

# EDITORIAL GUIDELINES FOR AUTHORS

## IEEE INTERNET POLICY NEWSLETTER

The IEEE Internet Policy Newsletter is a bimonthly publication that launched in August 2016 and features timely technical, policy, social, governmental, but not political commentary related to Internet and Information and Communication Technology (ICT) advancements around the world.

The newsletter is proactively promoted through the IEEE Internet Initiative. Newsletter readers include IEEE top to middle level leadership, policy and technology experts, academicians, scholars, and students.

### SCOPE AND OBJECTIVES

The IEEE Internet Policy Newsletter is home to information and collaboration that push out new and innovative thoughts. The newsletter considers state-of-the-art and emerging technologies, innovative solutions to challenging problems, 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, such as the internet. 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 or issues. The domains of inquiry should include: Access to Technology, Privacy, Security and Safety.

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

- Internet and associated digital technologies which impact digital policies and regulations
- Human resources
- ICT services industry and strategic applications in the public and private sectors

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, avoid 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.

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## ARTICLE PREPARATION GUIDELINES

The IEEE Internet Policy Newsletter 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 includes: those interested in the IEEE Internet Initiative, 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. Please cite and reference using [IEEE style](#).
- **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](#).

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## 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 November issue, the article should be submitted by early October. Approximate deadlines are given below, however, we welcome submissions well in advance of deadlines.

Issue	Submission Deadline
<b>January</b>	1 Dec, 2016
<b>March</b>	27 Jan, 2017
<b>May</b>	3 Apr, 2017
<b>July</b>	31 May, 2017
<b>September</b>	1 Aug, 2017
<b>November</b>	2 Oct, 2017

### 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.

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## COPYRIGHT AND ETHICS

The IEEE Internet Policy 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 IEEE.

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## SUBMISSIONS

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

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## CONTACTS

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