

Memorandum to Prospective Authors Who Have Indicated Plans to Submit Papers for 2002 iNEER Special Volume

DATE: July 28, 2002

SUBJECT: Important Revisions to Guidelines

Dear Colleague,

Many thanks for informing me that you are planning to submit a paper for the iNEER special volume. I am looking forward to hearing from you by August 10.

With the publication of the first iNEER volume completed (see attached photo of cover), it has been necessary to make some changes to the guidelines, the most significant ones being the need for imposition of an excess page-charge for papers exceeding 8 pages, and the submission of copyright release at the time of manuscript submission. These and other guidelines have been compiled and posted on <http://www.ineer.org>, through the "Papers for iNEER/ICEE" link. Please review these guidelines, Paragraph 8 in particular, and provide me with the requested statements on excess page charges, and copyright release. Please follow these revised guidelines.

Paragraph 8 states:

"Since iNEER does not charge membership dues, we rely on the contributions of sponsors to implement our programs and services. As our programs and initiatives broaden, sponsorship alone may be inadequate to meet the costs of the services we provide. Under these circumstances, we will have to depend on the iNEER members who participate in our programs to share in the costs. Part of this involves charging authors for papers that exceed the limit on page length. This limit has been set at 8 pages of a 7" x 10" book, formatted according to the sample sent at the time of paper solicitation, and posted elsewhere on this link. The cost for each excess page (or part of a page) will be US\$100 (one hundred U.S. dollars), payable to the iNEER Secretariat at New Jersey Institute of Technology within 30 days of tentative paper acceptance. Final acceptance will be contingent upon payment of excess page charges.

The need for cost-sharing by authors became clear after the publication of the first iNEER special volume in July, 2002, as the costs of editing, production and shipping for a high quality book, in contents, durability, and appearance were much higher than anticipated.

Authors are requested to include the following two lines and put a check mark in front of one of them, in their e-mails sent to iNEER at the time of manuscript submission.

We are prepared to pay excess charges at \$100 per page if our paper exceeds 8 pages

We are unable to pay excess page charges"

The imposition of excess page charges is a standard practice in technical professional publications; nevertheless, we regret any inconvenience this may cause you and your associates, but seek your understanding and support.

Sincerely,

Board of Editors
iNEER Special Volume