PCS Members Involved in Emerging Research Frontier of Humanitarian Service Science & Engineering (HSSE)

by Mark Haselkorn

In January 2007, the United Nations reported that the service sector now comprises the largest portion of the world's labor force (@40%), passing agriculture and industry for the first time. The largest growth in the service workforce has occurred in sub-Saharan Africa, Latin America, and Asia. Currently, research on the largest single work activity on our planet is limited primarily to market-driven scenarios with clear goals, conducted in relatively stable environments. Much of world-wide service activity does not occur within these conditions.**Read more**...

- **50th Anniversary**

Quiz Time! Earn a Prize!!

Last month, we saw how the essential mission of PCS and its predecessors has remained constant over the years. However, the tools we use to accomplish this mission have changed. Can you place the following events in order by the year (oldest to most recent)...**Read more**.

- **Professor Grammar**

I'd Like to Say This About That

Being the sensitive person that she is, the Professor has recently become aware of some confusion amongst her students regarding the word that. More specifically, the confusion seems to be centered around the mysteriously missing that. **Read more**.

- **Jobs**

Editor in Chief, *Transactions*

Please take a look at the announcement about this and other jobs....**Read more.**

- **Reviews**

Working Internationally

Many of us want to give back to the world, either by improving our own communities or by working with international groups to provide aid to less fortunate countries. Here are some resources... **Read More**.

-

Newsletter

Feature

PCS Members Involved in Emerging Research Frontier of Humanitarian Service Science & Engineering (HSSE)

by Mark Haselkorn

In January 2007, the United Nations reported that the service sector now comprises the largest portion of the world's labor force (@40%), passing agriculture and industry for the first time. The largest growth in the service workforce has occurred in sub-Saharan Africa, Latin America, and Asia. Currently, research on the largest single work activity on our planet is limited primarily to market-driven scenarios with clear goals, conducted in relatively stable environments. Much of world-wide service activity does not occur within these conditions.

PCS members Mark Haselkorn, Sandy Bartell, and Steve Lappenbusch are active in a world-wide group of researchers and paractitioners helping to evolve the field of Humanitarian Service Science & Engineering (HSSE). HSSE is an emerging frontier in engineering and science that explores how our ability to effectively design, evaluate and predict the behavior of systems can be extended into service areas that are chaotic, disrupted and complicated by complex parameters and goals.

For example, Operations Research predominantly focuses on systems where efficiency and profit are accepted goals to be optimized, where service is an exchange for value between provider and client, and where other interdependent systems (e. g., infrastructure) are generally reliable. Under these conditions, the impact of adjustments to activities like fleet movement can be modeled and predicted accurately enough to optimize the overall activity.

But in many service activities (government services, humanitarian efforts, military service activities), the goals and parameters are far less clear and stable, the people paying for the services are not the same as those receiving them, and the need for services stems from the disruption of infrastructure and previously available systems.

Here are just a few of the many questions that were identified as central to this emerging research area during a recent NSF planning meeting.

- Can existing modeling and predictive techniques be extended to handle cases like these, perhaps through interaction with social, behavioral, economic, political, anthropological and other research communities?
- Could unintended consequences be predicted and mitigated?
- Are more descriptive techniques better suited to understanding and improving these complex service situations?
- Can simulation and gaming be used to analyze and improve performance?
- What are the metrics of analysis and evaluation?
- What data are needed and how can it be gathered?
- What is the role of cyber-infrastructure in this effort?
- How can information and communication systems support this effort?
- How can multiple institutions with diverse missions, practices and cultures share a clear, common picture of an

evolving situation?

Many of the researchers and practitioner addressing these questions came together during two events sponsored by the U.S. National Science Foundation (NSF):

- **June 2006 Workshop in Kenya on Humanitarian Action Systems Research** (**http://depts.washington.edu/iphr/Research/NSFReliefSystemsWorkshop/**)
- **January 2007 planning meeting on Humanitarian Service Research at NSF**. They are currently planning a third October 2007 Workshop to extend the community and articulate an agenda for the emerging research frontier of Humanitarian Service Science and Engineering.

****

Mark Haselkorn *is a professor at the University of Washington and vice president of IEEE-PCS.*

Professor Grammar

I'd Like to Say This about That

by Professor Grammar

Being the sensitive person that she is, the Professor has recently become aware of some confusion amongst her students regarding the word *that*. More specifically, the confusion seems to be centered around the mysteriously missing *that*.

The word that can be used grammatically in many different ways, but the Professor will limit this discussion to just two.

That as a conjunction

In general, dropping the word that is acceptable when it is used as a conjunction because its absence typically does not affect the meaning of a sentence. However, it is not acceptable to drop the conjunction that in certain situations. Consider the following four sentences:

- *The setting specifies the check is on all variables.*
- *The decision is you should stop.*
- *It is recommended you run the debugger before calling for service.*
- *Ensure you open the correct file.*

The Professor hopes that you recognize that these sentences are incorrect. But why they are incorrect can be confusing, even for the brightest of the Professor's students. Dropping the conjunction *that* is unacceptable in the following three situations:

- When your readers might be confused about where *that* would go, and thus the sentence would not be understood. (For example, the first sentence above might be read as either "The setting specifies that the check is on all variables." or "The setting specifies the check that is on all variables.")
- When *that* would appear next to any form of the verb to be. (For example, "The decision is that you should stop.")
- When *that* would appear next to certain other verbs that have a preference for *that*. (For example, "It is recommended that you run the debugger before calling for service." and "Ensure that you open the correct file.") Other examples of such verbs are: understand, announce, suggest, and explain.

That as a relative pronoun

Although less astute writers might not concern themselves with *that* as a relative pronoun, they do so at the risk introducing ambiguity into their writing. Consider the following three sentences:

- *The program name you assign is permanent.*
- *You must set the qualifier the program uses.*
- *The client software you use dictates which module to use.*

Again, the word *that* has been dropped because the writer mistakenly assumed that its absence would not affect the meaning of these sentences. However, because you could insert either of the relative pronouns *that* or *which*, each of which creates a very different meaning, the word that should not be assumed. (The Professor has previously written a charming lesson about the problem of whether to choose *that* or *which*, so she will not go into detail about that conundrum again here.)

The Professor hopes that she has cleared up some of the confusion about that.

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Copyright (c) 1996, 2005 by IBM Corporation. Used with permission. Professor Grammar is an advisor to the IBM Silicon Valley Laboratory Editing Council. Each month, she sends a lesson to the technical writers at the laboratory. Many of Professor Grammar's lessons are based on tenets described in the Prentice-Hall book, Developing Quality Technical Information: A Handbook for Writers and Editors, which was recently authored by the Council.

President's Column

The PCS is in Good Hands!

By Luke Maki

It is March and I am delinquent in informing you of who is doing what in the administration of the IEEE Professional Communication Society (PCS). First, I want to tell you that we have a talented and motivated group of people serving on the AdCom or on associated committees. It was difficult this year to develop committee assignments, as everyone provides a variety of skills and experience. However, I believe the assignments that have resulted will carry us quite well through our 50th Anniversary year, and will position us well for the future.

