

Subject: Option to publish AMTA papers in IEEE Xplore

Dear Author,

The AMTA Board of Directors is pleased to announce that an agreement with IEEE AP-S has been reached for mutual technical co-sponsorship of our annual events for 2016. The agreement includes AMTA's participation in the IEEE Conference Publication Program. As an author of an AMTA paper, this provides you with the opportunity to have your AMTA 2016 paper published in the IEEE Xplore online digital library. The advantage of participating in this is that your paper will be given much wider exposure than AMTA publication alone. IEEE Xplore has a vast, global audience and many of you probably use it frequently. For more information about IEEE Xplore: <http://ieeexplore.ieee.org/xpl/aboutUs.jsp>

The AMTA Board would like as many papers as possible to be included, however, your participation is entirely optional.

If you choose to participate, we need you to complete the following two actions by October 28:

- 1) Sign a new AMTA publication release form and email it to us
(Note: This is not the IEEE copyright form, and IEEE will not own the copyright.)
- 2) Ensure that your paper complies with IEEE Xplore formatting and upload it
(Use the web site provided in the instructions to check the paper and upload the file.)

Detailed instructions, publication release form, and FAQ are provided in the separate attached document. You will need your paper title and PID number to complete this process:

Paper Title
PID 0790-000xxxx

If you complete these steps by the October 28 deadline, your paper will be included in the AMTA 2016 Proceedings and will be submitted to IEEE for publication in Xplore.

If you do not complete both steps or choose not to participate, your paper will be included in AMTA's Proceedings as usual, however your paper will not be included in the IEEE Xplore library.

It has become quite common for relevant technical conferences to include their proceedings in this online digital library. Many universities, companies, and other organizations have chosen to make the IEEE Xplore digital library readily available to their employees. The AMTA Board views this as a positive benefit to both AMTA and the authors who choose to participate. We believe that offering this additional publication opportunity will incentivize more authors to seek publication in the AMTA Proceedings and strengthen the AMTA organization.

Thank you for your support and participation in AMTA. If you have any concerns, feel free to contact me. I look forward to seeing you in Austin in a few short weeks!

Best regards,

Steve Nichols, AMTA President
678-475-8369, president@amta.org

Instructions for including papers in IEEE Xplore

1. Fill out a New AMTA Publication release form (on the next page)
 - a. Complete the Title, Author, and Paper number
 - b. REMEMBER TO: **Initial the line in section 2** to allow publication by IEEE
 - c. Complete the signature block at the bottom
 - d. Scan and send the completed form to technical-coordinator@amta.org
2. Complete the paper checking and upload process
 - a. Go to the www.pdf-express.org web site and Log In as follows
 - i. First time users of pdf-express must create an account:
 1. Click on “New Users – Click Here”
 2. Enter the Conference ID: **40263XP**
 3. Enter email address, password, and other information as requested
 4. Confirm contact information and click “Submit”
 5. An email confirming account setup will be sent to you
 - ii. Returning users, but the first time for this conference
 1. Enter the Conference ID: **40263XP**
 2. Enter email address & password for your existing account
 3. Click “Login”. You will receive an error message saying that you need to set up a new account; simply click “Continue” to add the new Conference ID.
 4. An email confirming account setup will be sent to you
 - iii. Returning users for this conference
 1. Enter the Conference ID: **40263XP**
 2. Enter email address & password; Click “Login”
 - b. Click on “Create New Title” and enter the title of the paper in the text box
 - c. Click “Submit File for Checking or Converting”, then “Choose File”
 - i. Browse to the **pdf file of your final AMTA paper** and click “Upload File”
 - ii. An email confirming successful upload will be sent to you
 - iii. Click “Continue” and review the results of the paper checking process
 - d. If the paper passed the checking process
 - i. Click on the title of the paper and review the contents
 - ii. If the paper looks OK, click on “Approve for Collection”
 1. Ignore the IEEE PID and recommended naming convention, and rename the paper using your AMTA PID in the style of “**PID0790-000xxx-Author.pdf**”
 - a. Replace ‘xxx’ with the previous AMTA-assigned paper ID number
 - b. Replace ‘Author’ with the last name of the primary author
 2. Log off – you have completed the process!
 - iii. If you are not satisfied with the converted PDF output file
 1. Go back to step d. and click “Submit Source Files for Conversion”
 2. Browse to your original source file in Word or LaTeX and upload that file
 3. Alternatively make changes to your source file, print to pdf, and upload the new pdf as described in step d. above
 4. Finally, use “Request a Manual Conversion” through your account
 - e. If the paper did not pass the checking process, you may
 - i. Click ‘Try Again’
 - ii. Read the PDF Check report, then click on “The PDF Check Report” in the sidebar to get more information on possible solutions
 - iii. ‘Request Technical Help’ from IEEE through your account

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(Required For Paper Publication)**

Title of Paper: _____

Author(s): _____

Paper Number: _____ (Found on Abstract Acceptance Email)

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Date This Release Signed

Frequently Asked Questions

1. What happens if I do nothing?

If you do not complete both steps or choose not to participate, your paper will be included in AMTA's Proceedings as usual, however your paper will not be included in the IEEE Xplore library.

2. How does this incentivize more authors to participate?

It provides a wider potential audience. For many years, AMTA Proceedings were only sold to AMTA members. Even libraries and book resellers were not able to purchase the Proceedings. Therefore the audience for AMTA papers has been limited to the AMTA community. Although a very appropriate audience, not everyone who might have an interest in AMTA papers is an AMTA member. Publication in IEEE Xplore will give more people access to the AMTA knowledge base.

Input from professors and academic institutions regarding publishing the AMTA Proceedings in IEEE Xplore has been extremely positive. Sometimes they have elected to publish their papers in other conferences besides AMTA due to the wider exposure offered by IEEE Xplore.

3. How does this help AMTA?

Having more papers submitted gives AMTA the opportunity to be more selective, which will improve the quality of papers included in the program. Exposure in other forums will also advertise the existence of the AMTA organization in non-traditional areas. This may lead to more interest in AMTA and more involvement in the organization.

4. Am I required to transfer copyright ownership to IEEE?

No. The author must grant non-exclusive permission to AMTA and IEEE to publish the paper, but the copyright ownership is not transferred to either organization. The author or the author's sponsoring organization will retain ownership of the copyright. The owner may also publish the paper in any other manner, such as on the organization's web site, CD, printed book, or other means.

5. My paper does not meet Xplore requirements. What do I do now?

IEEE provides free support on the PDF eXpress Plus web site that is used for checking and uploading papers. Please use the IEEE services to get assistance.

6. Is this a move by IEEE to take over AMTA?

No. The action to seek out a cooperative agreement with IEEE AP-S was initiated by last year's AMTA board and efforts were continued by this year's board. IEEE AP-S has similar agreements with many other organizations similar to ours, and both groups find the relationship to be mutually beneficial.

7. Will the same opportunity for publication in IEEE Xplore be offered next year?

At this time we do not have an agreement in place beyond this year. The AMTA board is working diligently to investigate the possibilities for the future.