its activities as requested by the President, the Vice President for Publications, the Vice President for Finances, or the AdCom,
- G. collect statistical information on its activities,
- H. make recommendations on matters concerning its activities.

Section 6: Process of appointing EiC and Editorial Board:

1. Call of nominations/applications will be posted on IEEE Biometrics Council webpage and social media handles. The application includes nomination letter, CV, and personal statement summarizing their vision and plans associated to T-BIOM. The applications are submitted to VP (Publications) on or before the specified deadline.
2. Anticipated qualities: The applicants must have strong, relevant experience in roles such as author, reviewer, and area/associate editor for biometrics related publications/journals, and/or a technical program chair or similar roles in high quality, conferences. The key qualities of the Editor-in-Chief are an outstanding understanding of the needs of the community in academic as well as in industrial and government organizations, awareness of changing emphases in research areas and development of emerging fields, plus the administrative skills to manage the editorial

cycle in a timely fashion. The understanding of novelty and quality must be pre-eminent. The EiC must also be able to attract respected experts to his/her editorial board. The EiC must have good interpersonal skills to maintain good rapport with authors, editors, contributors and able to seek financial support for publication activities.

3. Publications/Steering Committee evaluates the applications and experience of applicants to renders a recommendation to the President.
4. Based on the recommendations, the President nominates the Editor-in-Chief for each IEEE journal or magazine sponsored by the Council, after having consulted the ExCom, to the AdCom.
5. The AdCom appoints the Editors-in-Chief of IEEE journals or magazines sponsored by the Council.
6. Editor-in-Chief appoints the Editorial Board Members including the Associate Editor-in-Chief(s) after consulting with the Publications Committee.

Section 7: Operating Process:

1. Editor-in-Chief evaluates the submission for a basic sanity check and scope of the paper, if found satisfactory, will pass it on to one of the Associate Editor-in-Chiefs (depending on workload and expertise). The Associate Editor-in-Chief will review the submission and if found suitable, will assign an Associate Editor to manage the review process.
2. Associate Editor will invite reviewers and as soon as three reviews are available, she/he will take one of the decisions: Accept, Accept with minor/mandatory revisions, Revise and Resubmit (Major Revision), Reject.
3. Target timeline from submission to first decision in 6-8 weeks.

Section 8: The Vice President for Publications shall arrange for the transfer of responsibility between the Editors-in-Chief.

Section 9: Term of office:

1. The term of office of the Editor-in-Chief of TBIOM is three years, non-renewable.
2. The term of office of the AEiC is three years (renewable) and AEs is two years (renewable).
3. The term of office of the Editor-in-Chief of the newsletter is three years. One extension can be granted based on the due process followed by the Publications Committee.

Section 10: Special Issues: Special issues associated with Council's conferences (IEEE BTAS, IEEE ISBA, and IEEE/IAPR IJCB) can be organized. Special issues related to the financial co-sponsored conference (e.g. Face and Gesture conference) may be organized. Further, Call of Papers will be distributed through Council's Newsletter regularly to attract research submissions.

Section 11: If any operating guideline does not exist, EiC should consult VP Publications and the Publications Committee.

Section 12: If there are any changes required to be made in this document, it should be approved by the Publications Committee with approval of the ExCom of the Biometrics Council.

Operational Guidelines of TBIOM

The task of EiC and Editorial Board not only includes managing the papers and ensuring high quality and visibility of the Transactions, but there are several administrative tasks related to the Transactions which are managed by the EiC and Editorial Board in consultation with the Publications Committee. The operational guidelines summarized hence forth are meant to provide pointers to the Publications Committee, EiC and the editorial board on different administrative aspects related to TBIOM.

Archiving of Publications Committee, EIC and AE Records: The EIC should maintain an up to date list of AEs, their start date and their end date, archived and shared with VP Publications. The EIC should also monitor the duration and terms of AEs and take suitable actions (such as extension, closeout, or termination) in consultation with the Publications Committee.

