

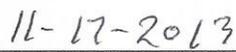
2013 OPERATIONS MANUAL
FOR
JOURNAL OF ADVANCES IN INFORMATION FUSION

November 2013

Approved:



Editor-In-Chief



Date



Vice-President for Publications

11-18-2013

Date

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1. **Objective.** The *Journal of Advances in Information Fusion (JAIF)* is a semi-annual, peer-reviewed archival journal that publishes papers concerned with the various aspects of information fusion. The boundaries of acceptable subject matter have been intentionally left flexible so that the journal can follow the research activities to better meet the needs of the members of the International Society of Information Fusion (ISIF) and researchers. The current areas of interest are naturally quite wide, and include algorithms for information fusion, target tracking, detection, applications of information fusion, image fusion, fusion architectures and information management issues, classification, learning, data mining, and Bayesian and reasoning methods. Ideas associated with information fusion have wide applicability. Technical areas of the JAIF will be maintained to reflect these areas of interest. New technical areas may arise as society interest evolves.

2. **Positions and Responsibilities.**

- a. Vice President of Publications (VP-Pubs). The VP-Pubs is appointed by the President of the ISIF and serves at the pleasure of the Board of Directors. The VP-Pubs has responsibility over JAIF. The VP-Pubs has overall authority over these publications and the associated editorial processes.
- b. Editor-In-Chief (EIC). The EIC is responsible for the day-to-day editorial operations of JAIF. The EIC is responsible for identifying and maintaining the appropriate technical areas of JAIF. Editorial operations primarily relate to the timely review of manuscripts submitted to JAIF and the appropriate decisions regarding their publication. The EIC will consult with the VP-Pubs on extraordinary issues. The EIC and the VP-Pubs consult on strategic vision for JAIF.
- c. Associate Editor-In-Chief. The EIC may appoint one or more Associate EIC's. Associate EIC serves in roles of assistance to the EIC as designed by EIC. The EIC consults with the associate EICs on strategic and extraordinary issues. Generally, an Associate EIC will also be an Area Editor (ArE) for JAIF.
- d. Administrative Editor. The Administrative Editor is responsible for manuscript post-acceptance handling, and subsequent publication. This includes management of copy-editing, typesetting, assembly of complete issues of JAIF, and delivery to ISIF of properly meta-tagged and indexed manuscripts.
- e. Area Editor (ArE). Each technical area of JAIF is managed by an Area Editor (ArE), who is directly responsible for all manuscripts submitted in that area. Manuscripts are assigned to an Associate Editor (AE) who directly manages their review. ArEs will also serve in the role of an AE in their area of expertise and can assign manuscripts to themselves for review.
- f. Associate Editor (AE). Each manuscript submitted to JAIF is assigned to an AE. The AE assigns reviewers and assures that these referees deliver their reviews in a timely fashion. The AE delivers the recommendation (accept/reject/revise) on each manuscript to the ArE. Unless AE is also the ArE, the AE is responsible to the ArE of their technical area. The decision for a manuscript is approved by the EIC.

g. Guest Editor. A Guest Editor functions as an AE and is appointed by the EIC to handle the manuscript reviews of articles for a special section or issue of the journal. The Guest Editor works closely with the ArE for the technical area of the special section or issue to deliver the ultimate decision (accept/reject/revise) on each manuscript. The appointment of the Guest Editor ends upon publication of the special section or issue.

3. **Appointment of Editors**. ArEs are appointed by the EIC. In consultation with the appropriate ArEs, AEs are appointed by the EIC. While the EIC has ultimate authority over the selection of AEs and ArEs, it is expected that in most cases that the VP-Pubs will be consulted on appointments by the EIC. Appointments are made based on publication record, familiarity with the subject area, prior relationship and contribution to the ISIF community, and recommendations from relevant experts. Publication record must include a significant number of articles in peer reviewed journals with publication standards similar to JAIF. Familiarity with the subject area and prior relationship to the ISIF community is best demonstrated by quality reviews of articles for JAIF. The VP-Pubs and Administrative Editors are informed by the EIC of each appointment, and the information at <http://www.isif.org> is updated. This is accomplished by a signed letter to the newly appointed editor with copies to VP-Pubs, Administrative Editor, and ISIF Society web master, and ArE, for AE appointments. Each editor's performance (acceptance rate, timeliness, etc.) is continuously reviewed by the ArE and EIC. The EIC is appointed by the VP-Pubs and serves at the pleasure of ISIF BoD – normally for a term of six years, beginning in January.