The overall makeup of the PCS leadership and committee assignments are as follows (I have not included the extended team of people helping to produce the *Transactions*, or the Conferences, or the *Newsletter*, etc.; they are every bit as important as those named below, in my opinion!):

List of officers for PCS Adcom

Elected Officers	
President	Luke Maki
Vice President	Mark Haselkorn
Appointed Officers	
Secretary	Muriel Zimmerman
Treasurer	Jeffrey Douglas
Standing Committee Chairs	
Awards	Muriel Zimmerman (Chair)
Editorial Advisory	Helen Grady (Chair) Sandy Bartell, Roger Grice
Education	Julia Williams (Chair) Rich House
Electronic Information	Brian Still (Chair) Sandy Bartell (Vice-Chair)
Meetings	Mark Haselkorn (Chair), Sandy Bartell, with: Marj Davis (IPCC 2005) Beth Moeller (IPCC 2006) Mark Haselkorn (IPCC 2007) Kirk St. Amant (IPCC 2008) Tom Orr (IPCC 2009) Michael Steehouder (IPCC 2010)
Membership	Elizabeth Pass (Chair), Wally Lee, Brenda Huettner

Nominating	Helen Grady (Chair), Debbie Davy
Publicity and Marketing	Brenda Huettner (Chair)
Regional Activities	Tom Orr (Chair) Michael Steehouder (Vice-Chair) Debbie Davy Aaron Benitez Reg 1-6 reps
Ad Hoc Committee Chairs	
Standards Development	George Hayhoe (Chair), Mark Haselkorn (Vice-Chair) Kit Brown
Operations Planning	Marj Davis (Chair), Luke Maki (Vice-Chair), Elizabeth Pass
Conference Chairs	
IPCC 2007 (Seattle)	Mark Haselkorn
IPCC 2008 (Montreal)	Kirk St. Amant
IPCC 2009 (Hawaii)	Tom Orr
IPCC 2010 (Twente)	Michael Steehouder
Other Positions	
IEEE Press Liaison	Kirk St. Amant
IEEE-USA CCIP Liaison	Luke Maki
INTECOM Liaison	Michael Steehouder
Newsletter Editor	Kit Brown
Transactions Editor	Kim Campbell
Webmaster	Brian Still Sandy Bartell

The following table shows when each AdCom member's term ends:

AdCom Member Terms

AdCom Term ends December, 2007	AdCom Term ends December, 2008	AdCom Term ends December, 2009
Debbie Davy	Sandy Bartell	Aaron Benitez
Brenda Huettner	Jeffrey Douglas	Marjorie Davis
Wally Lee	Helen Grady	Mark Haselkorn
Luke Maki	George Hayhoe	Elizabeth Pass
Brian Still	Thomas Orr	Kirk St. Amant
Muriel Zimmerman	Julia Williams	Michael Steehouder

Some activities that PCS is actively working on, some expected, and some *NEW*, to bring visibility of PCS and what it can offer to the members of IEEE include the following:

IPCC 2007, Engineering the Future of Human Communication: We are looking forward to this conference, as it is the 50th Anniversary year, and the primary venue for the celebration. Join us in Seattle! The registration system is being developed, the papers have been selected, and the authors will be notified soon when the paper submission system is ready.

Check the website periodically: **http://www.ieeepcs.org/ipcc2007/index.htm**

IEEE RFID 2007 (**http://www.ieee-rfid.org/2007/**): PCS is a technical co-sponsor of this premiere IEEE event, primarily due to the volunteerism of one of our AdCom members, Brenda Huettner. Brenda served as a reviewer of papers, and is also doing a lot of work to get the printed program and CD in place for the conference.

IEEE GLOBECOM 2007 (**http://www.ieee-globecom.org/**): Wally Lee, a new AdCom member this year, is involved with this conference, and will be investigating the possibility of having PCS-sponsored workshops available.

Please write me at **luke.maki@ieee.org**, I would love to hear from you.

****

Luke Maki is the current president of IEEE-PCS and works for The Boeing Company.

Newsletter

Editor's Column

The Importance of Being of Service

by Kit brown

With the increasing demands on our time and the depressing news from around the world, it can seem overwhelming to try to make the world a better place and sometimes seems like a lost cause, so why bother.

And yet, everything we do (or don't do) affects the world in ways that we may never know, as in the "butterfly effect" described by Edward Lorenz in a scientific paper in the 1960s. Small, seemingly insignificant random events often have large effects. Synchronicity (meaningful coincidence), a concept described by Carl Jung, also relates to this idea. More and more, quantum physicists are understanding that widely separated particles can still affect each other, though how this happens is not understood. But, it does show that somehow everything is connected.

Being of service isn't just about traipsing off to a remote corner of the world to help some group of people. It's about finding the larger meaning in *everything* we do, and making conscious decisions about focusing our energy, intentions, and time on things that will add to the larger community. It's about shifting our attitudes from what is wrong with the world, or our community, or our friends and relatives, to what is beautiful, unique, and interesting about them. Instead of complaining about something we don't like, it means analyzing the situation from the view of the greatest good, and determining how to alter the situation to be more in alignment with that higher purpose.

Every act of kindness, generosity, or conscious decision-making, no matter how small, is an act of service.

To apply this philosophy to your daily life, you can ask yourself the following questions as you are making decisions:

- How does your life contribute to the greater good?
- Does your work add to the world or take away from it?
- Where do you put your focus and energy?
- If you knew you were going to die tomorrow, what do you wish you had done/said?
- What are you passionate about?
- What are your values? How do you live those values in your life?
- How does the decision you are contemplating affect you, your family, and the greater good?
- How will the results of your decision affect the world in 1 year? 10 years? 100 years?
- What is important to you?

Everyone makes a difference in the world just by being here, so you may as well be conscious about the choices you make.

I leave you with one of my favorite essays on success. It's by Ralph Waldo Emerson:

"To laugh often and love much; to win the respect of intelligent persons and the affection of children; to earn the approbation of honest citizens and endure the betrayal of false friends; to appreciate beauty; to give of one's self; to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to have played and laughed with enthusiasm; to have sung with exhultation; to know even one life have breathed easier because you have lived, this is to have succeeded."

Newsletter

Web Site Reviews

Working Internationally

Contributed by Kit brown

Many of us want to give back to the world, either by improving our own communities or by working with international groups to provide aid to less fortunate countries.

Here are some resources that might be useful to you:

- *Transitions Abroad* (**http://www.transitionsabroad.com/**): Their website says, "Transitions Abroad was founded by Clay Hubbs, editor and publisher of the magazine and former professor and study abroad adviser at Hampshire College, Amherst, Massachusetts. Dr. Hubbs is particularly knowledgeable about educational travel options, working abroad, and living abroad; he is available for interviews."

  "Now into its fourth decade, Transitions Abroad Publishing has spawned not only the renowned magazine, but also a selection of other essential resources for the person who wants to travel, really travel, without being a tourist. According to the website, **TransitionsAbroad.com** is committed to expand upon our pioneering publications and become the most comprehensive Web portal for work, study, travel, and living abroad."

