



## JIST-first Author Guidelines

This submission option offers a path to faster journal publication for authors submitting manuscripts for presentation at IS&T meetings. This means that while we commit to expedite the journal publication process, authors commit to submit papers for publication that are in need of only minor revisions. This option is an advantage for authors who wish to have their papers in both a peer-reviewed journal and a conference proceedings; at the same time it presents a challenge in that the standard for acceptance in the journal is the same as for any JIST paper. The initial manuscript submission must be of the highest quality in order to achieve the compressed schedule.

### Key points for JIST-first submission:

- Publication standards for JIST-first submissions are the same as those for regular articles in JIST. All JIST submissions are required to report on novel research, theoretical and/or experimental.
- For papers failing the initial quality check (e.g., English grammar, file formats, missing information), a first revision must be submitted to JIST prior to the JIST-first Conference submission deadline.
- To expedite the review and publication process, authors **MUST** submit all source files with the initial manuscript submission.
- Authors **MUST** identify 2-3 potential reviewers for their papers and include contact information for each (e-mail address and institution) with their initial manuscript submission.
- In addition to papers accepted upon first submission, papers that require only minor revisions may still qualify for joint JIST-first and conference proceedings publication, under the following conditions:
  - Authors must return the revised manuscript and a detailed response to reviewer comments noting each correction within 14 days after the minor revision decision is issued.  
*NOTE: Minor revision decisions will be issued only in the case that the corrections needed are specifically defined in the review and will not affect the general structure, tone, conclusions, or validity of the work. Minor revision examples include: correcting linkages between text and figures, specific limited clarifications in wording, adding clarifications for equations, providing specific additional references, and fixing typos. On the other hand, an introduction or background that does not correctly support the work subject, lack of clarity in the experimental method, and lack of apparent novelty, are examples of review results that exceed the minor revision case.*
- Authors who miss their JIST assigned minor revision submission due date will not be offered JIST-first publication, at the discretion of the JIST Editor.
- Authors whose manuscripts require major revision will not be offered JIST-first publication, at the discretion of the JIST Editor.
- The page charge for manuscripts accepted for JIST-first publication is \$40/printed page (50% of the full fee), with the condition of one full conference registration and presentation at the conference. The cost for reproducing color illustrations in a JIST-first publication is \$245 per page (50% of the full fee).
- With the reduced fee structure and the shortened timeline, JIST-first publication offers authors who need to publish within a shortened time period that opportunity.

### Scope

The *Journal of Imaging Science and Technology* (JIST) is dedicated to the advancement of imaging science knowledge, the practical and novel applications of such knowledge, and how imaging science relates to other fields of study. The pages of this journal are open to reports of new theoretical or experimental results, and to comprehensive reviews. Only original manuscripts that have not been previously published nor

currently submitted for publication elsewhere should be submitted. Prior publication does not refer to conference abstracts, paper summaries, or non-reviewed proceedings, but it is expected that Journal articles will expand in scope and level of detail on the presentation of such preliminary communication.

### **Editorial Process/Submission of Papers for Review**

All submitted manuscripts are subject to peer review. To expedite the peer review process, authors are encouraged to recommend two or three competent, independent reviewers. The editorial staff will take these under consideration, but is not obligated to use them.

IS&T uses an online platform for its peer review process that allows authors to submit papers to the journal, check on the progress of manuscripts, and easily submit any necessary revisions, graphics, etc.

The submitted files must contain all materials needed to review the paper, including figures, tables, references, appendices, etc. Please be sure to print out and carefully review your manuscript and associated files before sending to ensure that all equations, charts, etc., reproduce accurately. The submitted text should be written in clearly stated English. Papers not meeting English language criteria will not be reviewed; authors receiving such notification may resubmit a revised, edited manuscript for consideration, if resubmitted prior to the JIST-first Conference submission deadline.

A cover letter should accompany each submission that

- states the paper title,
- lists all authors, with all contact information for each (affiliation, full address, phone, fax, and e-mail),
- identifies the corresponding author, and
- notes any special requests.

