

Memorandum of Understanding for Financial Co-Sponsorship of the IEEE Transactions on Network Science and Engineering

September 2022

Introduction

This document serves as an agreement between the **IEEE Communications Society** and the **IEEE Circuits and Systems Society** (here out called “Partners”) for Financial Co-sponsorship of the **IEEE Transactions on Network Science and Engineering** (hereafter called the “Periodical” or “TNSE”).

Periodical Scope

The proposed journal, called **the IEEE Transactions on Network Science and Engineering** (TNSE), is committed to timely publishing of peer-reviewed technical articles that deal with the theory and applications of network science and the interconnections among the elements in a system that form a network. In particular, the IEEE Transactions on Network Science and Engineering publishes articles on understanding, prediction, and control of structures and behaviors of networks at the fundamental level. The types of networks covered include physical or engineered networks, information networks, biological networks, semantic networks, economic networks, social networks, and ecological networks.

Aimed at discovering common principles that govern network structures, network functionalities and behaviors of networks, the journal seeks articles on understanding, prediction, and control of structures and behaviors of networks. Another trans-disciplinary focus of the IEEE Transactions on Network Science and Engineering is the interactions between and co-evolution of different genres of networks.

The core topics covered include:

- Network Sampling and Measurement
- Learning of Network Topology
- Modeling and Estimation of Network Dynamics
- Network Inference
- Models of Complex Networks
- Modeling of Network Evolution
- Network Design
- Consensus, Synchronization and Control of Complex Networks
- Interactions between and Co-evolution of Different Genres of Networks
- Community Formation and Detection
- Complex Network Robustness and Vulnerability
- Network Interdependency and Cascading Failures
- Searching in Complex Networks
- Information Diffusion and Propagation

- Percolation and Diffusion on Networks
- Epidemiology in Complex Systems

Implementation

This Agreement shall be acted upon by the Presidents of the Financial Sponsors with endorsement from Publication Council. All changes to this Agreement shall require consensus of all Financial Sponsors. This Agreement, upon approval by the appropriate IEEE Technical Activities or other IEEE Boards, shall become a part of the records of the IEEE Technical Activities Board (TAB).

Administrative Partner

The Administrative Partner of the Periodical is responsible for the finance accounting and the financial reporting to IEEE. The Administrative Partner shall provide the manuscript handling system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of peer review process. The IEEE Communications Society shall be the Administrative Partner of TNSE.

Financial

The Periodical shareholder ownership will be as follows:

IEEE Communications Society (IEEE ComSoc), 60% financial ownership
IEEE Circuits and Systems Society (IEEE CASS), 40% financial ownership

The Financial Sponsors are responsible for all financial and technical obligations of the Periodical.

Compliance with financial and technical responsibilities entitles Financial Sponsors to voting privileges on the Steering Committee outlined below. Financial ownership of the Periodical requires that all Shareholders accept the responsibility of the expenses of the Periodical throughout the year and share in the potential profit or loss of the Periodical according to the percentage of shareholder ownership as noted above. Annual distribution of the Profit/Loss will be completed by IEEE in accordance with its established practices for year-end reconciliations. The Administrative Partner will provide oversight of IEEE to ensure the distribution occurs in a timely fashion.

Administration

TNSE will be administered by a Steering Committee comprised of representatives of the Financial Sponsors, including a chair, plus the Editor-in-Chief (EIC).

Steering Committee

The *Steering Committee* shall act as Trustees for the publication and shall have administrative responsibility for the Periodical such as:

- Monitor quality and timeliness of the Transaction with the assistance of IEEE Communications Society staff
- Approve the Periodical budget (page count, subscription rates, etc.)
- Recommend a candidate for the EiC position
- Work with the EIC to establish operating policies and procedures for the Transactions

The Steering Committee (SC) shall meet at least once per year, usually via teleconference, to review the progress of the TNSE and prepare the budget of the TNSE. The membership of the Steering Committee shall consist of 8 voting members, plus the Editor-in-Chief with voice but no vote. The Chair, appointed from among the voting members, will only vote to break a tie.

IEEE Communications Society (IEEE ComSoc): Five voting members on the SC
IEEE Circuits and Systems Society (IEEE CASS): Three voting members on the SC

Each Society delegate must be appointed by his/her Society President, shall serve a two-year appointment commencing Jan. 1, and may be re-appointed for one additional term. The Steering Committee members should have staggered terms. Sponsoring societies can remove any of their representatives from office at their own discretion simply by notifying the Chair of such action. Each delegate shall have equal (one) vote on matters before the Steering Committee. Representatives unable to attend the Steering Committee Meeting (if in-person) can participate by teleconference or by transferring their voting privilege to another member of the Steering Committee, provided the Chair is notified in writing of the proxy transfer one week prior to the meeting. The chair shall vote in the event of a tie.