- **Engineers Without Borders** (**http://www.ewb-international.org/**): Their mission is to "facilitate links and collaboration among its member groups toward improving the quality of life of disadvantaged communities worldwide through education and implementation of sustainable engineering projects, while promoting new dimensions of experience for engineers, engineering students, and similarly motivated non-engineers."
- **Doctors Without Borders** (**http://www.doctorswithoutborders.org**/): According to their website, "Doctors Without Borders/Médecins Sans Frontières (MSF) is an independent international medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural or man-made disasters, or exclusion from health care in more than 70 countries. Each year, MSF doctors, nurses, logisticians, water-and-sanitation experts, administrators, and other medical and non-medical professionals depart on more than 3,800 field assignments. They work alongside more than 22,500 locally hired staff to provide medical care."

There are many other organizations where you can share your skills and desires to make the world a better place, including **Habitat for Humanity**, **OxFam**, **Heifer International**, the **international Red Cross**, the **UN**, microlending organizations, and many more.

My personal favorites are those organizations that help people help themselves so that they can "pay it forward"--pass along their good fortune to assist others. Everyone benefits when the focus is on abundance and sharing of resources, knowledge, and time.

Newsletter

◆IEEE   PCS

Tidbits

Editor's Note: I am always looking for strange, fun, or interesting technical communication tidbits. Please contribute freely.

How Today's Techies Work

From Institute Online, 14 March 2007

If you communicate mostly through e-mail, spend half your day in meetings, and search the Internet for the latest research, don't worry-- that's perfectly normal, according to an IEEE study. To learn more about the study's results, visit **http://bmsmail3.ieee.org:80/u/5680/80052613**...

Referenciness

From WORLD WIDE WORDS, 17 February 2007

REFERENCINESS Paul Farrington and I both spotted this word in an article in the *Guardian* on Monday, about a British TV presenter who has agreed to stop using the title "Doctor" from a non-accredited college in the US, after a complaint to the Advertising Standards Authority. (**http://quinion.com?EXYJ** will get you the full story.)

The writer, Dr. Ben Goldacre, used this word to suggest a supposed scholarly reference that wasn't a real one: "The scholarliness of her work is a thing to behold: she produces lengthy documents that have an air of 'referenciness' ... but when you follow the numbers, and check the references, it's shocking how often they aren't what she claimed them to be." Mr Farrington and I both wondered if he has borrowed the ending from Stephen Colbert's "truthiness", which describes things that a person claims to know, without regard to evidence, logic, intellectual examination, or actual facts. Dr. Goldacre confirms that this was his inspiration.

*World Wide Words is copyright (c) Michael Quinion 2007. All rights reserved. The Words Web site is at **http://www.worldwidewords.org**.*

Society News: 50th Anniversary

Earn a Prize!

by 50th Anniversary Committee

(We had no takers on the drawing so we are re-running it!)

In January , we saw how the essential mission of PCS and its predecessors has remained constant over the years. However, the tools we use to accomplish this mission have changed. Can you place the following events in order by the year (oldest to most recent)?

__ ARPANET links first four universities

__ Release of Adobe® Type Library fonts

__ Invention of the ball point pen

__ Invention of carbon paper

__ First commercially-released electric typewriter

__ First email program

__ Release of Apple Computer's personal graphical user interface

__ Formation of the IRE's Professional Group on Engineering Writing and Speech

__ Invention of Liquid Paper correction fluid

__ Release of first commercial modem by AT&T

__ Release of MS-DOS 1.0

__ Invention of the modern-day pencil

__ Invention of the rubber eraser

__ "Technical Writing" by T.A. Rickard published

__ "Theory and Practice of Technical Writing" by Samuel Chandler Earle published

__ First commercially-released typewriter

__ Release of the Tandy TRS-80

__ Release of Microsoft WinHelp 1.0

__ Release of WordStar word processing software

__ Release of first Xerox photocopier

Note that we aren't asking for the specific year - some of them are a bit nebulous! Just put the events into chronological order, oldest first.

Send an email with your guesses to Brenda Huettner at **bphuettner AT ieee.org**. We'll hold a drawing of all correct answers, and award the winner a prize!

Job Announcements

*Editor's Note: We have had several requests to post job openings. If you would like to post your opening, please send the job announcement in a Word document with minimal formatting to Kit at **pcsnews.editor@ieee.org**. The jobs will remain on the list until the closing date listed in the announcement.*

**Editor-in-Chief,
IEEE Transactions on Professional Communication** *NEW!*

ASIS International Manager

Aizu University

Illinois Institute of Technology

Editor-in-Chief,
IEEE Transactions on Professional Communication

Organization:	IEEE-PCS
Position(s) Available:	Editor in Chief
Type of Position:	Management
Closing Date for Applications:	**1 July 2007**
Location:	N/A
Contact:	Helen Grady, Chair of Editorial Board for PCS **grady_h(AT)mercer.edu**
URL:	**http://www.ieeepcs.org/**

The IEEE Professional Communication Society (PCS) is seeking applications from qualified individuals to become the next Editor-in-Chief (EIC) of the IEEE Transactions on Professional Communication. **The new EIC will begin his or her tenure on 1 January 2008** and will work with the current EIC for a period of six months to ensure a smooth transition. (A detailed transition plan is available on request.)

The *Transactions* is a refereed, archival journal published quarterly by PCS. Because it is a leading journal in the field of technical communication and is perhaps the most visible activity of PCS, we must maintain extremely high standards and comply with the policies of the IEEE.

Duties: The EIC is responsible for managing an editorial staff and producing the quarterly journal, for following IEEE and PCS publication policies and procedures, and for reporting to the PCS administrative committee (AdCom). The EIC serves as an ex-officio member of the AdCom and is expected to attend two face-to-face and one virtual (online) meeting annually,

as well as periodically attending the IEEE Editors meeting each spring.

The EIC solicits submissions, coordinates peer reviews of manuscripts according to IEEE policy, and communicates publication decisions to authors. The EIC ensures that manuscripts accepted for publication are edited according to the *IEEE T-PC Style Guide* and that electronic and hardcopy text and artwork are prepared according to IEEE production standards and schedules. The EIC reviews both galley and page proofs for each issue prior to printing.

Editorial Staff: In managing the overall preparation and production of the journal, the EIC may delegate some activities to staff. Currently, the editorial staff includes (a) one Book Review Editor who solicits and edits reviews, (b) five Associate Editors who solicit manuscripts and work with authors, (c) two Editorial Assistants who edit and coordinate pre-press text with authors, as well as correct galley and page proofs, and (d) 20 Review Board members who review three or four manuscripts annually.

Although all staff members are technically volunteers, the EIC manages an annual budget of $25,000 that is used primarily to provide honoraria or travel reimbursement for the EIC and editorial staff.

Application Materials: Applicants should submit the following materials to Dr. Helen Grady, Dept. of Technical Communication, School of Engineering, Mercer University, 1400 Coleman Ave., Macon, GA, 31220 (or via e-mail to **grady_h(AT)mercer.edu**).

1. Statement of interest
2. Statement of qualifications
3. Resume
4. Two letters of recommendation from individuals who are knowledgeable about the applicant's qualifications
5. Letter of support from the applicant's institution

Application Process: Applications are **due by 1 July 2007**. The EIC search committee will review them and recommend a candidate for EIC by 1 August 2007. The AdCom will review that candidate by 15 August 2007 and, upon approval, will extend an offer by 30 August.

