



Important instructions for authors on reprints and special charges

Ordering Reprints

The Author Return Form includes reprint ordering information. For details, please see the Author Return Form that accompanies your proofs.

Page Charges

IEEE Policy 6.9 permits some types of periodicals to levy page charges. If your publication is one of these, it is your company or institution, not you, which is being asked for support. Payment is not obligatory nor is it a prerequisite for publication. Such support is based on the philosophy that the usual research or development project is complete only when results have been disseminated to the engineering and scientific community and that it is thus proper that the financing of the project include funds to support, in part, the cost of publication. Page charges are widely used throughout the scientific publishing community and are widely accepted. For example, most U.S. Government agencies recognize the payment of page charges as a legitimate part of the cost of performing research and development work under Government contracts.

Page charges are levied for each printed page. Payment entitles the author to 100 reprints (covers are not included). Self-covers and additional reprints may be ordered at the prices noted on the Author Return Form.

The use of four color in illustrations is charged separately. In addition to page charges, color graphics are printed at the authors' expense. Please contact the Transactions Editor-in-Chief for more information on color charges.

Overlength Paper Charges

IEEE Policy 6.10 permits some types of periodicals to levy mandatory charges for each page in excess of a page limit set by that publication. The charge itself is adjusted each year to reflect costs. The purpose of this mandatory charge is to encourage adherence to the publication's budget and to provide funding for excess pages if an author has not been able to meet the stated length requirement. The same publication may be permitted to request page charges as well. Please check the wording of your Author Return Form carefully.

Billing/Ordering Information for Author and Purchasing Department

Nearly all organizations require a Purchase Order to process an order or handle billing of any kind. Please help complete the loop between your organization's procedures and ours! Be advised that once you have elected to pay page charges we expect payment. In order to facilitate your receipt of reprints a Purchase Order is needed. Your organiza-

tion most likely will need a P.O. number in order to accept shipment of your reprints. We urge that the information on your Author Return Form and on these instructions be provided to your Purchasing Department so that your P.O. is correct.

Purchase Orders must include the following elements:

- a) Author's Name
- b) Paper Title
- c) Title of the IEEE Publication
- d) Volume and Issue Number
- e) IEEE Article PII Number

Your Purchasing Department may find these elements clearly indicated on your Author Return Form.

We must have the IEEE Author Return Form and Purchase Order no later than one week from the date you return your corrected proofs.

We must receive orders before the issue goes to press. We reserve the right to impose a surcharge of 25% on late orders.

Normally, reprints can be expected approximately three weeks after the date of publication, with billing occurring at approximately the same time. If early billing is needed to accommodate the deadline of a contract or grant, please call the Reprint Department at 908-562-3941 or 908-562-3917.