**11/14/16**

**JW**

**Newsletter Editorial Procedures for Acceptance, Review and Publication of Articles in Wavelengths, the IEEE Southeastern Michigan newsletter** ‘

All articles, from any source, must be submitted in PDF or Word format as an email attachment with a suggested publication date to the Editor of IEEE SEM Wavelengths newsletter.

The editor will respond via email to submitter acknowledging receipt of the article and indicate a proposed publication date. The response will be copied to a reviewer.

Upon receipt of the manuscript by the reviewer, the reviewer will respond to the editor in a timely manner indicating if the review can be completed before the proposed publication date. If the reviewer cannot meet the deadline, the reviewer may suggest an alternate date for completing the review.

The editor may either accept the date suggested by the reviewer, negotiate a date with the reviewer or make other arrangements for a review of the manuscript.

Once an article is submitted to the editor, the author(s) relinquish any claim on the material or content of the article only for the purpose of publishing it in Wavelengths.

Upon completion of the review process, the article will be forwarded as an e-mail attachment to the editor. The editor will acknowledge receipt of the article to the reviewer and indicate the time and method of publication.