(Association) Manager of Guidelines and Standards

Organization:	ASIS International
Position(s) Available:	Manager of Guidelines and Standards
Type of Position:	Management
Closing Date for Applications:	**Until job is filled**
Location:	Alexandria, VA USA
Contact:	Susan Melnicove, Dir. of Education, **smelnicove@asisonline.org**
URL:	**http://www.asisonline.org/**

Contact association for complete job description.

Summary

Manages the process of guideline development, ensures maintenance, record keeping, distribution, and promotion

functions. Responds to Membership and others on all aspects of guideline development and resulting product. Conducts research as necessary to support guideline and standard development.

Essential Duties and Responsibilities

Communicates with management of ASIS International to maintain knowledge of current and proposed projects in order to develop appropriate guideline standards for design and production.

Serves as staff expert on guidelines processes and ANSI standards development and accreditation regulations. Produces status reports, articles, and newsletters on guidelines activities. Coordinates and arranges for drafting and editing of guidelines and standards. Oversees document publication. Develops and manages promotion and distribution plan, and annual calendar; design workflow and procedures. Works with the Marketing Department to coordinate marketing initiative.

Functions as administrative liaison to ASIS International Commission on Guidelines, and between the commission and various ASIS councils. Assist commission chairperson and coordinates various commission projects, subcommittee activities and timelines. Supports the meeting of the ASIS International Commission on Guidelines including: preparing agendas, recording of minutes, coordinating information dissemination, ensuring proper meeting procedures, and managing budget.

Researches pertinent literature and compiles outside documents. Evaluates and makes recommendations regarding areas that require changes or improvements that ensure timely promulgation of relevant guidelines.

Creates, manages, and maintains databases; files and tracks data associated with the development and maintenance of ASIS International guidelines. Acts as custodian of documents, records, and files. Coordinates with Library Services to catalog existing guidelines and technical material related to commission and committee activities. Extrapolates required data for presentation in report form.

Serves as liaison between various internal and external groups including the oversight commission, subject area councils, staff, members, other industry groups, ANSI, and the general public. Ensures adequate and meaningful communication between stakeholders is achieved. Participates in related committees and develop relationships with other associations and standard setting organizations.

Education and/or Experience

The applicant should have a minimum of a Bachelor's degree (B.A.) from a four-year college or university and at least two (5) years' experience in standards and code developing organization. Preference for experience with any aspect of security or security systems.

Aizu University in Japan: Assistant and Associate Professors

Contributed by Thomas Orr

Department:	Center for Language Research School of Computer Science and Engineering
University:	University of Aizu

Position(s) Available:	Assistant and Associate Professor
Type of Position:	Full-time, tenure-track
Closing Date for Applications:	<mark>**November 6, 2006** (or until job is filled)</mark>
Anticipated Start Date:	April 1, 2007 (or shortly thereafter)
Work Environment:	International, multilingual working-environment, with equal opportunities and benefits for faculty of all nationalities
URL:	**http://www.u-aizu.ac.jp/**

Qualifications:

- Doctorate in Applied Linguistics, Technical Communication, ELT, ESP, EST, or related field
- Scholarly publications, presentations, and professional experience
- Native or near-native English-speaker proficiency
- Ability to teach/research academic and workplace English for students, faculty, and working professionals in computer science, IT, and related technical/business fields
- Intelligent, personable, innovative, and enthusiastic

Duties:

Teach 4-5 classes per semester (one class is 90 minutes per week), develop original, innovative instruction, participate in projects, serve on committees, conduct research, network internationally, and publish widely

Salary:

Based on experience and qualifications

Benefits:

- Subsidized furnished housing in faculty apartments within walking distance of the university
- Large, well-equipped private office in modern building
- New-employee allowance for computer equipment
- Well-equipped, air-conditioned, high-tech classrooms
- Annual budget for research, domestic conference travel, academic memberships, etc.
- Eligibility for one annual overseas conference trip
- Internal grant opportunities for special research projects/conferences
- Consulting and other business activities permitted
- Subsidies for special extra-curricular classes
- Winter utilities allowance
- Two bonuses per year
- Full-time employment till age 65 with retirement and health benefits
- One-way transportation costs to Aizuwakamatsu
- Shipping expense allowance
- Scenic setting close to ski and hot spring resorts, national parks, rivers, lakes, mountains, museums, castle, historical

district, shopping, etc.
- Two and a half hours from Tokyo by train

Application Package:

1) Cover letter

2) CV

3) Copies of two best papers

4) Three recent letters of recommendation

5) Photocopies of university diplomas

6) URLs of any online work or educational materials

All documents should be sent to the following address (via hardcopy or digital)

Professor Kesen

Office of Planning and Management

University of Aizu

Aizuwakamatsu, Fukushima 965-8580 Japan

Attention: CLR Faculty Selection Committee

Email: **position@u-aizu.ac.jp**

The University of Aizu is the first university in Japan solely dedicated to computer science and engineering. It has approximately 1,200 students at the undergraduate and graduate level, and about half of its faculty are non-Japanese, coming from roughly 10 different countries. The University is officially bilingual and all official meetings/documents are conducted/printed in both English and Japanese.

The University of Aizu is located in Aizuwakamatsu City, an historic castle town of scenic beauty with a population of nearly 120,000.

Illinois Institute of Technology: Assistant Professor

Contributed by Kathryn Riley

Department:	Humanities
University:	Illinois Institute of Technology
Position(s) Available:	Assistant Professor of Technical Communication
Type of Position:	Full-time, entry-level, tenure-track
Closing Date for Applications:	Review begins Oct. 16, 2006 and continues until position is filled
Anticipated Start Date:	August 2007

Work Environment: The department offers B.S., M.S., and Ph.D. degrees in technical communication; B.S. degrees in humanities and in journalism of science, technology, and business; and certificates in several areas (including instructional design). IIT offers interprofessional, technology-focused curricula that prepare the university's 6,200 students for leadership roles in a complex and culturally diverse global workplace.

URL: **http://www.iit.edu/departments/humanities/**

Duties:

Teaching responsibilities in graduate and upper-division undergraduate offerings in technical communication. Advising and thesis supervision expected. The successful candidate will have a strong research and publication agenda that will directly contribute to the growth of our graduate programs in technical communication.

Qualifications:

Must have Ph.D. (in hand by time of appointment) in field related to our graduate programs in technical communication. We invite applicants with education, experience, and research interest in any area of technical communication; areas of particular interest include theory and practice of (a) instructional design and learning technology (especially for workplace settings or distance learning) and (b) information architecture (especially Web design, knowledge management, or informatics). Demonstrated ability to conduct and publish research in area related to technical communication; ability to attract research funding highly desirable. Documented successful teaching experience at the college level.

Salary and Benefits:

Competitive.

Submission Guidelines:

- Curriculum vitae
- cover letter detailing research agenda and teaching experience
- three letters of recommendation
- article-length writing sample.

Send to:

Dr. Susan Feinberg
Chair, TC Search
Lewis Department of Humanities
218 Siegel Hall
3301 S. Dearborn
Illinois Institute of Technology
Chicago, IL 60616

About IIT:

Illinois Institute of Technology is a private university whose areas of study include engineering, science, psychology, architecture, business, design, law, and the humanities. IIT offers interprofessional, technology-focused curricula that prepare the university's 6,200 students for leadership roles in a complex and culturally diverse global workplace. The 120-acre architecturally historic campus, designed by Mies van der Rohe, is about 10 minutes south of the Chicago Loop and one mile west of Lake Michigan.

