Guidelines for Special Issues for the Transactions on Rough Sets

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Abstract. These guidelines are designed to facilitate the preparation of special issue proposals, calls for submissions, letters of invitation and the requirements for all papers submitted to a special issue for the Transactions on Rough Sets (TRS)[3]. Proposals for special issues are to be prepared in LaTeX. Each special issue proposal should be a formal document with sufficient detail to make it possible for reviewers of the proposal to make an informed judgement about its acceptability. Proposals for special issues must be contained in a file in pdf format, and submitted to the Editors-in-Chief of the TRS for evaluation. After a TRS special issue has been accepted, then the special issue Editors are required to prepare a call-for-submission and a draft of an optional letter-of-invitation. Both the call-for-submission and letter-of-invitation are submitted to the Editors-in-Chief of the TRS for review. A TRS call-for-submission for a special issue will resemble the general call-for-submission that is posted at the TRS web site [1]. A letter-of-invitation for a TRS special issue is coauthored by the special issue Editors and the Editors-in-Chief of the TRS. After the call-for-submission and letter-of-invitation have been accepted, the call-for-submission will be posted on the TRS web site [1]. Special issue Editors will send the letter-of-invitation to those authors who are invited to submit a paper to the special issue. The main responsibility of the Editors of an accepted TRS special issue is to establish and manage a special issue of the TRS. Special issue Editors are not responsible for reviewing papers submitted to their special issue. There are strict requirements for all TRS special issue papers, both with respect to article style and article reviewing. That is, authors of special issue papers are required to follow the TRS Guidelines for paper preparation and submission [1]. All papers submitted for a special issue of the TRS are to be forwarded to the Editors-in-Chief of the TRS for reviewing.

Keywords: Call-for-submission, guidelines, letter-of-invitation, proposal, requirements, reviewing, style.

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1 Introduction

These Guidelines specify three major items required for acceptance of a Transactions on Rough Sets (TRS)[4] special issue: (1) required Special Issue Proposal (see Sect. 2), (2) required Special Issue call-for-submission (see Sect. 3), and (3) optional letter-of-invitation (see Sect. 4). In addition, these Guidelines describe the submission method for all papers submitted to TRS special issue (see Sect. 5) To avoid conflict-of-interest problems and to facilitate the reviewing process that will lead to high quality papers for the TRS, all papers submitted to TRS special issues are subject to the same requirements placed on non-special issue paper submissions. These requirements are given in detail in a separate document available on the TRS website [1]. Briefly, each paper is to be prepared using LaTeXwith the llncs.cls document class [2]. Papers prepared with Microsoft ®Word will not be accepted. Each paper submitted to a special issue must be forwarded to the Editors-in-Chief of the TRS for reviewing.

2 TRS Special Issue Proposal

Proposals for TRS special issues are to be prepared in LaTeX with the following specific structure.

- **Description** of the aims and scope of the special issue. This description must make it clear how the proposed special issue directly relates to either the foundations of rough sets or applications of rough sets, or both.
- **Submission Method** that specifies email addresses of the Editors-in-Chief of the TRS, which are to be used by all authors of papers to submit papers to a TRS special issue.
- **Guidelines** for submission website (see [1] for an example). That is, a TRS special issue proposal must correlate its the content of its proposal with existing guidelines for TRS articles and the general call-for-submission available at [1].
- **References** to related publications and *Universal Resource Locators* ($URLs$). It is important that a proposal for a TRS special issue provide a clear indication of how the content of the proposal relates to published research in rough sets. This is done by citing articles and books that are related to the special issue proposal. There is a caveat here. If some or all of the papers are to be extensions of papers from the published proceedings of a conference or workshop, then the special issue proposal must include a reference to the published proceedings that includes the proceedings Editors, proceedings name, complete name and address of the publisher as well as the date of publication, and the URL for the conference web site. Further information about this caveat is given later in this Section.

The more detailed a special issue proposal, the easier it will be to evaluate, and to prepare a call-for-submission for a TRS special issue. Each proposal for a TRS special issue is to be submitted to both TRS Editors-in-Chief listed in Table 1.

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There are a number of important caveats to observe in preparing a proposal for a TRS special issue. That is, it is common for proposals for TRS special issues to result from conferences and workshops. The following restrictions apply to such proposals for TRS special issues:

- **Rough Set Content**: The content of each paper submitted to a TRS special issue must directly relate to the foundations rough set theory and/or applications of rough set methods. This should be obvious both from the content of a submitted article, and literature survey contained in a submitted article that includes references to published papers and books directly related to the subject of the submitted paper.

- **Copyright**: extensions of copyrighted articles appearing in published non-Springer conference and workshop proceedings will *not* be accepted for submission in a TRS special issue published by Springer. The exception to this rule is the following: permission from a publisher must be obtained for any part of an article that has been published in a non-Springer conference or workshop proceedings. Permission from the publisher to include specific items (diagrams, figures, tables, paragraphs) must be clearly indicated in an article submitted to a TRS special issue. In addition, a letter granting this permission for each copyrighted item must be forwarded to the TRS Editors-in-Chief listed in Table 1.

  In the case where an article submitted to a TRS special issue is an extension of a previous article, the author(s) of the submitted article must do the following: (1) give references to the earlier, published papers, and (2) indicate precisely how a submitted article differs from the earlier publication.

