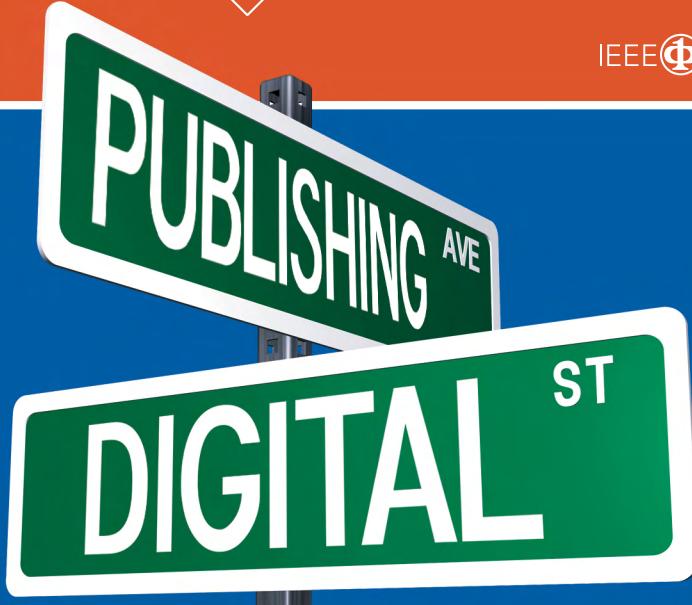


# CPS ROADMAP

Conference Publishing Services

IEEE  computer society





# YOUR DIRECTORY

*(Table of Contents)*

## Welcome

Thank you for downloading the online PDF version of the CPS Roadmap Mediakit booklet.

Please click the bookmarks below or click on the navigation bar at the bottom of the page to view each section.

---





# PLANNING YOUR TRIP

(Foreword)

More than 30 years ago, the IEEE Computer Society began offering publishing services to conference program chairs. Times have changed since then, and so has the **IEEE-CS' Conference Publishing Services (CPS)**. A few years ago, we improved the publications process with you in mind:

- Our online bid generator can produce unlimited number of quotes across six options in real-time.
- Our web-based production engine allows authors to submit their content and program chairs to view the proceedings status 24x7x365.
- Our production standards are second to none. We have extensive quality control and can provide beautiful cover art and CD design.
- By automating routine tasks, our editorial team can focus on service. We ensure that all required documentation is prepared for fast delivery to Xplore™ and indexing services.
- Our team has experience managing every kind of customs challenge: your publication will make it to your conference.

This clever pamphlet is one more way we are making proceedings publishing easier for you. I thank you for taking a look at our offerings. I am extremely proud of CPS, and I know you will have a great experience, whether it's your first proceedings or your fifteenth. We look forward to working with you in the very near future.

Bon Voyage!

Angela R. Burgess  
*Executive Director*





# PLANNING YOUR TRIP

*(Foreword)*

Of the many aspects of organizing a conference, the presentation of papers is key to a successful conference. Thanks to years of experience, CPS knows that the delivery and appearance of this collection of content is just one of many ways your conference can put its best foot forward.

Using CPS assures that the conference attendees will receive a quality archive of the conference presentations. Our CPS editors are your single point of contact when collaborating on your conference publication, making for an easy and enjoyable publishing experience.

We have a robust variety of media types available and that list is growing to meet your needs. In fact, if you don't see a media type you're interested in, please contact us - we may already have it in the works!

Learning more about us or getting a quote is as easy as going to [computer.org/cps](http://computer.org/cps). We look forward to helping you build your conference itinerary!



Alicia L. Stickley  
*Senior Manager, Publishing Services*





# YOUR ITINERARY

*(Introduction)*

Trying to navigate the road without a map is a hassle. You get lost. You get frustrated. You waste a lot of valuable time asking for directions. The publishing world can be just as confusing. Without a map you aren't going to get very far. CPS makes sure you are on-course and on-time without the hassle of asking for directions.

**Roadside Assistance** – The benefits of using CPS. We provide the knowledge, experience, and tools you need to deal with those inevitable flat tires.