Illinois Institute of Technology is an Equal Opportunity/Affirmative Action Employer.

Society News: PCS Events

PCS is Technical Co-Sponsor of RFID

PCS is a technical co-sponsor of the IEEE RFID conference coming up **26 to 28 March 2007**. The site is **http://ieee-rfid. org/2007/**. Brenda Huettner and Luke Maki have been working on this conference.

IEEE Student Paper Competitions Underway

IEEE student paper competitions are underway. Brenda is judging in her local competition; the winners go on to the area competitions.

If your section is holding a competition, please volunteer to help! They need judges with excellent writing skills!

IPCC 2007

by IPCC Conference Committee

IPCC 2007 is in Seattle, Washington and will be a gala event celebrating PCS' 50th anniversary. Hope you can make it!

The 50th anniversary committee is already planning some great activities. See the **50th anniversary article** for more information.

Newsletter

Society News: AdCom News

Next AdCom Meeting

By IEEE-PCS AdCom

The next meeting will 31 May to 2 June at the IEEE Headquarters in Piscataway, New Jersey, USA. (Details still being finalized). The fall meeting will be held the weekend before the IPCC 2007 in Seattle, WA. IPCC is 1-3 October.

IPCC 2006 Pictures

Pictures are now available from the IPCC 2006 conference. **View them here!**

Many thanks to Dr. Takashi Okuda for taking the banquet pictures when my camera wasn't working.

Newsletter

Society News: Member News

In Memoriam: Jim Lufkin (1919-2007)

By Adcom

Jim Lufkin passed away on 12 March 2007. He was a Life Senior Member of IEEE-PCS and bright light for PCS in the 1970s. He served twice as president in non-contiguous terms.

We've lost a very special and dedicated member of PCS. Those of us who've been in PCS for a while have doubtlessly not forgotten the meeting in Minneapolis in 2000 when we presented Jim with his IEEE Third Millennium Medal and watched the PCS Players (thanks, Muriel and Luke!) reprise one of Jim's memorable skits that used to be a feature of IPCCs.

(Note from the editor: We just received word of Jim's passing as I was posting the newsletter. Please check back next week for a more complete obituary.)

Newsletter

Society: Non-Society Events

The following events are listed in chronological order with the earliest events first. This list is by no means exhaustive, but is intended to provide readers with information they may find helpful. It is updated each month.

New Master's Programs at Illinois Institute of Technology

Sarnoff Symposium

DocTrain 2007

SIN 2007

Society for Technical Communication

International Symposium on Integrated Network Management (IM 2007)

ISTAS 2007: International Symposium on Technology and Society

IEEE International Conference on Communications

KCC 2007 *NEW!*

CCCT 2007

LavaCon 2007

GlobeCom 2007 *NEW!*

New Master's Programs at Illinois Institute of Technology

The Department of Electrical and Computer Engineering at Illinois Institute of Technology introduces three new professional Master's degree programs:

Master of Biomedical Imaging and Signals-addresses the interdisciplinary nature of the emerging biomedical engineering field with a targeted focus in medical imaging and biosignals.

Master of Power Engineering-provides concentrated training in the areas of power systems, power electronics, motor drives, and electric machines.

Master of VLSI and Microelectronics-offers specialized training in the areas of very large scale integrated-circuit technology, CAD design, and microelectronics with electronic systems design applications.

These programs can be completed without a thesis or comprehensive exam. The GRE is waived for applicants who hold a B. S. degree in a related field from a U.S. institution, completed with a minimum GPA of 3.0/4.0. Degree requirements for these programs can be completed online.

Learn more about electrical and computer engineering at IIT: visit **www.ece.iit.edu** or contact Catherine Kozuch/O'Brien, Graduate Program Coordinator, IIT Armour College of Engineering, **obrien@iit.edu**, phone: +1 312.567.3043.

To inquire or apply online: **www.grad.iit.edu**

DocTrain 2007

Title:	DocTrain 2007
Dates:	18 to 21 April 2007
Location:	Vancouver, BC CANADA
URL:	**http://www.doctrain.com**

Kit Brown (PCS News Editor) and Brenda Huettner (PCS Membership Manager) are speaking with their coauthor, Char James-Tanny, at this event.

Held in beautiful Vancouver, British Columbia, the theme of the 8th Annual Documentation & Traininng Conference is The User Experience. The conference features sessions and workshops that help technical communication professionals improve the usefulness of the information products they create.

Attendees receive:

- Access to over 40 sessions, symposia, demonstrations, and keynotes
- Choice of pre-conference half-day workshop on April 18
- Choice of post-conference half-day workshop on April 21
- Breakfast and carving station lunches on April 19-20
- Special pricing from the Marriott Pinnacle hotel, including unlimited in-room internet and long-distance calling to US & Canada
- First-year membership to **CM Professionals**
- Access to technology showcase and networking reception

Sarnoff Symposium 2007

Title:	IEEE Sarnoff Symposium 2007
Dates:	30 April to 2 May 2007

Location:	Princeton, NJ, USA
URL:	**www.sarnoffsymposium.org**

This event showcases the newest technologies and products in Telecom and Multimedia.

The 2007 IEEE Sarnoff Symposium will continue its tradition of almost 30 years in bringing together professionals and industry experts to exchange information on the latest developments in communication systems, microwave technology and multimedia applications. The conference includes an exhibition of components, technologies, systems and services and also features tutorials and a student poster session.

The historic Nassau Inn, conveniently located in the heart of downtown Princeton, will again be the host for the event. Its rustic ambiance and sophisticated charm make it one of New Jersey's premier hotels.

Besides the technical paper presentations the Symposium will include tutorials, student paper poster presentations, executive panels, and exhibitions.

International Conference on Security of Information and Networks (SIN 2007)

Title:	International Conference on Security of Information and Networks (SIN 2007)
Dates:	8-10 May 2007
Location:	Salamis Bay Conti Resort Hotel, Gazimagusa (TRNC), North Cyprus
URL:	**http://www.sinconf.org/**

Dates to Remember:

Workshop Proposals Due:	31 December 2006
Proposal Acceptance Notification Date:	10 January 2007
Conference Paper Submission Due:	14 February 2007
Workshop Paper Submission Due:	15 February 2007
Tutorial Proposal Submission Due:	21 February 2007
Tutorial Notification Date:	9 March 2007
Author Notification:	19 March 2007
All Papers Camera Ready:	5 April 2007

Organized By:

- Faculty of Engineering, Eastern Mediterranean University, Gazimagusa (TRNC), North Cyprus
- Faculty of Electrical and Electronic Engineering, Istanbul Technical University, Istanbul, Turkey

Sponsored By:

- Scientific & Technological Research Council of Turkey (TUBITAK) (pending)
- National Research Institute of Electronics and Cryptology (UEKAE)
- IEEE Turkey Section
- IEEE Computer Society Turkey Branch
- Chamber of Computer Engineers, TRNC, North Cyprus

Hosted By:

- Computer Engineering Department and Internet Technologies Research Center (ITRC), Eastern Mediterranean University, Gazimagusa (TRNC), North Cyprus

The International Conference on Security of Information and Networks (SIN 2007) provides an international forum for presentation of research and applications of security in information and networks. The SIN 2007 conference features contributed as well as invited papers and tutorials on practice and applications. Its drive is to convene a high quality, well-attended, and up-to-date conference on scientific and technical issues of security in information, networks, and systems.