Unless otherwise stated, submission of a manuscript will be understood to mean that the paper has been neither copyrighted, classified, or published, nor is being considered for publication elsewhere. Authors of papers published in the *Journal of Imaging Science and Technology* are jointly responsible for their content. Credit for the content and responsibility for errors or fraud are borne equally by all authors. Please see the IS&T Publication Policy ([http://www.imaging.org/ist/pdfs/IST\\_Publication\\_Policy.pdf](http://www.imaging.org/ist/pdfs/IST_Publication_Policy.pdf)) and IS&T Publication Guidelines ([http://www.imaging.org/ist/pdfs/IST\\_Publication\\_Guidelines.pdf](http://www.imaging.org/ist/pdfs/IST_Publication_Guidelines.pdf)) for further details.

### **Online Submission**

The online submission system will allow you to create a user account and will ensure that data with the submission is as complete and accurate as possible early in the process. To help make the online submission process quick and painless, we suggest that before submitting the manuscript you gather the following information:

- **Contact Information** (*for each author*)
  - First and Last Name
  - Company or Institution Affiliation
  - Job Title
  - Postal Address
  - Work Telephone Number
  - E-mail Address
- **Manuscript Title** (Cut and paste this from your manuscript.)
- **Abstract** (Cut and paste this from your manuscript.)
- **Manuscript files** (To expedite the review and publication process, JIST-first authors must submit all source files with the initial manuscript submission.)
  - *NOTE: If your paper is accepted for publication, JIST will not be able to use a submitted PDF file. You will be asked to submit text files in a source file format (Word, WordPerfect, EPS, Text, Postscript, or RTF). At that time, figures/images as separate files in TIFF, PPT, JPG, PDF, CDR, XLS, PSD,*

*Postscript, or EPS format will also be requested. For publication files, figures/images cannot be embedded in the article file.*

- **Suggested Peer Reviewers** (JIST-first authors must identify 2-3 potential reviewers, and include their contact information (e-mail address and institution).)

**After you have collected this information, please go to [jist.msubmit.net](http://jist.msubmit.net) to submit your manuscript.**

If you have any questions, please contact the JIST Staff at [jist@imaging.org](mailto:jist@imaging.org).

### **First Review Decision and Submission of Revised Manuscripts**

Author(s) will receive a decision letter with reviewers' comments. In the case that a minor revision is required, authors will be given a 10 day revision time period. Because of conference proceedings and JIST publications timing, authors who miss their assigned revision submission due date will not be offered JIST-first publication, at the discretion of the JIST Editor. Authors whose manuscripts require major revision will not be offered JIST-first publication, at the discretion of the JIST Editor.

### **Submission of Accepted Manuscripts**

Author(s) will receive a decision letter with reviewers' reports. Those whose manuscripts have been accepted for publication will receive correspondence informing them of the issue in which the paper is tentatively scheduled, links to page charge ([www.imaging.org/ist/pdfs/JIST\\_Page\\_Charges.pdf](http://www.imaging.org/ist/pdfs/JIST_Page_Charges.pdf)) and copyright ([www.imaging.org/ist/pdfs/JIST\\_Transfer\\_of\\_Copyright.pdf](http://www.imaging.org/ist/pdfs/JIST_Transfer_of_Copyright.pdf)) forms, and detailed instructions for submitting any necessary source file corrections. A duly signed transfer of copyright form is required for publication in this journal. No claim is made to original US Government works.

### **Page charges**

The page charge for manuscripts accepted for JIST-first publication is \$40/printed page (50% of the full fee), with the condition of one full conference registration and presentation at the conference.

### **Manuscript Guidelines**

Please follow these guidelines when preparing accepted manuscripts for submission.