**Modes of Transportation** – We have a variety of media types to suit the needs of your conference and its attendees.

**Rules of the Road** – Always wear your seatbelt. Our Quality Assurance guidelines help protect your conference and the IEEE brand name.

**Trip Highlights** – CPS prides itself on providing an easy and enjoyable publishing experience. These testimonials are just a sample of our satisfied customers.

**Tour Guides** – Our staff is your tour guide, making sure you avoid the pitfalls of the journey without missing out on the perks.

Thank you for using the CPS Roadmap. We hope to guide you on your publishing adventure in the near future.



# YOUR ITINERARY

*(Introduction)*

## CPS Timeline

Below is a step by step overview of the CPS publishing timeline.



1. Visit [www.computer.org/cps](http://www.computer.org/cps).



2. Complete the Mandatory Publishing Requirements Form (MPR) and the Online Inquiry Form.



3. Receive a Quote within five business days. Review, modify, and/or accept a desired variation.



4. Quality Assurance reviews MPR upon receipt of agreement.



5. An editor and eRoom are assigned. Conference publication management process begins.



6. Editor and Organizer discuss the publication process.



7. IEEE Forms are completed and submitted by the CPS editor.

Continued on next page...



# YOUR ITINERARY

*(Introduction)*

## CPS Timeline Continued...



8. An Online Author Kit is created for paper and copyright form submission.



9. Front matter, papers and artwork are submitted.



10. Preprint Assessment processes PDF files.



11. Front matter and artwork are reviewed, modified, and/or approved by conference organizers.



12. Timely delivery to the conference is ensured.



13. A request for no-shows is sent to the conference organizers the day after the conference ends.



14. Conference files are submitted to the CSDL and Xplore™, as well as for indexing. Files are posted within two weeks.



# ROADSIDE ASSISTANCE

(*Benefits*)

## Taking Care of Your Conference: Experienced and Professional Editors

The CPS editors are here to make sure the publishing process runs smoothly. They will take care of the details so that you can focus on the big picture. Editors provide full communication and assistance to both authors and organizers throughout the publication process. They act as the conference organizer's liaison to the authors, taking on the day-to-day hassles that come with collecting numerous files and meeting all deadlines.

## CPS Online™: All You Need, Anytime You Need It

CPS Online™ is the Computer Society's online collaborative conference publishing system, which is a web-based project management tool, and provides real-time online access to the status of each project.

### CPS Online™

- Speeds the delivery of publishing quotes, including up to six variations in page count, quantity and media type
- Provides the conference's "Primary Contact" person with real-time internet access to all the project's publication materials during production, including final submitted papers
- Gives conference organizers and authors the opportunity to upload files through any Web browser
- Check scheduling on a project
- Make changes to the Table of Contents and Front Matter
- Approve editorial changes and proofs

*Continued...*





# ROADSIDE ASSISTANCE

*(Benefits)*

- Communicate with the CPS editor through discussion forums, chat tools, commenting tools and e-mail
- Access to “Author’s Final Paper Formatting and Submission Instructions” Webpage (Online Author Kit) for collection of accepted papers, copyright forms and metadata information
- Access to IEEE PDF eXpress™, the online source file conversion / PDF validation tool that assists in the creation of IEEE-Xplore™ compliant PDF files for final submission

## Preprint Assessment

CPS has trained staff that will take care of any errors on submitted PDF files. Papers submitted through the Online Author Kit are all put through a rigorous Quality Control process so that they are both print and Xplore™ compliant.

## The CSDL and Xplore™

CPS prides itself on the timely posting of conference media to the CSDL and Xplore™. Conference organizers and authors do not want to wait months for papers to appear in these digital libraries. CPS guarantees that papers will be posted to the CSDL and Xplore™ no later than 30 days after the close of the conference.





# ROADSIDE ASSISTANCE

*(Benefits)*

## Indexing

CPS understands the importance of indexing to the long-term success of a conference. CPS arranges for indexing through INSPEC, EI (Compendex), Thomson ISI, and other indexing services.