Conference main theme is Information Assurance, Security, and Public Policy, that is, by another name, "Effecting Security in the Age of e-X", where X could stand for any buzzword such as commerce, tourism, banking, wallet, learning,... Other themes vying for the top spot are "Security Development Lifecycle: Promises, Practices, Findings", "High-Assurance Design", "Service-Oriented Architecture (SOA) and Identity Management", and "VoIP & Wireless Access: Boon or Bust for Enterprise Security".

Society for Technical Communication Conference 2007

Title:	Technical Communication Summit
Dates:	13-16 May 2007
Location:	Minneapolis, MN USA
URL:	**http://www.stc.org/54thConf/**

Several PCS AdCom members are speaking and/or attending this conference.

Make the Technical Communication Summit--STC's annual conference--your primary source of learning about technical communication. Whether you're a novice or senior practitioner, manager or researcher, the Summit caters to your need for education and professional growth with:

- pre-conference seminars
- learning sessions
- keynote speakers
- networking opportunities

IM 2007

Title:	10th IFIP/IEEE International Symposium on Integrated Network Management (IM 2007)
Dates:	21-25 May 2007

Location: Munich, Germany

URL: **www.ieee-im.org**

Proposals are due **24 August 2006**!

The Tenth IFIP/IEEE International Symposium on Integrated Management (IM 2007) will be held 21-25 May 2007 in Munich, Germany. IM 2007 will present the latest technical advances in the area of management, operations and control of networks, networking services, networked applications, and distributed systems. Held in odd-numbered years since 1989 and taking turns with its sibling conference NOMS, IM 2007 will build on the successes of its predecessors and serve as the primary forum for exchange among the research, standards, vendor and user communities in the field of integrated management. The symposium is sponsored by the International Federation for Information Processing (IFIP) Working Group 6.6 on Management of Networks and Distributed Systems, and by the IEEE Communications Society Technical Committee on Network Operations and Management (CNOM).

Integrated management of networked systems is facing new challenges, stemming from a combination of rapidly evolving technologies and an increased scrutiny from corporate customers. At the same time, as IT and network services become more and more ubiquitous, their reliability and performance become more critical for all kinds of enterprises. The resulting demands for improving and verifying service quality must be met in an environment of increasingly distributed and decentralized service provisioning, accelerated service lifecycles, and unprecedented security challenges. Today's IT management issues involve many diverse problems in controlling heterogeneous IT infrastructures, often across organizational boundaries. However, new and difficult challenges are emerging while aligning technical and organizational IT management to business requirements, thus calling for integrating management tools and measures "from bits to business value".

IM 2007 will be organized into technical and application sessions, panels, tutorials and workshops. In addition, it will feature an industrial experience track to share practical lessons learned by the user and vendor communities, posters, birds-of-a-feather sessions, and vendor exhibits. In the tradition of previous events, we strive to make the IM 2007 Symposium the highest quality professional event of the year. Paper submissions will undergo a stringent review process implemented by the Technical Program Committee, which includes the most respected experts in the field. We encourage papers that break new ground or present insightful results based on experience with integrated management of networks, systems, applications and services.

ISTAS 2007

Title: ISTAS: International Symposium on Technology and Society

Dates: 1-2 June 2007

Location: University of Nevada, Las Vegas, Nevada USA

URL: **http://www.unlv.edu/faculty/dmh/ISTAS2007/**

Papers at the conference will cover a variety of relevant subtopics, from gaming technology to natural and anthropogenic catastrophes, as well as other traditional ISTAS topics. The conference will be sponsored by IEEE-SSIT, with the Risk Assessment and Policy Association, the UNLV Department of Environmental Studies and the UNLV Institute for Security Studies as co-sponsors.

For more information, contact Conference Chair David M. Hassenzahl at **david.hassenzahl@unlv.edu**.

IEEE International Conference on Communications

Title:	IEEE ICC
Dates:	24-28 June 2007
Location:	Glasgow, Scotland UK
URL:	**http://www.ieee-icc.org/2007/**

The Conference addresses key themes on "Smart Communications Technologies for Tomorrow". The program will feature a General Conference, 10 Specific Symposia, Applications Sessions, and Tutorials. Prospective authors are invited to submit original technical papers for oral or poster presentations at ICC 2007 and publication in the Conference Proceedings. (IEEE Communications Society policy states that all accepted ICC 2007 technical presenters must register at the full or limited rate. For authors presenting multiple papers, one full or limited registration is valid up to three papers).

2nd International Symposium on Knowledge Communication and Conferences (KCC 2007)

Conference:	KCC 2007
Dates:	8-11 July 2007
Location:	Orlando, Florida
Website:	**http://www.iiis-cyber.org/kgcm2007/**

The main purpose of The International Symposium of Knowledge Communication: KCC 2006 is to bring together academics, researchers, lecturers, and practicing professionals to share their reflections on the objectives and the means of Knowledge Communication, as well as its functions with its stakeholders at both the organizational and the societal level.

KCC 2007 will be held in the context of The World Multi Conference on Systemics, Cybernetics and Informatics: **WMSCI 2007**. There are strong, though somehow implicit, relationships between Knowledge Communication and the three areas of WMSCI.

CCCT 2007

Conference:	CCCT 2007
Dates:	12-15 July 2007
Location:	Orlando, Florida
Website:	**http://www.info-cyber.org/ccct2007**

Proposals Due 8 March 2007!

CCCT '07 is an International Conference that will bring together researchers, developers, practitioners, consultants and users of Computer, Communications and Control Technologies, with the aim to serve as a forum to present current and future work, solutions and problems in these fields, as well as in the relationships among them. Consequently, efforts will be done in order to promote and to foster the analogical thinking required by the Systems Approach for interdisciplinary cross-fertilization, "epistemic things" generation and "technical objects" production.

CCCT Conferences are yearly events intended to serve as an encounter point for Computer, Communications and Control Technologies researchers, practitioners, consultants and users who have been interchanging ideas, research results and innovations in the mentioned areas and other related topics. Analytical as well as synthetical thinking represents the infrastructural support of the papers presented in CCCT conferences. Synthetical thinking supported papers inside the Information Systems area, as well as its relationships (analogies, "epistemic things", "technical synthetical objects", hybrid systems, cross/fertilization, etc.) with other areas.

CCCT '07 Organizing Committee invite authors to submit their original and unpublished works, innovations, ideas based on analogical thinking, problems that require solutions, position papers, case studies, etc., in the fields of computer, communication and control, as well as in the relationships between two of these areas or among the three of them.

Papers might be submitted via web page **Papers Submissio**n option, as brief abstracts (100-400 words), extended abstracts (400-2000 words) or as draft papers (2000-5000 words). Reviews will be done for both kinds of submissions.

