

# *Editorial Guidelines for Authors*

## **IEEE Future Directions Ethics and Policy in Technology Newsletter:**

<http://sites.ieee.org/futuredirections/tech-policy-ethics/>

### **1. Introduction**

The IEEE Future Directions Newsletter on Ethics and Policy in Technology is a bimonthly digital publication featuring timely technical, policy, ethical, social, governmental, but not political commentary, related to emerging technologies and advancements that are electrical and electronic in nature. Future Directions considers the reflection of technology through the lens of social implications a key tenant as IEEE works to incubate and promote technologies.

This newsletter is proactively promoted via the IEEE Future Directions Initiatives. Readers of this newsletter includes IEEE top to middle level leadership, policy and technology experts, academicians, scholars, and students.

### **2. Vision and Objectives**

The IEEE Future Directions Newsletter is home to information and collaboration that push out new and innovative thoughts. This newsletter considers state of the art technologies, innovative solutions to challenging problems, emerging technologies, and growing markets in the following, but not limited to, areas:

- *Technology and Policy focused*

Explore the Social Implications of Technology as it concerns emerging futuristic technologies or the use of important existing technology families,. Specifically look at how topical items within these technologies impact policies and regulations in both the public and or private sectors, or how the development or use of technology can drive ethical concerns and issues , or challenges/future concerns of technical and social domain.

The technology areas that the Newsletter(s) will focus on are:

- Future Directions Technologies such as:Cloud Computing, Internet of Things, Life Sciences, Smart Grid, Transportation Electrification, Symbiotic Autonomous Systems, Green Information and Communications Technology, Big data, Brain function, Cyber-security, Digital Senses, Rebooting Computing, Smart Cities, Smart Materials (For description of technologies please see: <http://www.ieee.org/about/technologies/index.html>)

This will cover sources of demand such as local content and applications for education, health, commerce, agriculture, Socio, Economic or Physical Infrastructure, as they may apply to developing or developed country contexts.

- *Social, Economic and Cultural aspects*

Keep political commentary to a minimum, avoid making recommendations, expose best practices and identify opportunities for collaboration.

- *Foster New Thinking*

Expose and share the different current geographic and technical solutions that can be brought to bear to supply affordable access and connectivity.

- *Government/Organization/ Company Agnostic*

May mention company or organizational efforts. No direct marketing, keep content directed to ideas of technology policy, emerging enabling technologies, cleanse out commercial agendas and objectives.

- *Protect Trade Secrets Company Assets*

Take care not to expose or reveal trade secrets or areas that may be considered core competency.

### **3. Article Preparation Guidelines**

IEEE Future Directions invites articles from a broad scope of writers that can/cannot be members of IEEE. Each accepted article is discussed in editorial board meetings to provide high-level comments/commentary to writers.

- *Understandability of audience*

Target audience are those interested in the IEEE Future Directions Initiatives, government officials, Standards Developing Organizations (SDOs) and Non-Governmental Organizations (NGOs), Policy decision makers, Technology developers, University researchers, and Industry Experts

- *Article Length*

800-1200 words. Look and feel of an introduction with substance but extensible. If your article is longer than 1200 words, please contact the managing editor in advance.

- *Citations*

At the end of the article, please cite all sources referenced (the reference section is not included in the word count). Hyperlinks within the article are acceptable, but do not count as citation and still need to be included in the reference section at the end of the document. Cite and reference in IEEE style: <https://www.ieee.org/documents/ieeecitationref.pdf>

- *Pictures and Graphics*

Please only use pictures or graphics that you have the right to use or cite.

- *Publishing Policy and Ethics*

All articles should follow the IEEE Publishing Policy and Ethics guidelines: [https://www.ieee.org/publications\\_standards/publications/authors/author\\_ethics.html](https://www.ieee.org/publications_standards/publications/authors/author_ethics.html)

### **4. Deadlines and Schedules**

Abstracts and drafts should be submitted 4 weeks ahead of publishing date for possible consideration in the upcoming issue. For example, for an article to appear in the November issue, the piece should be submitted by early October. Our exact deadlines are given below, however, we welcome submissions in advance of the deadlines.

<b>Issue</b>	<b>Submission Deadline</b>
January Issue	21 Dec, 2016
March Issue	15 Feb, 2017
May Issue	26 Apr, 2017
July Issue	21 Jun, 2017
September Issue	23 Aug, 2017
November Issue	25 Oct, 2017

## **5. Review/Editing**

The responsible editor will ensure compliance of the article to editorial guidelines and start the review process. Editor will provide feedback and high-level comments to the author for consideration. The Editor-in-Chief will also review the article when finalized and prior to publication.

## **6. Copyright and Ethics**

The IEEE Future Directions Newsletter follows the IEEE General Copyright Policies 6.3.1.2 and IEEE Copyright Policy and Procedures (from the PSPB Operations Manual) 8.1.4 B.2. All technical, educational and professional publications of the IEEE, except newsletters, but including Society and Technical Council Newsletters and e-Newsletters, are required to be copyrighted by the IEEE.

[http://www.ieee.org/publications\\_standards/publications/rights/copyrightpolicy.html](http://www.ieee.org/publications_standards/publications/rights/copyrightpolicy.html)

## **7. Submissions**

Please submit your final article with your brief bio (100-300 words) – including details of your IEEE affiliation – and photo (headshot) to: [fdPolicyEthics@ieee.org](mailto:fdPolicyEthics@ieee.org). Please direct any questions concerning the topic or content of your article to [fdPolicyEthics@ieee.org](mailto:fdPolicyEthics@ieee.org). All the queries will be responded to as soon as possible.

## **8. Contacts**

Managing Editor  
[fdPolicyEthics@ieee.org](mailto:fdPolicyEthics@ieee.org)

Editor-in-Chief  
[dr.alikashif.b@ieee.org](mailto:dr.alikashif.b@ieee.org)