Description of how the Chair of the Steering Committee is selected: The Chairperson shall serve as the focus for Committee communications and shall direct, on behalf of the Committee, the operational matters of the Committee to the Financial Sponsors.

Except for the initial Chair, the Chair shall normally be chosen from among current members of the *Steering Committee* and shall serve for a term of two years, non-renewable. The Chair shall vote only to break a tie. The Steering Committee Chair will be selected by the IEEE Communications Society and the IEEE Circuits and Systems Society on an alternating basis. Should additional Financial Sponsors join the *Steering Committee*, they shall name a chair for the *Steering Committee* in the order in which that Financial Sponsor joined the *Steering Committee*. The chair shall continue to rotate among the Financial Sponsors, except if a Financial Sponsor shall notify the *Steering Committee*, in writing, that it wishes to pass on its turn, in which case the next Financial Sponsor, in order, shall have the opportunity to make the appointment, or to pass, until a chair is named. In the event a Financial Sponsor shall withdraw from the *Steering Committee*, and the chair shall be the appointment of that Financial Sponsor, the term of the chair shall not survive the participation of the Financial Sponsor.

The expense to participate in the meetings of the *Steering Committee* (if in-person) will be the responsibility of each individual Society. If possible, the meeting shall be scheduled to precede

the AdCom/BoG meetings of all financial Partners to allow review of preliminary budget submission of the Periodical.

A Secretary shall also be elected from among the voting representatives of the Steering Committee. In addition, the Editor-in-Chief (EIC) shall serve as a non-voting ex-officio member.

Budget

Annually, the Administrative Partner is responsible for preparing and submitting the initial budget of the Periodical to the Steering Committee for review. The Steering Committee can approve the Periodical budget provided it is breakeven or better. In the case of a deficit budget, the Steering Committee must receive final budget approval from the Financial Sponsors.

All Financial Sponsors will receive a copy of the approved budget for the Periodical simultaneously when submitted to the IEEE TAB Finance Department.

Reporting Process

The Steering Committee will submit a written report regarding the progress of the Periodical to the participating Societies annually by 31 December reviewing the Periodical's progress over the year (page count, timeliness, citation factor, etc.) and review of the budget.

Editorial Management

The EIC and the Editorial Board (see below) are responsible for the editorial content and quality of the *Periodical*.

The *Steering Committee* shall be responsible to search and recommend a candidate(s) for the Editor-in-Chief (EIC) position. The appointment of the EIC should be made by the President of the Communication Society in consultation with the President of the Circuits and Systems Society. The term of the appointment for the position will be two (2) years. An EIC can be reappointed but cannot serve more than two consecutive terms.

The EIC is responsible for the overall editorial operations of the Periodical, which includes submission of Editorial Board member nominations to the Steering Committee for review, final decision on editorial board nominations, and the assignment of papers to the Editors. If the EIC position becomes vacant before the end of the term, the Steering Committee shall recommend a replacement to complete the term. The EIC may be removed from office by a two-thirds affirmative *Steering Committee* vote.

The Editorial Board shall be comprised of between 10 and 100 members with expertise across the disciplines of the Periodical, and shall normally serve terms of two years, renewable once. Editorial board members may be reappointed to the board after a one-year hiatus from their prior four-year term. The EIC may request that an editorial board member step down if duties are not being fulfilled prior to the end of a term. *Steering Committee* members may nominate

Editorial Board members to the EIC, however all Editorial Board appointments are made by the EIC, with the consent of the *Steering Committee*.

The Editorial Board shall be responsible for the technical quality of the Periodical. The Editorial Board, under the leadership of the EIC, shall assure appropriate peer review of submitted manuscripts; timely review and publication of accepted manuscripts; adherence to the page budget; and editorial policies and procedures.

Editor-in-Chief

The Editor in Chief shall be an acknowledged leader in the field of interest of the Periodical. He/she shall agree to assume the roles and responsibilities of the EIC and realize that there will be no remuneration for service to the Periodical.

The function of the Editor-in-Chief (EIC) shall be to oversee the daily operations of the Periodical such as:

- interact with Authors
- help to maintain the Reviewer Database
- initiate and monitor the review process to its completion
- select Associate Editors and members of the Editorial Board for the approval by the *Steering Committee*
- provide input and approve the assumptions created by IEEE-CS staff to help create the page budget, present the page budget for submission to the *Steering Committee* for approval as part of the overall budget approval process
- ensure that the Periodical follows IEEE Policy and Procedures
- create the technical content of the Periodical in accordance with the established scope and areas of interest
- execute policies as established by the Editorial Board and approved by the Steering Committee and
- serve as ex-officio, non-voting member of *Steering Committee*

Editorial Board

The Periodical shall have an Editorial Board to ensure appropriateness and quality of submitted manuscripts to the peer review process and other day-to-day matters normally within the purview of an Editorial Board of an IEEE Transactions. The Editor-In-Chief shall select, with approval by the Steering Committee, Associate Editors to form an Editorial Board as may be appropriate. Associate Editors shall have a term of 2 years, renewable for one additional two-year term. He or she must then step down for at least a year before being re-considered for the same position.