LavaCon 2007

Conference:	LavaCon® 2007
Dates:	28–30 October 2007
Location:	New Orleans, LA USA
Website:	**http://www.lavacon.org**

LavaCon is a conference for advanced technical communication professionals-senior technical writers, documentations managers and other professionals interested in learning how to deploy and manage technical communication projects.

LavaCon® and the Greater New Orleans chapter of the Project Management Institute® and will be co-hosting a professional development summit this fall.

GLOBECOM 2007

Conference:	GLOBECOM 2007
Dates:	26-30 November 2007
Location:	Washington, DC USA
Proposals Due Date:	15 March 2007; 12 noon EST
Acceptance Date:	1 July 2007; 12 noon EST
Final Paper Due Date:	1 September 2007; 12 noon EST
Website:	**www.ieee-globecom.org/2007**

This year, the IEEE Communications Society marks the 50th Anniversary of its annual IEEE Global Telecommunications Conference (IEEE GLOBECOM 2007) and will sponsor this conference in Washington, D.C.

Washington D.C. provides a unique opportunity to explore several areas of communications related to government, military, as well as industry and academia. The Washington, D.C. metro area also offers participants an opportunity for exploring the numerous monuments, museums and historical sites for which the capital city is most famous.

The theme of the IEEE GLOBECOM 2007 conference is "Innovate ● Educate ● Accelerate", which exemplifies the

accomplishments that we are hoping achieve during this special GLOBECOM Anniversary Conference.

The technical program of IEEE GLOBECOM 2007 will consist of the General Symposium, 9 Technical Symposia, Tutorials and Workshops, Design and Developers and a Student Program.

Papers will be presented in the following topics:

- General Symposium (The General Symposium will only accept papers on topics not covered by other symposia listed below)
- Ad-Hoc and Sensor Networking
- Communication Theory
- Internet Protocol
- Multimedia Communications, Software and Services
- Optical Networks and Systems
- Performance Modeling, Q0S and Reliability
- Signal Processing
- Wireless Communications
- Wireless Networking

◆IEEE **Newsletter** PCS

Calls for Articles/Proposals/Volunteers

Lavacon 2007 Call for Speakers

PCS Needs a Webmaster

Today's Engineer

Technical Communication, STC's journal

LavaCon 2007 Call for Proposals

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LavaCon® and the Greater New Orleans chapter of the Project Management Institute® and will be co-hosting a professional development summit this fall.

Sessions and Workshops

The target audiences for the summit are project leaders (both documentation and non-documentation) wanting continuing education on how to manage projects, to stay current on the latest management and communication tools and technology, and to develop management-related "soft skills" such as leadership, workplace negotiation, conflict management, etc.

Breakout sessions will be 60 minutes long (mornings), hands-on workshops either 2 or 3 hours long (afternoons). Sessions requiring more than 60 minutes to cover can be split over two sessions (part I and part II).

Speakers receive free conference registration, and are welcome to attend all three days.

If interested presenting, please email the following information to **Jack Molisani**:

- A short description of session(s) or workshop(s) you would like to present
- A brief bio, including a list of other conferences at which you've spoken

Speaker slots are limited and we always receive far more proposals than we can accept, so please don't spend too much time on the initial proposal-just a brief description (a paragraph and a few bullets) to start. Speakers whose topics make the "short list" will be asked to provide a more detailed proposal later.

Seeking an IEEE-PCS Webmaster

If you are interested, and have the required skills and experience, consider applying to become the next PCS Webmaster. PCS is in the process now of revamping both its web site (**www.ieeepcs.org**) and its electronic communication forum, PECom (**https://www.ieeecommunities.org/ieee.pcs**). We're looking for a new volunteer webmaster to help improve the quality of both so that they become more useful, engaging electronic resources. The Webmaster is automatically a member (and a very valued one!) of the PCS Electronic Information Committee.

As PCS Webmaster, you would contribute to the redesign of the site and forum, and after that process is completed, you would continue to maintain both. The details of all the position's duties as well as experience and skills required to be eligible for it are listed below. Applications will be accepted and reviewed until the position is filled.

If you have questions, contact **Brian Still**, PCS Electronic Information Committee Chair.

Webmaster Position Qualifications

Position Title:	Webmaster
Position Closing Date:	Open until filled
Pay:	N/A (volunteer part-time position)
PCS Membership Required:	Not to apply but must be IEEE PCS student or full member to hold the position

Position Duties:

Responsible for performing day-to-day site maintenance on IEEE-PCS website, ensuring navigation and browser compatibility, providing as-needed consultation or programming for other PCS electronic information projects (i.e., Newsletter, IPCC), and maintaining and developing small web applications. Additional responsibilities include writing maintainable code, serving on the EIC committee, assisting in the development of updated layouts, updating all site content, and advising PCS on how to best optimize its content for online deployment.

Required Skills/Experience:

- 2+ years HTML and CSS hand-coding experience (i.e., coding without the aid of an HTML WYSIWYG editor program).
- 2+ years Dreamweaver experience (including the ability to create and edit Dreamweaver templates).
- 2+ years experience using PHP/MySQL to create, deploy and maintain database-driven applications.
- Thorough knowledge of browser compatibility issues, image conversion for online use, and W3C accessibility

guidelines.

- Basic familiarity with image editing applications such as Fireworks or Photoshop.
- Willingness and availability to post reasonable content additions or changes to the IEEE PCS Web site in less than 72 hours.
- Active interest in IEEE and the Professional Communication field.

How to Apply:

If you are interested and possess the required skills and experience above, please send an email to **Brian Still**, Electronic Information Committee Chair.

The email should include a brief statement of interest and an attached resume/vita. URLs of web sites previously designed and deployed also would be helpful.

IEEE-USA Seeks Articles for *Today's Engineer*

by George McClure

PCS has members who write clearly and well on various topics. We are looking for authors who would be willing to offer articles (750 to 1500 words) on writing tips, presentations, organizing proposals - even recasting résumés - or other topics that would be welcomed by our 16,000+ monthly readers.

Technology topics can be made interesting, too.

Contact: George McClure at **g.mcclure@ieee.org**.

Technical Communication Special Issue Seeking Submissions

Contributed by Kirk St. amant

500-word Proposal Due:	15 December 2006
Draft Manuscript Due:	15 March 2007
Final Paper Due :	15 June 2007
Publication Date:	November 2007

Technical Communication, the journal of the Society for Technical Communication (STC), is currently soliciting article proposals for an upcoming special issue on the review and assessment of technical communication programs in higher education. This special issue will be published in November 2007, and the guest editors are Kirk St.Amant of Texas Tech University and Cynthia Nahrwold of the University of Arkansas at Little Rock.

Description

The review process is central to creating and maintaining effective programs in any field. In technical communication, this process is made more complex as the discipline draws from industry and academic practices when preparing students for life after graduation. Additionally, the nature of instructional delivery is changing as more schools develop online classes and degree programs to address the needs of different students. These factors mean the program review process in technical communication must be a subject of continual research and updating for it to address industry, academic, and technology trends in a way that provides meaningful feedback to departments. This special issue of Technical Communication will examine how program review and program assessment processes should be viewed, practiced, and revised to develop courses and curricula that address the needs of academe and industry today and in the future.

