



Procedures Manual

**IEEE Latin America
Transactions**

Version 1.6

Last Update: February 22th, 2025

Approved date: March 8th, 2025

Contributors

Jenifer Castillo
Ilse Cervantes
Ronny Cabrera
Alejandro José Rojas Norman
Danton Ferreira
Roberto S. Murphy Arteaga
Gustavo E. Juárez
Daniel Ulises Campos Delgado
Andrea Jurado
Alberto Sánchez
Tania Quiel

INDEX

Preamble.....	5
1. Scope of the IEEE LATAMT	5
2. Structure of IEEE LATAMT	5
Overall Structure.....	6
Supervision & Counseling Board.	6
Publication Staff.	6
Editorial Board.....	6
Region 9 Director.	7
Advisory Committee.....	7
Treasurer.	7
Copy-Editor.	7
Editor-in-Chief.	8
Deputy Editor-in-Chief.....	8
Steering Committee.	9
Associate Editors.	9
Supervision and Counseling Board Meetings	10
Editorial Board Meetings.....	10
3. Paper and Decision Categories	10
Paper Categories.	10
Decision Categories.....	11
4. Paper Submission, Copyright, and Ethical Issues	11
Authorship.	11
Style of Manuscript and Paper Submission Guidelines.	11
Uploaded information in a Submission.	12
Accepted Manuscripts.	13
Copyright.	13
Page Charges.	14
Ethical Issues.	14
5. Operating Procedures	15
Paper Handling.	15
Assigning a Paper to Steering Committee.....	16

Steering Committee Assigning a Paper to an AE.	16
Prescreening of Articles.....	16
Recommendations for Securing Reviewers	17
Content of a Good Review.	17
Double Submissions.	18
AE Recommendation and Justification.	18
EiC Editorial Decision.....	19
Handling Resubmitted Papers.	19
DEiC Assigning a Resubmitted Paper to an AE.	19
Withdraw of Submitted Paper.....	19
Authorship Modification in a Submitted Paper.	19
Publishing of Accepted Papers.....	20
Appeal of Editorial Decision.....	20
Editions for Accepted and Published Papers.	21
Special Issues of the Journal.....	21
Special Section of a Congress or Workshop in a Monthly Issue.	22
Conflict of Interest.	22
Intellectual Property Rights.....	22
Communication Protocol.	23
Reporting Difficulties Early.....	23
8. Concluding Remarks.....	23
The Roles of Editorial Board.	23
Inquiries.....	23

Preamble

In October of 2003, the first issue of IEEE Latin America Transactions (LATAMT) was published in IEEE Xplore. The Journal was launched as a new forum for Latin American authors to publish their technical contributions and reviews papers with the sponsorship of IEEE Region 9 (Latin America and Caribbean). Initially, the Journal was devoted to publishing in Spanish and Portuguese. However, over time, this modality limited the impact of the technical contributions, so since 2019, the Journal also addressed publications in English. In general, the types, publication policies and guidelines, and financial matters of any IEEE newsletter, periodical, magazine or proceeding are defined by [IEEE Publication Services and Products Board \(PSPB\) Operations Manual](#). In this way, IEEE LATAMT complies the policies and standards set by the IEEE PSPB. However, the IEEE PSPB Operations Manual also allows to the sponsoring organizational unit (i.e. IEEE Region 9 for this Journal) to define specific duties and responsibilities for each publication. Thus, this Procedures Manual is a working document that complements the IEEE PSPB Operations Manual for our Journal, and it outlines the scope of IEEE LATAMT, its structure, manuscript and decision categories, detailed operation procedures, and its long-term goals.

1. Scope of the IEEE LATAMT

IEEE LATAMT is a peer-reviewed, refereed, monthly scientific journal of IEEE focused on the dissemination of high-quality research papers and review articles written in English, Spanish or Portuguese in three main areas: **Computing, (Electric) Energy, and Electronics**, with preference given to papers reporting on emerging topics or solving problems in Latin America. Some of the sub-areas of the Journal are, but not limited to: control of systems, communications, instrumentation, artificial intelligence, power and industrial electronics, fault diagnosis, transportation electrification, internet of things, electrical machines, microwaves, circuits and systems, biomedical engineering, haptic applications, secure communications, robotics, sensors and actuators, industrial systems, renewable energy, power electronics, computer networks, smart grids, among others. For a paper to be considered for the Journal, a substantial contribution with respect to previous work in the field must be demonstrated. Moreover, papers contributing to the **United Nations Sustainable Development Goals for Latin America** are strongly preferred; such motivation should be described during the submission process in the letter to the Editor and in the manuscript.

2. Structure of IEEE LATAMT

Overall Structure. IEEE LATAMT has a Supervision & Counseling Board, Publication Staff and an Editorial Board, as shown in Figure 1.