## Sweating the Details: Paperwork

CPS editors make sure all of the necessary paperwork is filed and that the conference has all of the necessary information for inclusion in the CSDL, IEEE Xplore™, and indexing.

CPS obtains:

- All required copyrights
- Library of Congress/ISSN
- ISBN and other bibliographical registration details

All of the author papers in your publication will have a Digital Object Identification Number (DOI), allowing for easy searches and protection against plagiarism.





# ROADSIDE ASSISTANCE

*(Benefits)*

## Protecting the Integrity of a Conference: No-shows

CPS understands how important the perception of a conference is to the organizers, authors, and community in which that conference resides. This is why any conference published by CPS has the protection of the IEEE No-show policy. If a presenter does not attend a conference without legitimate reason the conference organizer has the right to pull their paper from final posting to the CSDL, Xplore™, and indexing. This gives organizers another tool to protect their conference and to make sure it never picks up the reputation as a paper mill event.

## Content Delivered: Shipping

All the work that goes into creating a conference publication can be undone by one simple word: Customs. CPS recognizes the importance of staying on top of shipping and works extensively with international shipping representatives to make sure conference media is delivered on time, every time.

## Looking Good on the Outside: Cover Art and CD Design

CPS has highly skilled graphic artists on staff to make sure your conference publication looks as professional as the work inside. They will work with the editor and conference organizer to give each conference a unique look for all media types. To save conferences money in these economic times, there is no additional charge for 4-color cover art.





# MODES OF TRANSPORTATION

(*Media Types*)

## CPS Currently Supports the Following Types of Media for Conference Publications

- **Books** - We can print standard US, European, and 6x9 versions of conference publications.
- **CD-ROMS** - Conference papers are presented in an eGuide format, which enables attendees to search via session, author, or keyword. eGuides and CD labels are designed by our professional graphic artists.
- **USB/Flash Drives** - These are similar to CD-ROMS and DVDs, with multiple drive styles and packaging options available.
- **Editorial-Only** - This option enables conferences to produce physical media locally by receiving an electronic copy of the manuscript.
- **Conference Programs** - CPS is now able to design your conference program for either physical or mobile application distribution.
- **Conference Program Mobile App** - Let your attendees have their conference schedule, conference information, and paper listings in the palm of their hands. CPS now offers a conference program Mobile App that works for Android devices, iPhone, iPad, and the Blackberry PlayBook.
- **WebPub** - Your conference publication will appear on a Computer Society hosted webpage, complete with user login and password protection. Sponsorship logos, all the front matter, and author papers are included on the site.

*Continued...*





# MODES OF TRANSPORTATION

*(Media Types)*

- **Abstract Book** - This much smaller manuscript contains only the conference front matter and abstracts for accepted author papers. This is typically chosen in conjunction with an electronic media option.
- **Books with CD/DVDs** - A book and CD-ROM with the same content.
- **Books + CD/DVDs** - A book and CD-ROM combination where each product can contain different content.
- **SD Cards** - This option allows for a much smaller physical product with the same storage capacity as a USB/Flash drive.
- **Publication Packages** - Conferences can choose any combination of the above products.

## Coming Soon

- **EPUB** format.



# RULES OF THE ROAD

*(Quality Assurance)*

## Your Conference's Reputation Helps Ensure its Success

Both the Computer Society and IEEE have specific requirements regarding such details as field of interest, peer review process, conference venue information, no-show policies, how and when logos may be displayed, and organizing committee contacts. The purpose of these requirements is to help ensure that the long-standing international reputation of IEEE publications remains strong. The criteria also protect and enhance the reputation of every conference that publishes with CPS.

CPS's Quality Assurance team has developed tools and has staff in place to help you navigate these quality assurance requirements smoothly and successfully. If your conference is eligible, we're there to support you.

For more information regarding quality assurance requirements, please visit our website at [www.computer.org/cps](http://www.computer.org/cps), or send an email to our QA team at [qualityassurance@computer.org](mailto:qualityassurance@computer.org).