Possible Topics for This Issue

Ideas we want to examine in this special issue include how the program review or program assessment processes can do the following:

- Prepare or revise programs for the business and social environments of the future
- Bridge the academic and industry divide through educational and research partnerships
- Include industry in the program review, assessment, and development processes
- Develop criteria for conducting effective and meaningful program reviews and assessments
- Establish criteria for reviewing and assessing new (for example, online) approaches and programs
- Internationalize the review process
- Use the program review process to create educational standards across the field
- Foster new research agendas and foci that address teaching, research, and practice equally
- Address new models for delivering instruction
- Develop courses and curricula that best prepare students for life after graduation

To that end, the guest editors welcome proposals for articles addressing these or related topics.

Types of Submissions

The guest editors welcome case studies and reports on experiences related to these processes; opinion pieces; literature reviews and annotated bibliographies; original research; and tips or best practices for implementing program reviews or assessments within a university, college, or community college setting.

Contact Information

Completed proposals or questions about either proposal topics or this special issue should be sent to Kirk St.Amant at **kirk. st-amant@ttu.edu**. All proposals and papers will be peer-reviewed.

Guidelines

Newsletter Article Submission Guidelines

by Kit Brown

Submit articles by the **15th day of the month before publication**. The newsletter is published monthly around the 1st of the month. The **editorial schedule** provides the proposed themes for each month. Additional suggestions are always welcome.

For book and website reviews, see also the **book and website review guidelines**.

If you have questions, comments, or suggestions, please contact **Kit Brown**.

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Writing Tips: If you aren't sure how to construct the article, try using the 5-paragraph essay method. (Note: The 5-paragraph concept can be expanded to longer formats, so don't be overly literal about the five paragraphs.)

1. Identify your theme and 3 main points in the introductory paragraph. This lead paragraph should draw readers in and make them want to read on.
2. Use each of the 3 body paragraphs to discuss the one of the 3 main points you identified in the first paragraph. (discuss them in the order that you listed them in the introduction). Show, don't tell. Give examples. If you express an opinion, back it up with evidence.
3. Summarize your thoughts in the conclusion paragraph and provide the reader with any actions that you want him/her to take. (The conclusion should not introduce new information, but should encapsulate what was said in the article and provide recommendations if appropriate.)

Guidelines: Please review the following information when submitting articles or regular columns to the newsletter:

- **Submit articles electronically in MSWord or RTF format to pcsnews.editor@ieee.org.** These formats are more easily available to me than other word processing applications.
- **Provide articles that are 200-1000 words in length.** People tend to scan rather than read in an online environment. Short, well-written and relevant articles will be more beneficial to the audience than longer ones.
- **Provide a short bio (~25 words) and contact information.** Readers want to know about you. At a minimum, write a bio that tells your name, company, primary job title, email address and why this topic is of interest to you or what

experience you have in the area you wrote about. (This doesn't count as part of your word count.)

- **Indicate whether the article is time sensitive.** Because of size considerations and editorial schedule, newsletter articles may not be published immediately upon submission, unless it is date critical (e.g., information about the upcoming conference or an article about a current event that relates to technical communication.)
- **Indicate copyright information if applicable.** If you own the copyright for an article, indicate this with your submission so that we can provide appropriate attribution. If you don't own the copyright, but think an article is interesting, provide the article, along with the contact information for the copyright holder and the name of the publication where it was originally published.
- **Insert the URL into the text so that I can easily create the link.** For example, if you want to reference the w3c, you would say "refer to the W3C (http://www.w3c.org) guidelines". Don't create the hyperlink in Word.
- **Provide complete bibliographic information for references.** Include author(s), title, date of publication, publisher, page numbers or URL, ISBN number.
- **Use a friendly, casual tone.** We want to invite people to read and to make the information as accessible as possible.
- **Use 1-inch (2.54 cm) margins; don't indent paragraphs.** I have to reformat the text so it's better to minimize the formatting you include. Instead of indenting, put an extra line between paragraphs
- **Avoid using lots of formatting within the text.** I will have to format the articles for the online environment, so don't put lots of bold and italic in the text.
- **Use subheadings generously.** Subheadings help the reader identify the information that is important to them. Subheads are especially helpful in orienting the reader in the online environment.
- **Use active voice and short sentences.** At least 40% of our audience is outside of N. America. For many members, English is their second (or third) language. Short sentences and active voice are easier to absorb and understand than complex sentence structures.
- **Avoid jargon and "big" words when a simpler term will work.** Approximately 90% of our audience is engineers who need to write effectively on the job. Avoid using writer's jargon, or explain the term in the context. By "big" words, I mean complicated, less commonly used words that may have the same or similar meaning to other, more commonly used words (e.g., instead of "obfuscate", just say "confuse").
- **Avoid idioms.** Idiomatic phrases are those colorful sayings we use to mean something else. For example, "once in a blue moon", "jump right in", "on the fly". Unfortunately, these sayings often have no equivalent in other languages, and can be difficult for non-native English speakers to interpret.
- **Submit graphics as JPGs or GIFs.** Web graphics need to be in one of these formats for most browsers. SVGs and PNGs are not yet universally accepted. If you want graphics included in your article, you need to give me the JPG. Don't just embed it in Word.

Newsletter

◆IEEE   PCS

Guidelines

Editorial Schedule for 2006

by Kit Brown

The following table shows the proposed themes for each issue through January 2006. If something particularly timely occurs during the year, these themes may change.

If you have questions, comments, or suggestions, please contact **Kit Brown**.

Editorial Schedule for 2006-07

Month	Theme
January 2007	Technical Review Process
February	Trends
March	Service to the World
April	Information Architecture
May	Visual Communication
June	Technical Literacy
July/August	Accessibility
September	Creative Process in Engineering
October	Presentation Skills
November	International Communication
December	Standards

Guidelines

Book and Website Review Guidelines

by Kit brown

Have you read a good book lately? Found a website you can't wait to tell people about? Here's your chance to share your newfound knowledge with your colleagues.

Here are some hints for constructing the review:

1. Include the complete bibliographic information for the book or website immediately after your byline. For example: *Now, Discover Your Strengths by Marcus Buckingham and Donald O. Clifton. 2001. The Free Press: New York. pp.260. ISBN: 0-7432-0114-0. URL: **http://www.strengthsfinder.com***
2. In 2-3 sentences, tell the reader what the book or website is about and how it relates to technical communication.
3. Provide 2-3 things you got out of the book or website, and if applicable, 2-3 things that you wish they had done differently. Opinions are OK if they are supported
4. Support your opinions using specific examples from the book or website. This analysis should be brief--1-2 paragraphs at most.
5. Conclude with a recommendation of how this information might be useful to the user.

The reviews should meet the following guidelines:

- **Keep it short.** The reviews should be 300-500 words. A couple of paragraphs can tell the reader a great deal about what the book/website is about and why one should read it.
- **Focus on the big picture.** In a short review, there isn't room to go page by page and analyze every detail. Instead, pick out the main themes and write about the overall impression. This style is much more interesting to read.
- **Use an informal, conversational tone.** Pretend you are talking to someone about the book or website, and that you only have one minute to explain it to them. What would you tell them about it?
- **Review the article guidelines.** These guidelines provide more detail about the grammar and style for presenting the information, as well as the format the editor needs to receive the information in.