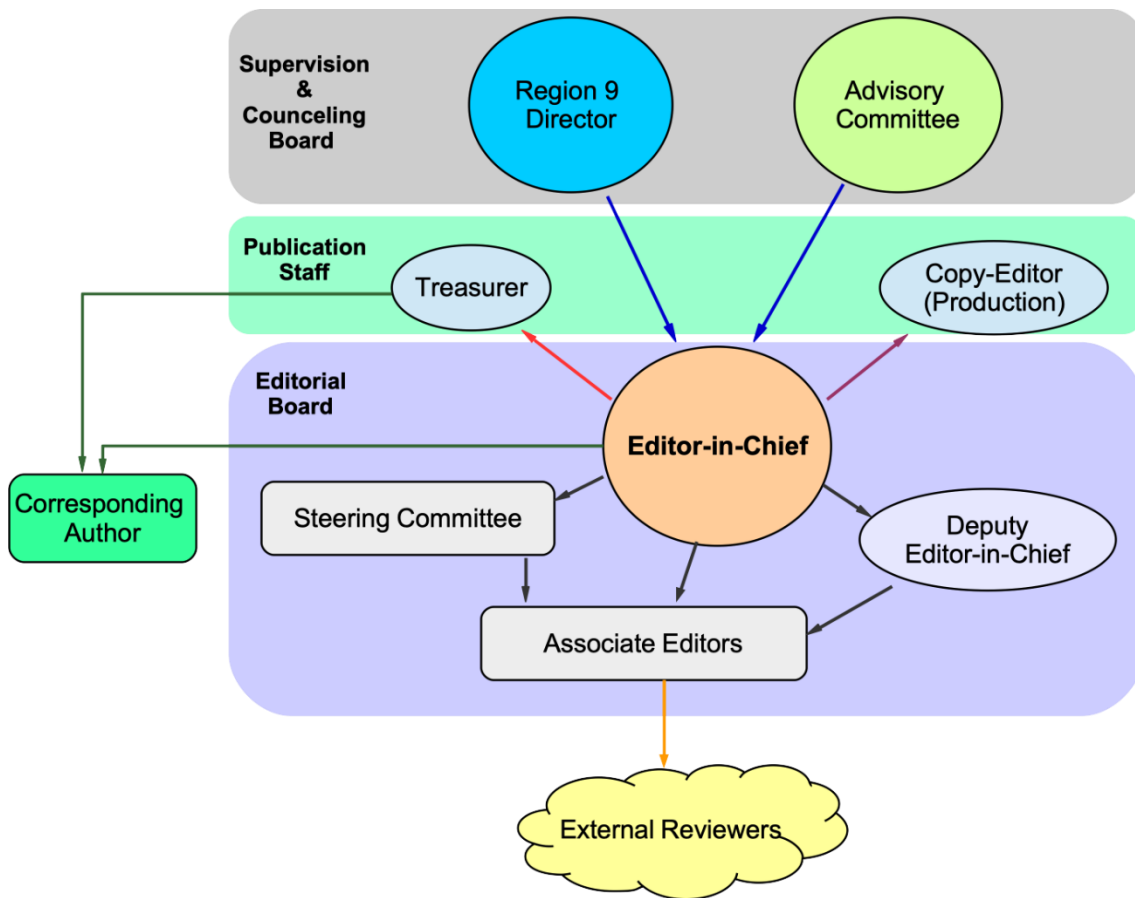


Figure 1. Schematic of the Overall Structure of IEEE LATAMT.

Supervision & Counseling Board. The role of the Supervision & Counseling Board is to provide advice and guidance to achieve the mid-term and long-term goals of IEEE LATAMT and to adapt to new publication and editorial guidelines of IEEE, as well as to provide overall supervision of the operations of IEEE LATAMT in relation with the goals of IEEE Region 9. This structure includes: (i) Region 9 Director, and (ii) Advisory Committee.

Publication Staff. The Publication Staff organizes and supervises the daily operation of the Journal outside the editorial work, i.e. with respect to its income and expenses, and to the edition of the accepted papers according to the IEEE templates and guidelines. It consists of at least two members: (i) Treasurer, and (ii) Copy-Editor, but may include other IEEE volunteers at the suggestion of the EiC, and with the subsequent approval of the Region 9 Director.

Editorial Board. The Editorial Board is responsible for handling and recommending papers, from the time of submission, throughout review and

publication. It is a four-tier system consisting of (i) an Editor-in-Chief (EiC), (ii) a Deputy Editor-in-Chief (DEiC), (iii) a Steering Committee (three members, i.e. one for each of the main areas of the Journal), and (iv) Associate Editors (AEs) (on the order of 25 to 35). Editorial Board members should be reputable experts with the energy, enthusiasm, and commitment to make IEEE LATAMT the flagship journal in Latin America and Caribbean. Their collective expertise should cover the major areas of Computing, (Electric) Energy, and Electronics. While some members of the Editorial Board are IEEE Region 9 members, others will be invited to join from outside this region or IEEE to encourage submissions on non-traditional IEEE LATAMT topics, and to handle these submissions in a professional and timely manner. These non-IEEE members are strongly encouraged to become IEEE members.

Region 9 Director. The Region 9 Director supervises the overall operation of the Journal and provides feedback on the annual goals and activities of IEEE LATAMT. The Region 9 Director also approves the proposal of annual budget presented by the Editor-in-Chief, and the annual report of activities. The Region 9 Director provides counseling with respect to ethical, organizational and financial issues in the daily journal operation, and validates the proposed appointments of the EiC and Treasurer. Also, Region 9 Director is the Chair of the Advisory Committee of the Journal.

Advisory Committee. In view of the broad scope and rapid development of technology in Latin America and the Caribbean, the IEEE LATAMT will have an Advisory Committee to provide advice, support, long-term vision, and a bridge to sister regions and IEEE societies, their members, and their publications. The Advisory Committee will consist of nine members: (i) Region 9 Past-Director, (ii) Region 9 Director-Elect, (iii) EiC, (iv) Past-EiC, (v) Region 9 Treasurer, (vi) Region 9 Information Management Chair, (vii) Region 9 Technical Activities Committee Chair, and (viii) & (ix) two Committee Members at Large. The Committee Members at Large do not have specific roles or titles in Region 9, and they are selected by nomination of an active member of the Committee and under a two-year appointment. The nominated Committee Members at Large will have a strong background in academia and will be preferably from the Latin America and Caribbean region to allow more representation within the journal.

Treasurer. The Treasurer is responsible for keeping track of the income and expenses involved in running the Journal. This position is nominated by the EiC from IEEE members in Region 9 familiar with financial procedures in IEEE, and ratified by Region 9 Director. The Treasurer oversees and acknowledges the payment of the publication fee for an accepted paper and issue an invoice. At the end of the year, the Treasurer helps the EiC in the elaboration of the next annual budget, and presents the annual balance of incomes and expenses to the EiC, Region 9 Director and Region 9 Treasurer.

Copy-Editor. The Copy-Editor is usually a position external to IEEE Region 9, and is the only position in the Journal that receives a direct payment for the work. The

Copy-Editor is selected by the EiC, and validated by Region 9 Treasurer. The Copy-Editor has to be registered in a web platform that allows a monthly payment by concluding the copyediting of the assigned papers in an issue of the Journal. After a paper has been accepted, the Copy-Editor receives the assignments by the EiC through the editorial system, and takes the uploaded source files, and copyedit the main document according to IEEE template and guidelines. In case of an inconsistency, the Copy-Editor will contact the EiC and corrects the problem. Upon completion of the copyediting process, the EiC must approve the work or may request corrections. Based on the papers ready for publication, the EiC defines the planning of each monthly issue. Once concluded this process, the EiC will authorize the payment in the web platform for the Copy-Editor and notifies Region 9 Treasurer.

Editor-in-Chief. The EiC represents IEEE LATAMT in the Latin America and Caribbean communities; interfaces with the Advisory Committee and Region 9 Director, the IEEE Region 9, IEEE Publications and other units, and other professional organizations; develops the Editorial Board, manages related administrative issues, chairs Editorial Board meetings, co-chairs Supervision and Counseling Board meetings, and sets long-term visions and strategies; solicits contributions, coordinates the review process, provides the editorial decision of each submission, organizes the monthly issues of the Journal, submits the final packages to IEEE Publications, and oversees the publication process; resolves conflicts, ensures the smooth functioning of IEEE LATAMT, and is responsible for the overall operation of the Journal. The EiC is supported by a Deputy Editor-in-Chief who assists with the administrative and daily operations of the IEEE LATAMT. The EiC is appointed to a two-year term by Region 9 Director, with the option of just one more reappointment. An EiC-Elect shall be selected at least one year prior to the end of the term of the EiC and shall assist the EiC in administrative duties, learn the operations of the Journal, and succeed the EiC at the end of the term. The EiC-Elect is recommended by a Selection Board consisting of five persons: the current and past EiCs, the Region 9 Director, the Region 9 Past-Director and the Region 9 Director-Elect. The EiC is usually selected from those who have served as DEiC, Steering Committee members and Associate Editors. If the current EiC is seeking re-election, a new member must be defined in the Selection Board, so the DEiC or a member of the Steering Committee could be chosen by Region 9 Director, who cannot be nominated for the EiC position. The Selection Board will establish the procedure for EiC nomination and defines a designation process.