Special Issues on Specific Topics: Once the proposer(s) submits the proposal in a given format (given as Appendix 1), the EiC gets the proposal evaluated by the Associate EiCs and Associate Editors. The A-EiC and AEs should give their recommendations taking into the account the technical merit, need and relevance, timeliness, and feasibility of such a special issue including the expertise of the proposers in the area of special issue. As a general approach, proposers should be experts in the area and may not be Postdocs or PhD students. Based on the input from the AEs and his/her own input, the EIC makes a decision on the special issue proposal. The decision could be acceptance, rejection or a revision of the proposal. A revised proposal may again be reviewed by the AEs.

Special Issues of Conferences or Workshops: Since TBIOM is already planned to publish special issues of BTAS, IJCB and FG, special issues of other conferences should be decided selectively. The evaluation committee will comprise EiC, Associate EiCs, and the members of the Publications Committee, and they will collectively take the decision.

Archiving of Special Issue Proposals and Decisions: The EiC and VP Publications should maintain an archive of all the decisions taken regarding special issues. This can be maintained in a shared online format. The listing of published and ongoing special issues should also be maintained in a public forum on the TBIOM website.

Potential collaborations with other societies: Since the inception of the journal, it has been discussed that TBIOM lies at the intersection of multiple areas, which are pursued by different societies and councils. Therefore, it is imperative that the transaction collaborates with other societies. Before forging new collaborations, the EiC and publications committee should consider the overall position of the Biometrics Council.

Regular Updates to the Publications Committee: The EiC should provide half-yearly updates to the publication committee on the operations of the Transactions. The report should include summary of the following and any other item that the EiC seems pertinent.

- Number of submissions received
- Acceptance rate and desk rejects

- Average timeline of the paper along with outlier information
- Number of appeals received and final decisions
- Data related to special issue
- Any new initiatives being planned
- Number of authored or co-authored papers submitted and accepted by the EIC, VP Publications, President, and the Editorial board.

Operational Guidelines Regarding Paper Handling in TBIOM

Double-blind Submission: TBIOM allows double blind submission, if the authors choose to do so.

Desk reject: If the desk reject is based on “out of scope”, then EiC rejects the paper. If the desk reject is based on the quality, then one Associate EiC and EiC may take a joint decision and provide a detailed review to the authors.

Conflict resolution and appeal process: During paper submission, authors should declare conflict of interest, if any, with the EiC, Associate EiCs, and AE.

- In case there is an appeal by the authors against the decision, the EiC should request one of the non-conflicting Associate EiC to review the paper and reviews and provide his/her feedback. The AEiC and EiC can jointly take the decision.
- If the authors raise further appeal, it should be escalated to the VP Publications who can look into the matter. If required, consultation can be sought from the Publications Committee.
- The final escalation can be made to the President of the Biometrics Council, whose decision should be final.
- In case of conflict with the EiC, the first escalation is handled by VP Publications along with the Associate EiC.

Rescinding the comments of reviewers: In case an AE does not agree with the comments of a reviewer and rescinds it, proper justification should be provided for the same to the AEiC and/or EiC along with the recommendation.

Over-ruling the recommendation of AE: If the AEiC/EiC thinks that the decision of the AE is not justified, managing AEiC or the EiC should first discuss with AE to revisit the reviews and the decision. If the decision has to be over-ruled, the EiC and the AEiC managing the paper should agree to it and provide justification for over-ruling the decision.

Papers from EiC, VP Publications, and President of the Biometrics Council: The papers submitted by EiC should be handled by VP Publications and non-conflicting Associate Editor. The papers submitted by VP Publications and President of the Council should be handled by a non-conflicting Associate EiC and AE.

Excom members serving as AE: Excom members should not serve as Associate Editors of TBIOM during their tenure in the excom.

If EiC is unavailable for a short duration or resigns in middle of the term: In such a case, one of the AEiCs, selected by the Publications Committee, will serve as Acting EiC for a few months. If the EiC is on leave, the AEiC will continue serving until the EiC rejoins the position. In case the EiC has resigned, the AEiC will continue to serve as long as the new EiC is appointed.

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Appendix A-1: Proposal for Special Issue based in topics

- Title of the special issue
- Description of the special issue
- List of prospective authors
- Timeline
- Organizers and their brief biographies

Appendix A-2: Proposal for Special Issue related to Events

- Title of the special issue
- Description of the event
- Acceptance rate of the conference/workshop
- Are there multiple special issues planned from the event?
- If yes, what are the themes of these special issues?
- Timeline
- Organizers and their biographies