4. **Contributions**.

a. Manuscripts. Manuscripts may be in the form of regular papers or correspondence. The distinction between regular papers and correspondence is not one of quality, but of nature. A regular paper should be a well-rounded contribution to a problem area, while a correspondence item makes one or two points concisely. In regular papers, the title, abstract, and introduction should be sufficiently informative to illuminate the essence of the manuscript to the broadest possible audience and to place the contributions in context with related work. The body of the manuscript should be understandable without undue effort by its intended audience. Correspondence items should be more concise but equally lucid.

b. Special Issues. Proposals for special issues of JAIF will be considered. Proposals should provide the guest editor's biographical information, the motivation for the special issue, a general call for contributed papers to the special issue, a candidate list of papers with authors for direct invitation, and a schedule for delivery and review of the papers for the special issue. The publication date of the special issue is not set until all of the manuscripts have been delivered for typesetting. All manuscripts for a special issue must meet the same peer review standards as regular submissions. Information about special issues will be posted at <http://www.isif.org> so that interested guest editors can clearly understand the JAIF policies.

- c. Conference Articles. While direct submission of a conference paper by its author to JAIF is not acceptable, submission of an appropriately enhanced version of the manuscript is acceptable. Declaration that a manuscript has similar content to previously published conference papers is expected at time of submission and this will not affect the appropriateness of the manuscript for journal publication. The submission to JAIF is expected to include at least 30% new material or be an integration of multiple conference papers into a comprehensive solution of the problem of interest. The overall quality of the submission to JAIF should be better with respect to quality of the explanations, literature review, derivations, examples, and illustrations. All associated conference papers should be cited in the submission.

5. Review Process of Manuscripts.

a. Submission of Manuscripts

- i. *Method*. All manuscripts are to be submitted electronically for peer review at <http://jaif.msubmit.net>. All submissions, peer reviews, and editorial decisions are archived by EJ Press as part of the web-based review service.
- ii. *Previous Submissions*. If a manuscript is substantially similar to any previous journal submission by the same authors, its history and appropriate explanation must be provided. If a manuscript was previously reviewed and rejected by a different journal, the authors must be willing to provide copies of all the correspondence involving the earlier submission to the ArE and AE upon request. In addition, the authors must be prepared to explain the reasons for resubmitting it to JAIF and be prepared to deliver further material if so requested. Failure to comply with these requirements will result in immediate rejection of the manuscript and may include sanctions or prohibitions. Note that this applies to journal submissions, while previous publication as a conference paper is addressed in 4c.

- b. Prevention of Inappropriate Disclosure of Manuscripts. Editors and referees for JAIF are advised that manuscripts under review are for review of that manuscript only and the manuscripts should not be forwarded to anyone outside the editorial board for any other purpose. Editors and volunteers involved in JAIF shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers. All information relating to any editor's manuscript (especially reviewer identities) are redacted within the EJ Press web-based review process. Even the EIC does not have privileges to see reviewers of his/her manuscripts. Intentional unauthorized access to confidential information of a JAIF article shall be considered an act of misconduct, and suspected misuse of access will be reported to the VP-Pubs and to the President of ISIF.