Deputy Editor-in-Chief. The DEiC complements the work of the EiC in the handling and supervision of the editorial daily operation. This position is selected by the EiC from the actual members of the Steering Committee and AEs. The DEiC punctual activities are: (i) At least once a week, check the status of the revision process by AEs, and provide them feedback and suggestions for irregular cases to maintain a timely operation; (ii) Reassign submissions to AEs in case of exceptional situations or mishandling; (iii) Revise the resubmission timelines according to the given due date, and open a New Review Round in the editorial system after a resubmission; (iv) Along with the EiC and Past-EiC participate in the evaluation of the Associate Editors; (v) Evaluate the proposals of Special Issues with the EiC and

the Steering Committee; (vi) Select the highlighted papers for each monthly issue and share this information with the Region 9 Information Management Chair and Region 9 Communications Committee Chair; and (vii) During the Editorial Board meetings, co-chair the session and elaborate the minutes and distribute them.

Steering Committee. The members of the Steering Committee are in charge of starting the editorial process of a submission. In IEEE LATAMT, there is one member by each main area of the journal: (i) Computing, (ii) (Electric) Energy, and (iii) Electronics. The members of the Steering Committee are nominated by the EiC from present or past AEs to ensure the highest standard of quality and compliance with procedures. According to the area chosen by the corresponding author during the submission process, a member of the Steering Committee evaluates the submission files by following the Journal guidelines and checks the plagiarism index of the manuscript. If the Journal guidelines are satisfied, the member of the Steering Committee assigns an AE to handle and recommend the submission. Meanwhile, if the submission does not follow the Journal guidelines or exceeds the plagiarism index, the member of the Steering Committee declines the submission, and provides feedback to the authors for a future resubmission. The assignments of AEs by the Steering Committee must look to balance the load among all of them. In addition, the Steering Committee along with the EiC and DEiC evaluate the proposals of Special Issues submitted to the Journal.

Associate Editors. AEs are the core elements in the editorial process of IEEE LATAMT and are responsible for complete and unbiased evaluations of the submitted papers in a quality and timely manner. The completeness of a paper evaluation is related to its originality, relevance, technical correctness, organization, presentation, and references according to the Journal scope and guidelines. Upon the assignment of a paper by the Steering Committee, an AE should judiciously secure six external reviewers or more thus increasing the likelihood of obtaining at least three substantial reviews. After reviews are obtained, the AE should analyze their ratings and comments and combine them with AE's own assessment to prepare a recommendation to the EiC, targeting a turn-around-time of one or two months. More will be said below about securing reviewers and the preparation of recommendations. AEs are kept anonymous until the publication of papers where a footnote in the published version is provided identifying and recognizing the handling AE. The workload of AEs will be around 15 to 20 papers per year. In a more proactive way, AEs should attract the submission of top-quality papers and submit their own, promoting the main areas of the Journal. Associate Editors are selected by a joint evaluation of EiC, Past-EiC and DEiC, and their selection is based on scientific quality, international reputation, commitment to service, reliability, and the needs of the Editorial Board. It is also important that AE candidates have shown their active involvement in the scientific life of IEEE Region 9. The initial term of an AE is one year, and if things work out well at the one-year checkpoint review conducted by EiC, Past-EiC and DEiC, the term is extended for two more years. While an additional one-year extension may be granted in cases of special need, it is generally required that a person takes a break of at least one year before serving a second term as an AE. This is to provide an opportunity for other

members of the scientific community in IEEE Region 9 to participate in the editorial process and to avoid having the Journal becoming the province of a small group of people.

Supervision and Counseling Board Meetings. The Supervision and Counseling Board should hold biannual meetings (one every 6 months), which could be virtual. Nonetheless, it is recommended that one annual meeting could be in-person, organized by the Editor-in-Chief, and could coincide with a regional meeting to facilitate organization and enhance feasibility. The Chair of the Supervision and Counseling Board will be the Region 9 Director and the Co-Chair will be the EiC of IEEE LATAMT. The agenda for the meetings will be proposed by the EiC and validated by the Region 9 Director, and then distributed to the board members. The nomination and selection of the Committee Members at Large will be carried out in a meeting of the Supervision and Counseling Board.

Editorial Board Meetings. The Editorial Board meets twice a year and given the diversity of countries represented on the Board, a virtual meeting with a common date and time should be coordinated among all members by the EiC. The agenda for the meeting is defined by the EiC and distributed to all Board members before the proposed date. The meeting is chaired by the EiC and co-chaired by the DEiC, who oversees the minute. Editorial Board members should attend at least one meeting per year. Urgent matters shall be communicated, coordinated, and decided by email.

3. Paper and Decision Categories

Paper Categories. IEEE LATAMT publishes two types of scientific communication: (i) **Regular Papers** and (ii) **Review Papers**. Regular Papers describe new abstractions, algorithms, theory, methodologies, models, systems, or enabling technologies in the areas of Computing, (Electric) Energy, and Electronics, such that a technical contribution is identified by comparing with the state-of-the-art. Papers describing specific applications are encouraged, provided that the methods represent the best current practice, detailed characteristics and performance comparison are included, and the topics are of general interest. Multipart papers will only be published if there is compelling rationale for a multipart treatment. All parts of such submissions must be accepted for any part to be published. Meanwhile, Review papers are of a tutorial, review or survey nature of the state-of-the-art in the scope of the Journal, and they must have a minimum of 100 references and must be accompanied by a letter to the Editor justifying the relevance of the manuscript. Review articles may also be submitted by invitation. To enhance accessibility of the submissions, the Corresponding Author must include video and graphical abstracts along the manuscript.