The function of the Editorial Board shall be to review and offer guidance to the technical content of the Periodical. The function of the Editor(s) shall be to implement the policies established by the Editorial Board and approved by the Steering Committee.

Management of the Periodical

The Financial Partners will provide a system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of the peer review process.

The Administrative Partner shall be responsible for producing the Periodical. The Administrative Partner shall also provide the Financial Sponsors, Technical Cosponsors (if any), and the Steering Committee annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the Periodical. The Administrative Partner shall administer all production, initial budget preparations, accounting, financial reports, and communications with the Financial Sponsors and with the IEEE Technical Activities Department.

I. Editorial Policy

Editorial selection and review shall be consistent with policies and practices of IEEE, and:

- 1) As a matter of principle, IEEE shall direct the Editors of their other publications to forward suitable material to the Periodical. IEEE shall coordinate with the Steering Committee any plans for publishing special issues of their respective periodicals in the area of the Periodical. The Steering Committee shall develop procedures (a) for IEEE to request, prepare, and publish special issues of the Periodical, and (b) for directing papers not within the scope of the Periodical to other IEEE publications for possible consideration.
- 2) Authors of IEEE conference and symposia papers are encouraged to submit their papers in journal form to the Periodical for consideration to be published as original papers or work, also considering the criteria of adding new content to previously published work.

II. Copyright

The title of the Periodical shall be registered in the name of IEEE, and the Periodical as a whole shall be copyrighted by IEEE. All authors of articles and material in the Periodical shall have their copyright transferred to IEEE, except in the case of material in the public domain. All IEEE copyright procedures and practices shall be followed. The IEEE may freely reuse the copyrighted material for their own purposes without charge. Revenues from copyright fees, or other subsidiary rights fees associated with the Periodical, that are paid by outside parties to be collected by the IEEE, shall be credited to the Periodical in accordance with IEEE procedure.

III. Finances

Financial ownership of the Periodical requires that all Shareholders accept the responsibility of the expenses of the Periodical throughout the year and share in the potential profit or loss of the Periodical, according to the percentage of shareholder ownership as noted above.

Annual distribution of the profit/loss will be completed by IEEE in accordance with its established procedure (surplus/loss distributed in December, post audit adjustments completed by 1 June). IEEE Communications Society, as Administrative Partner, will provide oversight to ensure the distribution occurs in a timely fashion.

IV. Marketing

There shall be a coordinated marketing effort, administered by the IEEE Communications Society.

V. Subscriptions and Fulfillment

Subscriptions

All Sponsors shall offer the Periodical to their Society members according to the rates established by the Steering Committee and confirmed by the participating Financial Sponsors. The Steering Committee shall also establish rates for other Society and IEEE members as well as non-member subscribers.

Electronic Distribution

The Periodical will be included in the IEEE All Society Periodicals Package (ASPP) and its sub-packages as well as the IEEE Electronic Library Xplore. Revenue distribution of the Periodicals inclusion as part of any Society Member Library will be distributed annually and in accordance with the shareholder sponsorship as outlined in this Memorandum of Understanding.

Arbitration

In the event of a disagreement regarding the Periodical among the Financial Sponsors, a review panel consisting of the Chair of the TAB Periodicals Committee and other members appointed by the TAB Periodicals Committee will meet to resolve the issue.

In the unlikely event the review panel is unable to come to a resolution by majority vote, all parties agree to request for an Arbitration Committee selected by TAB for mediation and resolution of the issue.

Agreements, Durations, and New Agreements

All agreements must be approved by the TAB Periodicals Committee. The period of this Agreement shall be 5 years from the date of signature of the Financial Sponsors and all Financial Sponsors are obligated to commit to the Agreement.

- 1) **Withdrawal of Agreement:** In the event that a Partner wishes to withdraw from this Agreement, the REMAINING Partner retains all the rights to the TNSE and will continue to publish the Periodical. Notification of intent to withdraw must be made one year prior to the expiration of this agreement.
- 2) If a new Financial Sponsor is added during the course of the MOU, a new document specifying the new percentage of financial ownership needs to be signed by all Financial Sponsors.
- 3) At the termination of the agreement, a new Agreement needs be signed by all Financial Sponsors with possible new % of financial ownership.

As Financial Sponsors this agreement is accepted by:

Signed for by the **IEEE Communications Society:**

DocuSigned by:

Xuemin (Sherman) Shen

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11/15/2022

Sherman Shen

President, IEEE Communications Society

Date

Signed for by the **IEEE Circuits and Systems Society:**

DocuSigned by:

Manuel Delgado-Restituto

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11/22/2022

Manuel Delgado-Restituto

President, IEEE Circuits and Systems Society

Date