c. Assignment of Editors to Manuscripts

- i. General Submissions.* Manuscripts are assigned to ArEs based on the corresponding author's choice of technical area. The ArE decides on an appropriate AE based on familiarity with the area, current workload, and any known relationships of the authors to the AEs. In general, AEs are not to handle manuscripts of authors who are employed by the same organization. Exceptions to this rule are made upon the ArE's consultant with the EIC as documented in the electronic review records. If the "Other" technical area is chosen, the EIC will select the appropriate ArE. Within reason, an author has the right to make a request that certain ArEs and/or AEs not be involved in the review of their manuscript.
 - ii. Submission of manuscripts by members of editorial board.* Associate EICs, ArEs, and AEs will submit manuscripts to the "Other" technical area. The EIC will assign an appropriate AE or manage the review him/herself. The EIC also may submit manuscripts to JAIF. The VP-Pubs or Associate VP-Pubs must manage the review of the EIC's submissions. All information relating to any editor's manuscript (especially reviewer identities) are redacted automatically within the web-based review process: Even the EIC does not have privileges to see the identity of reviewers of his/her manuscripts.
- d. Assignment of Reviewers.* The familiarity with the subject of a manuscript, apparent workload, demonstrated expertise, and past performance of a potential referee are the basis for the decision to request a review. An author has the opportunity to suggest referees. While the AE managing the manuscript may (or may not) ask some of these for a review, it is expected that other referees will be included in the review of the manuscript. Ideally, each manuscript will have four anonymous reviews. Within reason, as judged by the AE, an author has the right to make a request that certain referees not be involved in the review of his/her manuscript.
- e. Publication Recommendations. Recommendations for publication* are made by the AE. Normally the recommendations will be based on the reviews and the EIC as a rule follows the recommendation of the AEs, but the EIC has the ultimate and absolute authority. An accepted manuscript may be designated as a "regular" or "correspondence" item: the choice is a matter of scope and depth of treatment, rather than of quality. In the case of an article that is obviously out-of-scope or not of sufficient quality, an AE may make a summary rejection decision without review. In practice, three anonymous reviews are required for a manuscript to be accepted for publication. For JAIF, manuscripts will be accepted with two anonymous reviews of high quality. A review is judged to be of high quality if the referee indicates a high level of confidence in their review and the comments of both reviewers demonstrate that a thorough review of the manuscript has been conducted. The acceptance of a manuscript with two anonymous reviews of high quality will be made in consultation with the EIC and documented in the electronic review system.

- f. Appeal of Publication Decision. An author may dispute a publication recommendation by an AE. It is expected that an initial complaint be made to the appropriate AE and ArE. If the author remains unsatisfied by the response, he/she may continue to the appeal to the EIC, thence the VP-Pubs. Unless the EIC or VP-Pubs find evidence of editorial misconduct, the final recommendation concerning publication remains with the original AE.

6. Ethics Complaints

a. Plagiarism.

- i. Making a Complaint. Claims of plagiarism are made simultaneously to the EIC and the VP-Pubs. The complaints are made in writing and should include the name(s) of the accused plagiarist(s), citation information of the relevant articles, and a clear description of the plagiarism.
- ii. Definition. Manuscripts that are found to have been plagiarized from others, or that contain an overlap of more than 25% with another journal manuscript by the same authors will incur sanctions by ISIF. Author reuse of material from an acknowledged own conference paper is not considered plagiarism.

- iii. Management of Review. The EIC handles all complaints of plagiarism according to the prevailing guidelines. The EIC will employ an anonymous peer review panel to assist in the assessment of the plagiarism complaint. If the EIC is declared to be in a conflict-of-interest situation, the VP-Pubs handles the plagiarism complaint. The identity of the complainant will be kept anonymous if this is feasible, and the target of the complaint will be given an opportunity to answer the complaint.
- iv. Sanctions. The sanctions for plagiarism will be (1) immediate rejection of the manuscript in question; (2) immediate withdrawal of all other submitted manuscripts by any of the authors to any of the ISIF's publications (journals, conferences, workshops); and (3) prohibition against all of the authors for any new submissions, either individually, in combination with the authors of the plagiarizing manuscript, as well as in combination with new co-authors, to ALL of the Society's publications (journals, conferences, workshops). The prohibition shall continue for two years from the notice of suspension. The EIC is responsible for notifying the President of ISIF of a finding of plagiarism.

b. Editorial Misconduct.

- i. Making a Complaint. Claims of editorial misconduct are made simultaneously to the EIC and the VP-Pubs. The complaint is made in writing and must include the name of the editor in question, citation information of the relevant articles, and a clear description of the misconduct.
- ii. Management of Review. The EIC handles all complaints of editorial misconduct. If the EIC is declared to be in a conflict-of-interest situation, the VP-Pubs handles the complaint of editorial misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.
- iii. Sanctions. Sanctions for editorial misconduct range from reversal of an editorial decision to removal of the editor from their position. The EIC in conjunction with the VP-Pubs establish the appropriate sanction.

c. Referee Misconduct.