Decision Categories. Decision categories in the Journal include four options: (i) **Accept**, (ii) **Conditionally Accept** (Revisions Required), (iii) **Resubmit for Review**, and (iv) **Decline**. Accept and Decline are straightforward decisions. For a paper that was Conditionally Accepted (Revisions Required), the updated manuscript must be submitted within 5 days of the decision date. It will retain the same paper ID number, the review clock will continue without re-starting, and the additional revision cycle should be brief and conducted only by the EiC and/or by the AE. Resubmit for Review is an encouraging way to say that a paper needs major revision, but it may contain publishable results after a serious improvement. The authors are encouraged to revise the manuscript based on reviewers' comments and specific instructions provided by the AE and the EiC in a period of 20 days, with a possible final extension of 10 more days upon request. The revised manuscript will keep the same paper ID number and must go through a full revision process handled by the originally AE and with external reviewers. Please note that IEEE LATAMT allows a maximum of one major revision. Papers that exceed this number may be immediately declined.

4. Paper Submission, Copyright, and Ethical Issues

Authorship. As defined by IEEE PSPB Operations Manual, authorship and co-authorship of a paper should be based on a substantial intellectual contribution (*theoretical development, experimental design, analysis and interpretation of results, drafting, revising and approval of manuscript*) in a submitted work. The list of authors on a paper serves multiple purposes, so it indicates who is responsible for the work and to whom questions regarding the work should be addressed. The authorship of the manuscript must be also described at the submission stage in the metadata information. In articles with multiple authorship, the order of the authors shall be at the discretion of the same authors, and a Corresponding Author must be designated as having responsibility for overseeing the publication process and ensuring the integrity of the final document. If a paper is revised and resubmitted, co-authors should be asked by the Corresponding Author to reaffirm their assent to be listed as co-authors and to approve the revised version. So, the Corresponding Author is responsible for timely responding to all communications with the Editorial Board of the Journal and notifying all co-authors. More ethical information is provided [here](#), and specific Instructions for authors are provided at [the Journal webpage](#).

Style of Manuscript and Paper Submission Guidelines. A valuable IEEE link for helping authors in their manuscript preparation is IEEE's "[Tools for Authors](#)". Paper submission, revision and publishing are carried out through OJS/PKP editorial system in [our webpage](#). Manuscripts should be submitted in a double column format using an IEEE style file and guidelines ([downloadable here](#)). Regular papers have a minimum and a maximum of six and nine Transactions pages, respectively, at the time of the initial submission. Meanwhile, Review papers are limited to 12

Transaction pages at submission. In this way, the authors must be able to present precisely their technical contribution in these manuscript lengths. However, after the revision stages, Regular and Review papers can be extended according to the recommendations by the peer review process. Excessively long papers may be declined without review at the initial submission.

The title at top of the manuscript must be descriptive and centered on the technical contribution, and below, the authors of the work must be listed along with their membership to IEEE, as well as their Open Researcher and Contributor ID (ORCID) by a hyperlink. The authorship and its ordering must follow IEEE guidelines [“Ethical Requirements”](#). The abstract is an accurate, stand-alone reflection of the contents of the article, with a length of up to 200 words. After the abstract, the index terms of the submission must be introduced in alphabetical order by using keywords in the [IEEE Thesaurus](#). As a footnote, in the first column of the first page, the authors must acknowledge their financial support and must include their affiliations and emails. The title, abstract, index terms, financial support and affiliations information must be written in English.

All figures and tables in the document must be numbered and cited in text. Use consistent font and size in all figures and tables, and choose sizes that will allow the text to be scaled to 8 points at final printed size. Otherwise, an entire figure or table may be enlarged so that the smallest size is scaled to 8 points for readability. References must be in a separate bibliography section at the end of the document in IEEE style, with items referred to by numerals in square brackets, and including the Digital Object Identifier (DOI) of the publication. For journal articles: Author initials followed by last names, title in quotation marks, periodical, volume, inclusive page numbers, year and DOI; for books: Author initials followed by last names, title, location, publisher, year and DOI; and for conference papers: Author initials followed by last names, title in quotation marks, conference, location, month and year, inclusive page numbers and DOI.

After the bibliography, the last part of the manuscript is the biographies section, where the authors must include a brief biography (written in English and with no more than 100 words) and a photograph (current and professional images of the head and shoulders -no sunglasses and hats-). The biographies should contain the following information: educational background, major field of study, working and research experience, current research interests, memberships in professional societies and awards.

Uploaded information in a Submission. Letter to the Editor, video abstract, graphical abstract, and submission metadata must be included along the manuscript as an initial submission by the Corresponding Author. The letter to the Editor (free format but written in English) must explain the technical contribution and relevance of the submitted paper, where the authors must express their commitment to not submit the manuscript simultaneously in other forums. Also, the letter must include a detailed explanation of how the paper contributes to the United Nations Sustainable Development Goals for Latin America and Caribbean in

the following three areas: Computing, (Electric) Energy, or/and Electronics. The letter must be signed by the Corresponding Author on behalf of the rest of co-authors. The letter is in PDF format, and it is provided in a separate file.

The video abstract is a recording of less than 6 minutes with visual and audio tools that describes the problem, technical contribution, most relevant results and conclusions of the submitted work. The audio description must match the language of the submitted manuscript. A YouTube link to the video abstract must be added in separate portable document file (PDF) format.

The graphical abstract is a color image file in portable network graphics (PNG) format that must reflect the main contribution of the work, and it constitutes a visual summary of the main findings of the submission. The graphical abstract needs to have a minimum of 531 x 1328 pixels (height x width) using a minimum resolution of 400 dots per inch (DPI).

The submission metadata includes title, abstract (up to 200 words), index terms, supporting agencies, list of references, co-authors information (email, affiliations, biographies -up to 100 words-, and ORCID), and area of submission (Computing, Energy – Electric-, or Electronics). The title, abstract, index terms and supporting agencies must be described all in English.

If it is considered that a paper is beyond the scope or capability of IEEE LATAMT, the Corresponding Author will be notified within two weeks of submission by the EiC or a member of the Steering Committee. Please direct all questions to the EiC.

Accepted Manuscripts. After a paper is conditionally accepted, up to ten items will be required to the Corresponding Author: (i) IEEE Copyright, (ii) Link-to Code file, (iii) file with link to video abstract, (iv) graphical abstract, (v) final version of the manuscript, (vi) letter with response to reviewers and (vii) manuscript with highlighted changes (*in case of receiving final comments by external reviewers or AE*), (viii) “Paper Submission Form” and (ix) “Final Submission Checklist” filled out with requested information, and (x) all sources files (DOC, DOCX or TeX file of manuscript, images in the article, and authors’ photos). All the files must be submitted in PDF format, except the “Paper Submission Form” in FORM format, graphical abstract in PNG format, and sources files as a ZIP folder. In the ZIP folder of the source files, images and photos in PNG, PDF, Postscript (PS) and Encapsulated Postscript (EPS) formats are acceptable and preferable. Of course, placing poor quality images into any of these formats will result in poor quality graphics. All color graphics will need to be saved at a resolution of at least 400 DPI.

