***FINAL VERSION***

**7th Triennial Special Issue of the IEEE Transactions on Plasma Science**

**IMAGES IN PLASMA SCIENCE (August 2014)**

# SUBMISSION INSTRUCTIONS

A completed submission package will contain the following documents. (Note that submission package differs from previous announcements.) Due to the enthusiastic response to the Special Issue and large number of submissions, we must require that this procedure be precisely followed. Submissions that do not follow these procedures will not be accepted.

1. Cover letter with contact information (address, phone, FAX, e-mail). Include names and e-mail addresses for **SIX** potential referees of your paper. Submit electronically as a PDF file. Name the file "XXX\_cover.pdf" (where XXX is the last name of the corresponding author.)
2. Layout of article conforming to 2 journal pages using templates we provide. Submit as a PDF file. Name the file "XXX\_layout.pdf". Templates for 2 page layout of article can be downloaded from

 Layout of article with image on first page (MS-Word, PDF):

 http://uigelz.eecs.umich.edu/pub/images/template\_p1.doc

 http://uigelz.eecs.umich.edu/pub/images/template\_p1.pdf

 Layout of article with image on second page (MS-Word, PDF):

 http://uigelz.eecs.umich.edu/pub/images/template\_p2.doc

 http://uigelz.eecs.umich.edu/pub/images/template\_p2.pdf

Submissions MUST be made through the IEEE Manuscript Central website. Please follow the following procedures:

1. Log into the IEEE Manuscript Central website at:

<https://mc.manuscriptcentral.com/tps-ieee>

Create an account if you do not have one.

1. Choose: “Author Center”
2. Choose: “Click here to submit new manuscript”
3. Manuscript Type: Choose "Special Issue – Images in Plasma Science 2014
4. Title: (Enter the title of your paper)
5. Abstract: (Enter abstract of your paper)
6. Choose: “Save and Continue”
7. Key Words: (Enter *at least* 1 key word by highlighting an entry on the list and

clicking “Add”)

1. Specialty/Area of Expertise (Leave blank if there is no entry. Otherwise confirm entry.)
2. Choose: “Save and Continue”
3. CoAuthors: (Enter co-Authors)
4. Choose: “Save and Continue”
5. Reviewers: (Enter a minimum of **SIX** potential reviewers)
6. Add an Editor: Choose: “Guest Editor, Images” → “Designate as Preferred Editor”
7. Choose: “Save and Continue”
8. Cover Letter: (Upload Cover Letter: XXX\_cover.pdf)
9. Color Illustrations: (Enter yes or no)
10. Choose: “Save and Continue”
11. File Uploads (Note: Replace “XXX” with last name of corresponding author)
	1. Layout using template (XXX\_layout.pdf) →Choose “Main Body”

(See links for templates in Item 2 above.)

* 1. Choose “Upload Files”
1. Confirm the following order:
2. XXX\_layout.pdf → Main Body
3. Choose: “PDF” to confirm files have been received.
4. Choose: “Save and Continue”
5. Confirm all of your entries
6. Choose “Submit”
7. You will be taken to the “Copyright Form Wizard” – please complete the form.

 **Send Questions to: tps.images.2014@gmail.com**