- i. Making a Complaint. A claim of referee misconduct is made simultaneously to the EIC and the ArE and AE for the relevant manuscript. The complaint is made in writing and should include the name of the referee (or reviewer number and manuscript number for an anonymous referee) in question, title of the manuscript with the name of the authors, and a clear description of the misconduct.
- ii. Management of Review. As designated by the EIC, the ArE, AE, or EIC handles the complaint of referee misconduct. If the EIC is declared to be

in a conflict-of-interest situation, an associate EIC or VP-Pubs handles the complaint of referee misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.

- iii. Sanctions. Sanctions for referee misconduct range from a prohibition of the individual in question from serving as a referee for JAIF to a prohibition of the referee from submission of articles for review to JAIF. The sanctions can include (1) immediate withdrawal of all submitted manuscripts by the referee to any of the Society's publications (journals, conferences, workshops); and (2) prohibition against the referee for any new submissions to ALL of the Society's publications (journals, conferences, workshops). The prohibition shall continue for two years from the notice of suspension.

d. Author Misconduct.

- i. Making a Complaint. A claim of author misconduct should be made simultaneously to the EIC, the ArE, and AE for the relevant manuscript. The complaint should be made in writing and should include name of the author in question, title of the manuscript with manuscript number under review (or citation information for a published manuscript), and a clear description of the misconduct.
- ii. Management of Review. As designated by the EIC, the AE, ArE, or EIC handles the complaint of author misconduct. If the EIC is declared to be in a conflict-of-interest situation, an associate EIC or VP-Pubs handles the complaint of author misconduct. The identity of the complainant will be kept anonymous and the target of the complaint will be given an opportunity to answer the complaint.
- iii. Sanctions. The sanctions can include (1) immediate rejection of the manuscript in question; (2) immediate withdrawal of all other submitted manuscripts by the author to any of the ISIF publications (journals, conferences, workshops); and/or (3) prohibition against the referee for any new submissions to ALL ISIF publications (journals, conferences, workshops). The prohibition shall continue for up to two years from notice of suspension.

e. Dual Submissions:

- i. Making a Complaint. A claim of dual submission should be made simultaneously to the EIC and AE and ArE for the manuscript of concern. The complaint should be made in writing and should include the names of the authors involved, the titles of the manuscripts, the journals involved with the contact information for the editors, and a brief description of the situation.

- ii. Management of Complaint. The EIC handles all complaints of dual submissions and issues a decision on complaints of dual submissions. The EIC decisions are final.
- iii. Definition. When a manuscript is found to be under review by two or more peer-review journals at the same time, the manuscript is declared to be a dual submission.
- iv. Sanctions. Manuscripts are withdrawn from peer review immediately and the editors of all relevant journals are notified by the EIC. In the case of an abusive situation, a prohibition will be issued against the corresponding authors for any new submissions, either individually, in combination with the authors of the dual submission, as well as in combination with new co-authors, to ALL of ISIF publications (journals, conferences, workshops). The prohibition shall continue for two years from notice of suspension.

7. Publication of Manuscripts

- a. Request for Manuscript Files for Publication. After a manuscript has been recommended for publication by an AE/ArE/EIC, the Administrative Editor contacts the author for the manuscript Final Submission Package, including a completed ISIF Copyright Transfer form. The Administrative Editor maintains file preparation guidelines for the authors, audits the files submitted by the authors for completeness and works with the authors until all of the requirements of the Final Submission Package are met.
- b. Copy Editor. After the final manuscript files are accepted, the Administrative Editor transmits the pdf file (or hard copy) of the compiled version of the manuscript to the Copy Editor, who brings the manuscript (including correcting grammar and syntax, and standardization of equations and references), into compliance with standards. The marked up manuscript is returned to the author for further edits and correction. The author then resubmits an updated Final Manuscript Submission Package.
- c. Typesetting. Once the manuscript files are approved by the Copy Editor and the author, the Copy Editor then releases the corrected manuscript files to the Typesetter. The Typesetter creates the pdf page proofs and a document containing queries from the Typesetter for the author. The page proofs are returned to the Administrative Editor and the author.
- d. Review by Author. The Typesetter provides the pdf page proofs of the manuscript to the author and the Administrative Editor, along with instructions for proofreading and making corrections. The author marks up the pdf file of the manuscript with desired corrections, answers the queries from the Typesetter, and returns the file to the Administrative Editor. The author corrections are forwarded to the Typesetter for incorporation into the manuscript source file.