Copyright. It is the policy of the IEEE to own the copyright to the technical contributions it publishes on behalf of the interests of the IEEE, its authors, and their employers; and to facilitate the appropriate reuse of this material by others. To comply with U.S. copyright law, authors of accepted papers are required to complete and sign an IEEE copyright form. The Corresponding Author must submit the IEEE Copyright in PDF format in the final package for publication. This form

returns to authors and their employers full rights to reuse their material for their own purposes upon request.

Page Charges. IEEE LATAMT is a non-profit and self-sustained journal, sponsored by Region 9, which is dedicated to the dissemination of high-quality research papers and review articles written in English, Spanish or Portuguese. To balance the operational costs but at the same time, keeping an affordable forum to publish by researchers from Latin America and Caribbean, and in general, from the Global South, there is a reduced mandatory publication fee for all accepted papers and independently of the number of pages in publication format. The amount of this publication fee will be defined jointly by Region 9 Director, Region 9 Treasurer, EiC and our Treasurer, and will be notified in [our webpage](#) to all prospective authors. This publication fee can only be paid by PayPal, and after an acceptance, the Corresponding Author will receive a direct link for this purpose. After tracking of the payment, the Treasurer will contact the Corresponding Author to request information for the invoice, and then sends this document as a PDF file. In the future, and in coordination with the Region 9 Director, Region 9 Treasurer and our Treasurer, there may be available more methods to make this payment, in which case, the [IEEE LATAMT webpage](#) will notify to the authors.

Ethical Issues. Manuscripts should be original, previously unpublished work not currently submitted to any other publication. Multiple submissions to different journals are unacceptable. This applies to the entire period during which a paper is under review by IEEE LATAMT. It is the responsibility of the authors, not the IEEE, to determine whether the publication of their material requires the prior consent of other parties and, if so, to obtain such consent. If authors make use of charts, photographs, or other graphic or textual material from previously published material, the authors are responsible for obtaining written permission to use the material in the manuscript.

The letter to the Editor must disclose if there are any previous publications, e.g., conference or workshop papers and dissertation or thesis documents, by any of the authors that are similar, whether published, submitted, or under review. In this sense, the letter must also clearly describe how the submission differs from the previously published work(s), and such articles or documents must be cited in the submitted paper. In case of doubt, please contact the EiC.

To avoid any conflict of interest in the handling and editorial decision of a submitted paper, the EiC, the DEiC and the members of the Steering Committee may not submit contributions to the Journal as authors. However, this rule does not apply to AEs, since they are not involved in assigning and deciding on submissions.

IEEE defines plagiarism as the use of someone else's prior ideas, procedures, 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. Self-plagiarism is also unethical. If authors have used their own previously published

work(s) as the basis for a new submission, they must cite the previous work(s) and briefly indicate in the manuscript how the new submission offers substantively novel contributions beyond those of the previously published work(s). After an initial submission, the Steering Committee evaluates a similarity test by considering published material, and open access repositories for theses and dissertations. An overall and single source Plagiarism Percent Matches are computed by a tool provided by IEEE. If the guidelines by IEEE LATAMT are not met, the submission is automatically declined without the option of appeal.

The use of content generated by artificial intelligence (AI) in a paper (including but not limited to text, figures, images and code) must be disclosed in the acknowledgements section of any paper submitted to an IEEE publication. The AI system used must be identified, and specific sections of the paper that use AI-generated content must be identified and accompanied by a brief explanation of the level at which the AI system was used to generate the content. The use of AI systems for editing and grammar enhancement is common practice and, as such, is generally outside the intent of the above policy. In this case, the above disclosure is only recommended.

5. Operating Procedures

Paper Handling. IEEE journals have a highly structured and efficient review process. For IEEE LATAMT, after a paper of any category is received, it is given a Paper ID in the editorial system. According to the area selected by the Corresponding Author, i.e. Computing, (Electric) Energy, and Electronics, and after checking the Journal guidelines (submission files and plagiarism index), a member of the Steering Committee assigns it to an appropriate AE, who in turn recruits external reviewers. The DEiC oversees supervising and supporting the AE for a timely peer review evaluation. The AE is asked to read the paper, assimilate the external reviews, and make her/his recommendation to the EiC. The EiC then analyzes the recommendation and the reviews, makes the final decision, and communicates with the Corresponding Author. Although most decisions are consistent with the AE's recommendations, this is not always the case. The EiC also serve as a trainer for the AEs and interact with new AEs on quality of the reviews and their interpretation.

The target durations for the steps are:

- Reviewers: 21 days after the assignment
- AEs: ten weeks after the assignment
- EiC: twelve weeks after the assignment

Although the above durations can be changed according to the Transactions needs, it is important for each person to know the target durations and try to meet the deadlines. The flow of this Paper Handling process is illustrated in Fig. 2.

Assigning a Paper to Steering Committee. The assignment of a paper to the three members of the Steering Committee is based on the area of interest declared by the submitted paper: Computing, (Electric) Energy, and Electronics. In this way, each member has just one area of expertise assigned.

Steering Committee Assigning a Paper to an AE. In assigning a paper to an AE, the member of the Steering Committee should consider AE's primary and secondary areas of expertise and their workload. In view of the widespread manuscript topics and the limited number of AEs, a paper may not lie within an AE's primary areas of expertise, especially for papers on new topics or interdisciplinary papers.