- Manuscripts should be double-spaced, single-column, with pages numbered. It is the responsibility of the author to prepare a succinct, well-written, paper composed in proper English. JIST generally follows the guidelines found in the AIP Style Manual, available from the American Institute of Physics.
- Proofread carefully for English grammar and for typographical errors prior to submission.
- Manuscripts must contain a **title page** that lists the paper title, full name(s) of the author(s), and complete affiliation/address, including e-mail, for each author. Include an abstract that summarizes objectives, methodology, results, and their significance; 150 words maximum. Provide at least four key words.
- **Manuscripts must contain the sections addressing the following:** introduction of the topic, background in related research (include comparison to published research that is most similar and provides a basis for this research), objectives of this research – clearly stating the intended advancement in the science, methodology and experimental design, description and analysis of results, conclusion, and bibliography.
- **Figures** should conform to the standards set forth at [www.aip.org/epub/submitgraph.html](http://www.aip.org/epub/submitgraph.html). Each figure must be referenced in the text in the order that it appears in the manuscript.
- **Equations** should be numbered sequentially with Arabic numerals in parentheses at the right margin. Be sure to define symbols that might be confused (such as ell/one, nu/vee, omega/w). All of the variables in the equations must be defined in the text.
- For **symbols, units, and abbreviations**, use SI units (and their standard abbreviations) and metric numbers. Symbols, acronyms, etc., must be defined on their first occurrence.

- **Illustrations:** Number all figures, graphs, etc. consecutively and provide captions. Figures should be created in such a way that they remain legible when reduced, usually to single column width (3.3 inches/8.4 cm); see also [www.aip.org/epub/submitgraph.html](http://www.aip.org/epub/submitgraph.html) for guidance. Illustrations must be submitted in TIFF or Encapsulated PostScript (EPS) files at full size and 600 dpi; grayscale and color images should be at 300 dpi. JIST does not accept GIF or JPEG files. Original hardcopy graphics may be sent for processing. (See note below on color and supplemental illustrations.)
- **References** should be numbered sequentially as citations appear in the text, format as superscripts, and list at the end of the document using the following formats:

**Journal articles:** Author(s) [first/middle name/initial(s), last name], “title of article (optional),” journal name, [optionally ISSN number (e.g. for JIST citation, ISSN: 1062-3701), volume (bold): first page number, year (in parentheses).

**Books:** Author(s) [first/ middle name/initial(s), last name], title (in italics), (publisher, city of publication, and year in parentheses) page reference. Conference proceedings are normally cited in the Book format, including publisher and city of publication (Springfield, VA, for all IS&T conferences), which if often different from the conference venue.

### **Examples**

1. H. P. Le, *Progress and trends in ink-jet printing technology*, J. Imaging Sci. Technol. 42, 46 (1998).
2. E. M. Williams, *The Physics and Technology of Xerographic Processes* (John Wiley and Sons, New York, 1984) p. 30.
3. Gary K. Starkweather, “Printing technologies for images, gray scale, and color,” Proc. SPIE 1458: 120 (1991).
4. Linda T. Creagh, “Applications in commercial printing for hot melt ink-jets,” Proc. IS&T’s 10<sup>th</sup> Int’l. Congress on Adv. In Non-Impact Printing Technologies (IS&T, Springfield, VA 1994) pp. 446-448.
5. ISO 13655-1996 Graphic technology: Spectral measurement and colorimetric computation for graphic arts images (ISO, Geneva), [www.iso.org](http://www.iso.org).
6. Society for Imaging Science and Technology website, [www.imaging.org](http://www.imaging.org), accessed October 2003.

### **Reproduction of Color**

Authors who wish to have color figures published in the print journal will incur additional color printing charges. The cost for reproducing color illustrations in a JIST-first publication is \$245 per page (50% of the full fee). Color illustrations may be also submitted as supplemental material for posting on the IS&T website for a flat fee of \$100 for up to five files.

Authors may also choose to have their figures appear in color online and in grayscale in the printed journal. There is no additional charge for this, however those who choose this option are responsible for ensuring that the captions and descriptions in the text are readable in both color and black-and-white as the same file will be used in the online and print versions of the journal. Only figures in TIFF or EPS format will be accepted for posting.

### **Website Posting of Supplemental Materials**

Authors may also submit additional (supplemental) materials related to their articles for posting on the IS&T Website. Examples of such materials are charts, graphs, illustrations, or movies that further explain the science or technology discussed in the paper. Supplemental materials will be posted for a flat fee of \$100 for up to five files. For each additional file, a \$25 fee will be charged. Fees must be received before supplemental materials will be posted. As a matter of editorial policy, appendices are normally treated as supplemental material.