

Editorial

THIS IS THE seventh anniversary of the IEEE MICROWAVE AND GUIDED WAVE LETTERS (MGWL) and is also the last year of my term as the Editor-in-Chief. As is well known, MGWL is intended to provide a *quick* means of dissemination of *significant new* development of topical interest, written in a *concise* manner, relevant to microwave, millimeter-wave, and guided wave technologies. Key issues are: conciseness, novelty, high quality, and a quick evaluation process.

As stressed in the Editorial by my predecessor, Prof. T. Itoh (January 1992 issue), "authors are requested to play an important role by writing the article in a very concise fashion." If a manuscript cannot absolutely fit into the limits indicated in the guidelines, it is not suited for publication in MGWL.

The high-quality, archival nature of the papers is maintained through a careful review process. Each manuscript is sent to three reviewers chosen among internationally qualified experts in the specific area of the manuscript. For the sake of quick turnaround, no "revise and resubmit" disposition is used; each manuscript is either accepted or not accepted.

As a result of the review process, only about 42% of the manuscripts received are accepted for publication. Papers may be submitted again after incorporating the reviewers' comments, and these will be treated as new submissions.

A fast review process is of basic importance to the LETTERS. All efforts are being made in to accelerate the review process. Delays may occasionally occur when some or all three reviewers are unable to complete the review. According to last year's records, the average processing time from the arrival of the submitted article to the Editor-in-Chief's office until the notification of the disposition is 27 calendar days. Within 30 days, 67% of the manuscripts have been processed, while all manuscripts have been reviewed within 50 days.

There is no doubt, however, that delays in the postal services are a major factor in our ability to achieve rapid publication. To alleviate this problem we are trying to promote the use of electronic mail. Making provision for the electronic submission of manuscripts and sending them to reviewers by e-mail may save two to four weeks. A copy of the *Guidelines for E-Mail Submission* follows.

E-mail submission is being implemented starting with the January 1997 issue. Authors are recommended to closely follow the guidelines in order to avoid possible difficulties due to different electronic standards. Since we are in a learning process, we apologize beforehand should any problems arise in the transmission of the manuscripts. We will be grateful for any suggestions on how to improve our service.

We are confident that this new method for paper submission will greatly help further improve the service we provide to the microwave community.

Finally, I would like to thank all the reviewers for their dedicated, invaluable service, which is the basis for the success of MGWL.

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Guidelines for E-Mail Submission

E-mail submission helps speed the production and final printing of your paper. In order to speed up the whole procedure, we now accept papers submitted by e-mail.

The following set of guidelines must be followed:

- 1) The standard software to be used is TeX or LaTeX; manuscripts submitted using other software are not acceptable. When e-mailing TeX or LaTeX, always remember to also e-mail any macros (`\defs`) used to create your manuscript. Instructions for obtaining an IEEE LaTeX style file can be obtained by e-mailing: help@ep.ieee.org or on the WWW at "<http://www.ieee.org/pubs/authors.html>".
- 2) Figures and tables must be sent in Postscript or TIFF format. (Submission of figures and tables in final, accepted manuscripts to the IEEE must be in TIFF format.)
- 3) Header information should accompany the transmitted files, clearly identifying the following:
 - a) the name of the JOURNAL;
 - b) author's name;
 - c) title of the manuscript.
- 4) The following files must be sent as separate e-mail messages in attachment with "Subject" as indicated:
 - a) the TeX/LaTeX version of the manuscript (Subject: Manuscript-Author's name);
 - b) an individual e-mail for each figure or graph (Subject: Fig<number>-Author's name);
 - c) a copy of the electronic format of the Author Check List duly completed (Subject: ACL-Author's name). The file can be obtained by e-mailing: help@ep.ieee.org or via the WWW.
- 5) The transmitted file must reflect the exact content of the manuscript, including captions, abstracts, and references.
- 6) The manuscript must be submitted by e-mail to: mgwl_sub@unipg.it This address is to be used only for manuscript submission. Any other correspondence should be addressed to the Editor at: mgwl@unipg.it
- 7) One hard copy of all the e-mail files together with the original figures, photographs, and the signed IEEE Copyright Form must be mailed to the Editor-in-Chief of the IEEE MICROWAVE AND GUIDED WAVE LETTERS.