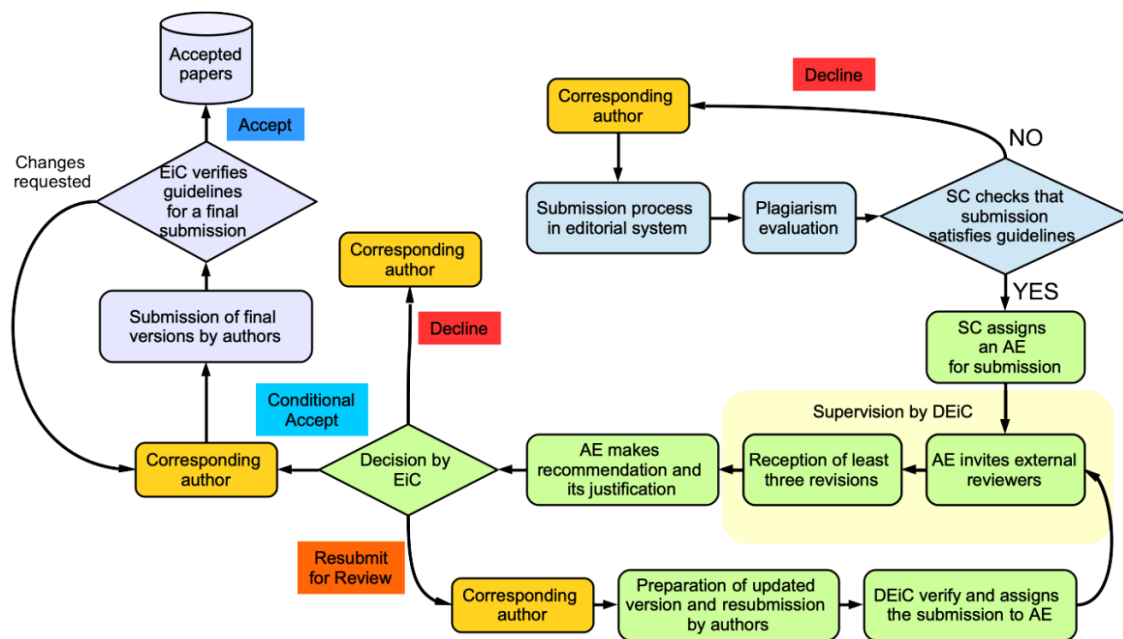


Figure 2. Flow of the Paper Handling process in the Journal (AE: Associate Editor, SC: Steering Committee, DEiC: Deputy Editor-in-Chief, EiC: Editor-in-Chief).

Prescreening of Articles. When a paper is assigned to an AE by the Steering Committee or reassigned by the DEiC, the AE has three workdays to decline in view of heavy workload (e.g., already handling too many papers) or the topic is out of the AE's secondary areas of expertise. In this declining scenario, the AE must notify the Steering Committee or the DEiC (whoever did the assignment) to reassign the submission to other AE. Otherwise, the AE should glance over the paper to roughly understand what the paper is about, its potential contributions, who are the leading experts in the topic area, etc. For a very weak paper in technical substance, the AE may write a review and send it to the EiC, who will then validate this assessment and write a decline letter to the authors. If an appeal of this decision is made by the Corresponding Author to the EiC, the EiC shall subsequently consult with at least two members of the editorial board for concurrence. Declining shall require the general agreement of the EiC and those consulted. By not assigning the paper to

external reviewers, this would save reviewers' time for future papers. The practice, however, should be used judiciously.

Recommendations for Securing Reviewers. For other papers, the AE should secure at least six reviewers per paper and get their agreement to review the paper by sharing with them the abstract, and request that the reviews be sent back within 21 days. Selecting appropriate reviewers is critical to have a quality and timely review process. Candidate reviewers may include leading researchers in the topic area, colleagues who are familiar with the topic, authors of papers on the reference list, and authors of relevant papers that have been previously accepted. A good mix of senior and junior reviewers is desirable as they provide reviews from different perspectives and at different levels of detail, and a mix of reviewers from diverse geographical regions is also desirable. A key idea to secure reviewers is to align their interest with the Journal: the paper is on a topic that they would really like to see or to say something about. Having reviewers who are interested in going over the manuscript would alleviate the need of repeated sending of reminding messages, and avoid the need for AEs to write detailed comments themselves to supplement shallow and not-to-the-point reviews. Generally, it is not recommended to ask other AEs to be reviewers unless they are directly involved in the subject matter, and it is not recommended either for the handling AE to serve as a reviewer. On the contrary, AEs should constantly look for new external reviewers whom they may not know personally. The Web is a powerful tool for doing this, e.g., using IEEE Xplore, Scopus, Reviewer Credits and Google Scholar, to identify relevant researchers, and then using search engines to locate their institutions and email addresses.

Content of a Good Review. The following are suggested questions requiring external reviewers to comment:

- Does the introduction state the purpose of the paper?
- Is the literature review complete?
- Is the paper technically sound? If not, why not?
- Does the author explain the intellectual merit of the method?
- Does the author explain the significance of the results?
- What is the overall contribution of the paper with respect to similar strategies in the state-of-the-art?
- Are the references relevant and complete? Supply missing references.
- Is the paper clearly written and well-organized?
- If the paper is too long, how can it be shortened?

Also ask external reviewers to provide any information to authors that will be useful in revision, in enhancing the appeal of the paper, or in convincing them of the mistakes. Reviews should be specific. If the results are already known, references to earlier papers that contain these or similar results should be provided. If the reasoning is incorrect or vague, where and why should specifically indicated. If the paper should be rewritten, specific suggestions should be given regarding which parts to delete, amplify, or modify. To avoid confusion, the reviewer's specific acceptance or declining recommendation should not be included in the comments to the author. Sometimes papers are passed on to senior graduate students for

review. Some excellent reviews may result from this. It is important, though, that the quality and professionalism of the review be maintained, and the originally assigned reviewer should check the review personally before submitting.

Information or content contained in or about a manuscript under review shall not be processed through a public platform (directly or indirectly) for AI generation of text for a review. Doing so is considered a breach of confidentiality because AI systems generally learn from any input. AEs should convey this policy to referees when a review is requested.

After receiving the evaluation of any external reviewer, the AE thank her/him for their effort in evaluating the paper through the editorial system.

Double Submissions. Upon receiving a manuscript submission, IEEE LATAMT confirms with the Corresponding Author that the paper is original, previously unpublished, and not being considered for publication by any other journal. If this is not the case, the Corresponding Author should withdraw the paper immediately. IEEE LATAMT will not consider papers that are under review or have been accepted by another journal. If an external reviewer reported that she/he recently reviewed the same or a similar paper by the same set of authors for a different journal, the AE should report the case to the EiC with information as detailed and specific as possible. The EiC should then verify with the Corresponding Author and possibly with the EiC of the other journal. If the paper is indeed under review by the other journal, then the paper shall be declined, and the authors should be warned that this is an unacceptable practice. Otherwise, the review process should proceed as normal.

AE Recommendation and Justification. When reviews are due, external reviewers may need to be reminded. Depending on the tightness of the deadline, the AE may want to wait for more reviews or act immediately. In any case, the AE should be able to act after receiving two solid and consistent reviews. Combining reviewers' comments and AE's own reading of the paper, the recommendation should be impartial, to-the-point, and constructive. The recommendation can have four dispositions in the editorial system: accept, conditionally accept (revisions required), resubmit for review and decline, either as a Regular Paper or Review Paper. The recommendation must include a brief justification on the analysis of the external reviews, and their own assessment of the submitted work. AEs need to be very specific about reviewers' comments, and clearly indicate which comments must be fully addressed, and which only need to be discussed. If the paper should be cut short, the indication of which parts to cut, and on how the paper should be re-organized for better reading should be given. The AE may also want to comment on the relevance of the problem, the adequacy of simulations, numerical testing, or experiments, the clarity in conveying the contributions, etc. It is important to justify our recommendation since the authors may come back to argue against specific points. In preparing the recommendation, AEs should be aware that the material will be processed by the EiC before going to the authors. In doing so, anonymity of the reviewers will be preserved.