  Authors of accepted TRS special issue articles will be required to complete a Springer copyright form. In addition, the authors of an accepted TRS special issue article must certify that the accepted article has not been previously published either locally or nationally or internationally by any other publisher *in any language*.

- **Prior Publication**: any article that has been published in any language in another publication (either in a print media or in electronic form) will not be accepted for publication in a TRS special issue.

The structure of a special issue proposal should have the following features.

Table 1: TRS Editors-in-Chief

James F. Peters	jfpeters@ee.umanitoba.ca
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2.1 Editor Information

Each special issue proposal should begin with special issue title, names of special issue Editors, institute address and email address for *each* Editor.

2.2 Abstract

After the organizer information, give a 100-150 page abstract, which provides a statement of the content of the TRS special issue theme, rationale for having the special issue, and contributions of the special issue.

2.3 Keywords

After the abstract for a special issue proposal, give a list of up to 10 keywords that described the main topics and subtopics of the special issue. It is highly recommended that this introduction include specific references to published papers and websites to establish the context and background for the special issue.

2.4 Special Issue Paper

After the introduction for a special issue proposal, give the following information (*if* available) for *each* paper that will be submitted to the special issue: title: **paper code**, author(s), address and email address for each author, abstract, and keywords. The paper code for a paper listed in special issue proposal is explained in the next section.

2.5 Paper Code

A special issue Editor will use the following scheme to assign a paper code to each special issue paper. Select a 3 to 6 letter prefix that represents the topic for the special issue. Then append to the prefix a number of the form 0xx. For example, if you are preparing a proposal for a special issue on Rough Sets in Intelligent Systems, then use RSIS as the prefix. If there are 5 papers in your special issue, then assign the following codes to the papers: **RSIS001, RSIS002, RSIS003, RSIS004, RSIS005**. The file name for a pdf file containing a submitted paper should be named in the following way: **TRS_RSIS00x.pdf**, where x is one of the numbers you have assigned to the special issue paper. All correspondence about submitted special issue papers will use this coding scheme.

Note : If the papers to be a part of a special issue are not known at the time of submission of a TRS special issue proposal, then the Editors-in-Chief will assign a paper code to each paper submitted to a special issue.

2.6 References

Complete a special issue proposal with references to published papers and websites related to the special issue topic.

3 Required Call-for-Submission for a TRS Special Issue

The format and style for a call-for-submission for a TRS special issue should be similar to that given in the general call-for-submission available at the TRS website [1]. A completed call-for-submission should be submitted to both TRS Editors-in-Chief listed in Table 1.

After a call-for-submission has been accepted, then it will be posted on the TRS website.

4 Optional Invitation Letter for a TRS Special Issue

The Editors of an accepted TRS special issue have the option of preparing a letter-of-invitation for selected authors that would be invited to submit papers to the special issue. This letter-of-invitation is coauthored with the Editors-in-Chief of the TRS. In addition, this letter-of-invitation would include the names both the Editors-in-Chief and Editors of the Special Issue. The order of the names in the letter-of-invitation will be the same as the order in every volume of the TRS, namely, names of the Editors-in-Chief (in alphabetical order) first, followed by the names of the special issue Editors (either in alphabetical order (this is preferred) or in rank order). For examples of how naming is done in TRS special issues, see [3,4].

To avoid misunderstanding, a letter-of-invitation should make it clear that if an invited paper submitted to a TRS special issue is rejected by one or more reviewers, then the paper will not be included in the special issue. That is, an invitation to submit a paper to a TRS special issue does not imply that an invited paper will be accepted. An invited paper that receives satisfactory reviews will be published in the TRS special issue. In effect, if an invited paper does not receive satisfactory reviews, then the invited paper will be rejected.

5 TRS Special Issue Paper

All papers submitted to a TRS Special Issue must do the following.

5.1 Style

Follow all of the instructions for preparation of TRS articles available on the TRS website [1]. Articles that do not follow all of the steps in the TRS Guidelines will be returned without reviewing.

5.2 Submission Method

There are two points to be made clear in the proposal concerning all papers submitted to a TRS special issue. First, all papers submitted to a TRS special

issue must be in pdf format. To submit a completed special issue paper, the authors of a special issue will send the pdf file containing their paper to each of the TRS Editors-in-Chief listed in Table 1 for reviewing. That is, the proposers of a TRS special issue must make it clear they agree with these guidelines concerning submitted papers for special issues. This must be made clear in the beginning in the proposal so that there will be no misunderstandings later.

Second, upon acceptance, the authors of accepted special issue papers will be requested to provide all LATEX source files, bibliography files, images (.eps files) and additional styles. The TRS editorial office must be able to compile a submitted article without encountering errors in the LATEXsource files or in the article structure.

References

1. Website for the Transactions on Rough Sets:
   `http://www.roughsets.org/`
2. Website for Springer LNCS LATEX files:
   `http://www.springer.de`
3. Peters, J.F., Skowron, A., Grzymala-Busse, J.W., Kostek, B., Swiniarski, R.W., Szczuka, M. (Eds.), Transactions on Rough Sets **I**, Springer, Berlin, 2004.
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