# TRIP HIGHLIGHTS

(*Testimonials*)

In its 32nd year as the signature conference on software technology and applications for the IEEE Computer Society, COMPSAC was a tremendous success with a compelling theme—computing, software, integrating the distributed world—that brought together the world's leading researchers and practitioners in the industry in Finland, the home of Nokia.

As the field of computer software and applications has been changing dramatically over the last decade with the emergence of the Internet, the proliferation of mobile devices, the ubiquity of computing that takes place in any device or object, and the globalization of software engineering, we too felt the need to experiment with new concepts. For the first time, we broke tradition and produced the electronic proceedings only in the USB format. We feel that this is the trend in the 21st century and the benefits of going electronic outweigh those of hard-copy preprints.

The IEEE Conference Publishing Services (CPS) ensured us that the new electronic proceedings format will contain pagination, support easy browsing and searching, as well as serve as an integral unit of the IEEE-wide digital library archive. Authors will have the opportunity to purchase print-on-demand hardcopy proceedings at a reasonable cost through the IEEE Computer Society Bookstore. CPS delivered on these promises—they had selected a reputable vendor that guaranteed a quality product with the promised features and a crisp image on the flash unit.

*Continued...*





## TRIP HIGHLIGHTS

*(Testimonials)*

The audience reaction to this new product was immensely gratifying. About 99% of the authors were happy with the electronic product because they no longer had to carry large volumes; however, 1% of the authors preferred hard-copy proceedings. We concur that the USB drive is superior to a CD-ROM.

On a final note, I want to express my deep appreciation for the professionalism shown by the CPS staff, who demonstrated flexibility in their publishing timelines and worked as a team with the COMPSAC chairs and organizers to achieve the common objective of producing a quality product in time for the conference. Together we were committed to maintain the IEEE Computer Society's high publishing standards. It was indeed a pleasant and mutually good experience for us as well as CPS.

Sincerely,  
Carl K. Chang  
Chair, Standing Committee, COMPSAC 2008  
Professor and Chair  
Department of Computer Science  
Iowa State University  
Ames, Iowa





# TRIP HIGHLIGHTS

*(Testimonials)*

I've worked on conference organization for both IEEE-CS and non-IEEE-CS events for almost 20 years. As conference organizers, it is comforting to work with a dedicated team like CPS to produce the conference proceedings. CPS has always been ahead of schedule, efficient, effective, and produces a top-quality product. The effort required of a volunteer is greatly reduced thanks to their effective system, friendly and professional editors and the highly productive support staff. I've never had a problem and only have pleasant experiences working with CPS. I highly recommend them both for the excellent product and the fully supported process they provide. They are a pleasure and a joy to work with.

Mike Hinckey

Director, Lero-the Irish Software Engineering Research Centre





# TRIP HIGHLIGHTS

(*Testimonials*)

For over 7 years I have worked with the CPS group to produce high quality proceedings including electronic and print media. The highly qualified editors are readily available, efficient, flexible and above all reliable. As a conference organizer, it is comforting to not have to worry about such an important part of the conference. The authors also appreciate having the same access to the editors for any inquiries. I am grateful for the level of professionalism that the staff offers the conference community.

CPS Online is an online collaborative site that helps conference organizers stay on-top of upcoming deadlines and provides an easy submission site for all papers and copyrights. CPS Online has created efficiencies in the production process which has given the conference organizers more time between paper submission deadlines and the press deadline.

I highly recommend working with CPS to produce your conference proceeding. CPS is eager to help and are happy to share new ideas to offer your conference authors. Overall the CPS team is a joy and pleasure to work with and I look forward to continue to produce conference proceedings with this group.

Roy Sterrit  
University of Ulster





# YOUR TOUR GUIDES

*(Staff)*

## Additional Contact Information

Click on a staff member to send them an email.



You may also speak directly to a staff member by calling: +1 714 821 8380 and asking the operator for staff by name.

Fax is also available at +1 714 761 1784.