EiC Editorial Decision. Based on the external reviews, AE's recommendation and its justification, the EiC decides the disposition of the paper and communicates with the Corresponding Author. The EiC needs to justify the decision, gives specific revision instructions, and provides resubmission information as appropriate. The authors should not just submit a revised manuscript, but should also provide a response letter explaining how the comments were addressed. The deadline for resubmission for a conditionally accepted paper is 5 days from the date of the decision, and for resubmit for review is 20 days. Upon requests by the corresponding author to the EiC, extensions of 3 extra days could be granted for a conditionally accepted paper, and 10 extra days for resubmit for review. The identity of the reviewers should be kept strictly confidential throughout the editorial process in the Journal. Generally, the acceptance rate is expected to be around 20% to 30%.

Handling Resubmitted Papers. Conditionally accepted (Revisions Required) papers have to be resubmitted within 5 days from the date of decision. Depending on the feedback and suggestions during the previous review cycle, it may be reviewed by the EiC only, or also by the AE. The resubmission of a Resubmit for Review paper is bounded by the 30-day limit, i.e. 20-day for a normal resubmission time and 10-day final extension. The same original Associate Editor is usually selected, and the paper must go through a full review cycle possibly with a mix of new and old reviewers. For both Conditionally Accept (Revision Required) and Resubmit for Review papers, authors should provide a separate document (response for reviewers) detailing the list of changes and how the previous comments were addressed, and in addition, include the updated version of the manuscript with highlighted changes in PDF format.

DEiC Assigning a Resubmitted Paper to an AE. After the Corresponding Author has resubmitted a paper and uploaded the required files, i.e. "Resubmit for Review" decision in the first revision stage, the DEiC verifies that the Journal's guidelines have been met. After a positive outcome, the resubmitted paper is usually assigned by the DEiC to the original AE in view that the authors have revised the paper in accordance with the AE's recommendation.

Withdraw of Submitted Paper. If during the editorial process of a submitted paper (before the publication stage), the authors decide to withdraw their work, they had to request this process to the EiC. The Corresponding Author is responsible of obtaining all co-authors assent for the withdrawal. To honor the work and invested time of Associate Editors and external reviewers of a withdrawn paper, the manuscript could not be resubmitted to the Journal in a future. If at any stage of the editorial process, the Corresponding Author is not responding the requests of the EiC for more than two weeks, and neither a final reminder in one week, the submission will be withdrawn from the editorial system without the option of a future resubmission.

Authorship Modification in a Submitted Paper. Co-authors can be added at any time during the review process, or when the final version of the article is

submitted for publication, but they shall satisfy the authorship's requirements, and the Corresponding Author must notify any addition of co-authors to the EiC. Meanwhile, a co-author has the right to withdraw that person's name from a paper at any time before acceptance of the article by the EiC. The Corresponding Author shall notify the EiC regarding removal of co-authors.

Publishing of Accepted Papers. Once a submission is accepted, the Copy-Editor and the Treasurer are assigned to it in the editorial system. The Copy-Editor must use the final source files provided by the Corresponding Author to produce the publishing version of the paper by following IEEE template and guidelines. In a footnote in the first page of the manuscript, the Copy-Editor will include the information of the AE handling and recommending the accepted submission, and the name of the Corresponding Author. Once the Copy-Editor finishes the copyediting process, she/he notifies the EiC to validate the publishing version. Meanwhile, the Treasurer keeps track of the payment of the publication fee. After the payment and conclusion of copyediting, the submission is ready for publication. The journal publishes twelve numbers per year, one per each month, and usually with 10 or more papers. The EiC schedules the publication of each monthly issue based on the publishable papers. The monthly issue is first published in the webpage of the Journal, and from it, the DEiC selects four papers to be highlighted in social media. This selection must look to balance among technical contribution, quality of presentation and geographical diversity of the publications; and subsequently the selection is shared with Region 9 Information Management Chair and Region 9 Communication Committee Chair. Finally, the EiC sends the PDF files of the published papers, and an XML file with the metadata to IEEE Publications to generate the DOI of each article and posterior publishing in IEEE Xplore. The flow of this Publishing Process is illustrated in Fig. 3.

Appeal of Editorial Decision. Authors who wish to appeal the editorial decision for their paper could submit a formal appeal. Appeal requests must be made by the Corresponding Author with an email addressed to the EiC with the word "Appeal", and the manuscript reference ID number in the subject line. All authors of the paper must agree to the submission of the appeal. This request will only be considered for manuscripts that have been peer-reviewed and will not be allowed for those declined by incomplete submissions or by not following the [Instructions for Authors](#) of the Journal. The Corresponding Author must submit the appeal within one month of the date on which they receive the editorial decision. While the appeal is under evaluation, the authors cannot submit their paper to any other journal. The appeal letter must explain in detail why they refute the decision and provide point-by-point responses to any of the AEs and reviewers' comments, along with supporting evidence. Appeals will not be considered where there is difference of opinion as to the interest, novelty or suitability of the paper for the Journal. Upon receiving the appeal email, the EiC will acknowledge the reception to the Corresponding Author and has to respond in less than one month. The EiC selects an AE with expertise in the research topic, but different from the originally assigned, to evaluate the appeal and provide an assessment of the editorial process in two weeks period. The recommendation of the AE must be according to the four

Decision Categories described in Section 3. Hence, based on the AE's assessment and the EiC's evaluation, the EiC provides a final decision to the Corresponding Author.

Editions for Accepted and Published Papers. After a paper has been conditionally accepted by the EiC, the Corresponding Author must respond to the minor suggestions and comments by the external reviewers and Associate Editor. In fact, this is the last stage to carry out minor editions to the text, authors' affiliations information and biographies in the manuscript and paper metadata. After the EiC accepts the submission, no further changes can be implemented or requested by the authors. If after publication of the paper, the authors notice an error in the manuscript, or in the complementary information (video and graphical abstracts, and link-to-code), through the Corresponding Author, they must notify the EiC to decide proper actions according to IEEE PSPB Operations Manual.

Special Issues of the Journal. IEEE LATAMT encourages the publication of Special Issues. A proposal for a Special Issue should be submitted to the EiC, with a well-articulated unifying theme that reflects the best work in a particular area of significant importance. Topics can either be areas that are just reaching significant maturity or important emerging areas in which research is likely to be significantly developed by the publication of a collection of excellent papers. Each proposal includes three Guest Editors, where one of them must be an AE in IEEE LATAMT, and a list of at least 30 experts (45 maximum) to review the submitted manuscripts. The proposals are reviewed and approved by the EiC, DEiC and Steering Committee. Detailed policies on Special Issues can be obtained from the EiC, and the editorial procedures are generally the same as those for regular issues except that Guest Editors play the role of AEs. A proposal for a Special Issue may end up only with a Special Section in the monthly issue of the Journal, if the number of accepted papers is not sufficient to warrant an issue.