- e. Early Electronic Posting. The Typesetter prepares the manuscript pdf file for early posting on the JAIF web site and provides the pdf file to the Administrative Editor. The Administrative Editor provides the pdf file for early posting to ISIF web site.
- f. Contents of an Issue. The Administrative Editor is responsible, in consultation with the EIC, for assigning manuscripts, editorials, and other informational items to specific issues. After the contents of an issue have been fully identified, the Administrative Editor provides a table of contents to the Typesetter for pagination and addition of each manuscript's footer. The Typesetter provides outside covers, inside covers, articles, and other items in pdf files for posting on the ISIF web page. The Typesetter also provides a pdf file for printing the entire issue to the Administrative Editor.
- g. ISIF Web Posting. The Typesetter provides the Table of Contents for an upcoming issue to the Administrative Assistant of the ISIF web site.
- h. Printing of an Issue. The Administrative Editor is responsible for ordering the printing of the issue from the pdf file.
- i. Web Posting. The Typesetter is responsible for ensuring that pdf files of articles are provided to the ISIF web master in an appropriate format for posting.
- j. Indexing of a Volume. The Administrative Editor works with Indexing vendor to create the most accurate index possible.

8. Stages of Manuscript Preparation for Publication

- a. The table below presents an illustrative timeline of events for 15 stages from submission to publication for all manuscripts submitted to JAIF. From the table below, it can be seen that a manuscript with all parties meeting the required deadlines in two review cycles (including one revision) will take approximately 35 weeks to go from submission to publication. Therefore, in order for JAIF to achieve timely publication, all persons in the review cycle must make every possible effort to meet their requested deadlines.
- b. To aid in the timely preparation of manuscripts for publication in Stages 8 through 15, reminders will be sent to all delinquent authors and editors after one week. These reminders will indicate that the paper needs to be prepared for typesetting as soon as possible. If no action is taken in response to the reminder within one week, the manuscript will be excluded from publication in the next available issue and moved to a subsequent issue.

Table 1: Stages of Manuscript Preparation for Publication

Stage	Action Item	Times for each item plus the required time to complete item
1	Author submits manuscript.	T_0
2	Editor in Chief (EIC) assigns ArE.	$T_1 = T_0 + 1$ week
3	ArE assigns AE.	$T_2 = T_1 + 1$ week
4	AE invites three referees. ⁱ	$T_3 = T_2 + 2$ weeks
5	Referees review manuscript.	$T_4 = T_3 + 6$ weeks
6	AE makes recommendation based on referee review and ArE approves it.	$T_5 = T_4 + 1$ week
7	EIC approves recommendation and forwards to Author.	$T_6 = T_5 + 1$ week
8	If the manuscript is not rejected, author revises manuscript based on the recommended changes of the referees and resubmits the manuscript for further review with a reply to reviewers' comments. ⁱⁱ	$T_7 = T_6 + 10$ weeks (3 wks for authors to revise, 1 wk for AE to send for another review, 4 wks for review, 1 wk for ArE/ ArE to send rec to EIC, 1 wk for EIC final decision)
9	For all accepted manuscripts, author includes recommended changes of the referees, and prepares manuscript files for publication and typesetting.	$T_8 = T_7 + 3$ weeks
10	Administrative Editor verifies that final manuscript files are complete.	$T_9 = T_8 + 1$ week
11	Assistant EIC or Assistant Administrative Editor performs a copy edit review of accepted manuscript ⁱⁱⁱ	$T_{10} = T_9 + 3$ weeks
12	Author includes final copy edits directly to manuscript files, and copy editor sends file to typesetter for publication	$T_{11} = T_{10} + 2$ weeks
13	Typesetter prepares manuscript for publication.	$T_{12} = T_{11} + 2$ weeks
14	Author Reviews final typeset version of manuscript.	$T_{13} = T_{12} + 1$ weeks
15	Administrative Editor posts manuscript.	$T_{14} = T_{13} + 1$ week

ⁱ If a referee does not respond within one week of receiving an invitation, an alternate referee should be contacted.

ⁱⁱ This step and the previous two steps of the review cycle will be repeated for conditionally accepted manuscripts until final acceptance without any further review is achieved.

ⁱⁱⁱ In this step of the review cycle, the author is involved with, and approves, the copy edit recommendations.