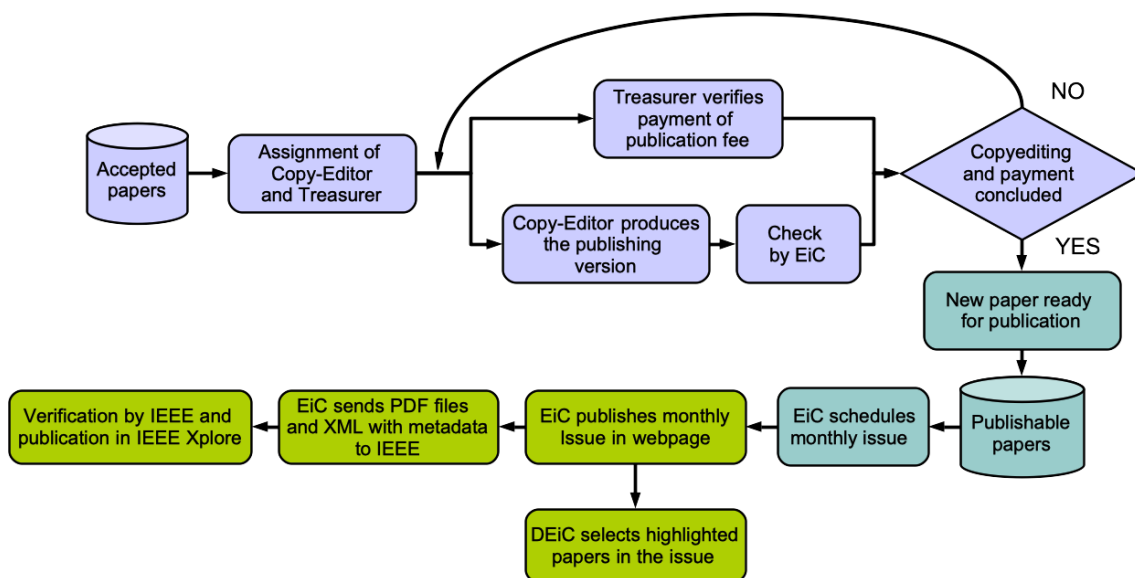


Figure 3. Flow of the Publishing Process in the Journal (EiC: Deputy Editor-in-Chief, EiC: Editor-in-Chief).

Special Section of a Congress or Workshop in a Monthly Issue. A collaboration can be established with a Congress or Workshop to propose a Special Section in a monthly issue of the Journal. The Congress or Workshop must have a strict peer review process of its technical program, such that the best papers selected by the Program Committee will be invited to submit extended versions to the Journal. A Congress or Workshop sponsored by IEEE in Region 9 is preferred. The Chair of the Program Committee must first contact the EiC to propose the Special Section, and to describe the following information: (i) General details of the event (overview, thematic areas, sponsorship, important dates and location), (ii) members of the Program Committee, and (iii) selection procedure of the invited papers. The submitted papers to the Journal must present a substantial contribution with respect to the conference or workshop version ($\geq 70\%$ increment). In addition, the submitted papers must describe the improvements with respect to the conference version in the Introduction of the manuscript and cite it in the bibliography. Detailed policies on a Special Section can be obtained from the EiC. According to the thematic areas of the Congress or Workshop, the EiC will assign one or two AEs from the Journal to handle the submitted papers by following the normal editorial procedure.

Conflict of Interest. As specified by IEEE PSPB Operations Manual, a “conflict of interest” does not only apply where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for all the persons involved in IEEE LATAMT is to follow IEEE Policies, Procedures, and Practices, and be seen by their peers to be acting ethically in their decision-making.

Conflict of interest should be avoided by not asking a person to review a paper who was a student/advisor of any of the authors; who has collaborated on a project or co-authored a paper with one of the authors within the past four years; or who has had a public disagreement with any of the authors within the past four years. Such an issue should be clarified when securing reviewers. Similarly, when an AE is assigned a paper with which she/he has a conflict of interest as described above, or with the same affiliation as the authors of the submission, she/he should let the Steering Committee or the EiC know the situation and request that the paper be re-assigned.

Intellectual Property Rights. IEEE Policy requires that members of the Editorial Board and external reviewers treat the contents of papers under review as privileged information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate use of

the special knowledge gained by the access to the paper. If a member of the Editorial Board is very much interested in the work, the correct procedure is to directly communicate with the author (as a researcher not as a member of the Editorial Board) and check if she/he has recent results on a particular topic, and if she/he is willing to share the results.

Communication Protocol. Efficient communication among members of the Editorial Board is important. Upon receiving a request, please respond as soon as possible, even during a trip or holidays. If additional time is needed to provide an answer, the right protocol is to respond immediately with a message informing the inquirer when to expect the answer. The general recommendation is not to leave the loop open for too long.

Reporting Difficulties Early. If difficulties arise in finding appropriate reviewers, in getting a review from a particular reviewer who already agreed to review a paper, having too many papers to handle, or having a family emergency or major professional commitment (e.g., eight months before a major conference for which a major responsibility is involved), Editorial Board members should report the difficulties to the EiC immediately. It is much better to anticipate and report difficulties and obtain help than to simply stop communication while letting papers pile up for major disasters to occur. Similarly, if plagiarism is identified, report the case to the EiC with specific supporting documentation.

8. Concluding Remarks

The Roles of Editorial Board. Generative-AI and Internet have made it possible for anyone to produce and publish documents on the web over a certain technological topic. Nowadays, the value of a journal is not only to disseminate information, but also to verify and validate the quality of a publication. As a result, the duty of IEEE LATAMT is to improve the quality of our published papers, and all the members of the Editorial Board must work together to achieve this goal. In this way, the Editorial Board must embrace quality and timeliness as our driving elements. To this end, the review process must be constructive and nurturing for better papers as the end product. The goal of IEEE LATAMT is to become the leading and most cited journal devoted to Latin American and Caribbean region in the areas of Computing, (Electric) Energy, and Electronics. The enthusiasm and dedication of members of the Editorial Board and the Supervision & Counseling Board will be key factors in achieving this goal.

Inquiries. Our home page is at <https://latamt.ieee9.org/>. All technical correspondence relating to publications should be sent to the Editor-in-Chief. For administrative inquiries, please contact the Treasurer.