Guidelines for authors submitting papers to THE NEW JOURNAL - a template to follow

John Smith1, António Silva1, Lorenzo Ortiz1, Aleksi Virtanen2

1 Faculty of Engineering University of Porto, Department of Electrical and Computer Engineering, Porto, Portugal

{john.smith, antonio.silva}@emailaddress.com

2 INESC-ID, Lisboa, Portugal

aleksi.virtanen@emailaddress.com

**Abstract.** Having a well prepared abstract should allow the reader to identify the basic content of the paper in a quick and accurate way. It should summarize the contents of the paper and have between 70 and 150 words. The font size should be set in 9-point and should be inset 1.0 cm from the right and left margins. We recommend using the provided styles in this documents by choosing the “JIM\_Abstract” style.

This document serves as model to an article published in JIM and exemplifies the major guidelines that authors should follow when submitting a paper to JIM.

**Keywords.** Authors should use keywords according to the EUROVOC thesaurus available online. Keywords must be separated by commas.

1 Introduction

As the old saying goes, “Necessity is the mother of Invention” and this, indeed, blends the domains of technology expertise and the innovation process. This is, in fact, part of what makes innovation happen at the “Front End”, also referred to as “Fuzzy Front End” to depict the unstructured nature of the process that actually enacts New Concept Development Process and the final emergence of the New Concept. It is on the multidisciplinary nature of this process and supporting tools and concepts, as well as on why and how it actually happens that this journal aims at focusing.

1.1 Research areas to be addressed

The multidisciplinary nature of this journal strongly suggests the need for a multidisciplinary Editorial Board that will have to cover competences that will have to range from the Social Sciences to Technology Areas. To cope with this diversity we will have at least one Associate Editor for each of the following two areas: Social Sciences and Technology.

1.2 Accepted types of paper

This journal accepts papers addressing the multidisciplinary nature of the innovation process combining principles and concepts originating from social sciences and from technology research and development. In this context, technology should be looked upon as an enabler or as a trigger of the innovation process that resulted in the development of a new concept for a product or service.

JIM only accepts papers that are written in clear and understandable English. Authors whose native language is not English are advised to have their works checked by an English-speaking colleague prior to submitting the paper.

1.3 Review Policy

The Peer Review process is a very important step in any academic journal, and critical for its success and prestige. This publication is no exception and, to this end, we build on the competence of each associate editor was well as on the competence of each member of the editorial board. We will require a blind review process by at least two reviewers. Upon submission, the authors will be asked to provide the name of four possible reviewers for their paper.

Another factor for the success is the response time for the blind peer review process. We aim at having the lead-time of 4 weeks, from the submission date to the peer review result delivery.

2 Before submitting a paper JIM

Some items authors should get to know before submitting a paper to JIM:

2.1 Conflicts of interest and Ethics

All authors willing to submit a paper to JIM have to disclose any conflict of interest regarding the work described in the paper or any potential situation that may lead to it. The JIM follows the directives of the Committee on Publication Ethics (COPE - http://www.publicationethics.org/).

The board of JIM also suggests further reading of the Publishing Ethics Resource Kit (PERK) available online.

2.2 Submission declaration

All authors that submit a paper to JIM declare that the work described has not yet been published previously nor in appreciation elsewhere and also that this publication is authorized by all the authors and responsible authorities involved. JIM also assume that in case of acceptance, the paper will not be published in any form or in any language without the written consent of the copyright-holder.

2.3 Copyright

Authors who publish with this journal agree to the following terms (Creative Commons license):

«Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.

Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work».

2.4 Submission

The submission process is entirely online using the journal website. Authors who want to submit a paper should follow the instructions available online.

Authors should attach to the submission names and email addresses for suggested referees. It is up to the editor to decide whether that referees will be contacted to review the paper submitted.

3 Preparing a paper to JIM

This document serves as an instruction file to authors willing to submit a paper to JIM, so it should be used as a template because it regards the correct format and layout expected to all the JIM papers.

3.1 Structuring a paper

There are many interesting resources online that may help authors to structure their paper. JIM suggests reading the resource from the TECHNISCHE UNIVERSITÄT WIEN, available in <http://www.webcitation.org/5OIem27q6>, that suggests the following structure:

* Title
* Abstract
* Keywords
* Introduction
* Related Work
* 2-4 main sections
* Results
* Conclusions (and Future Work)
* Acknowledgments
* References
* Appendix

3.2 About the File Format

The papers will be published in PDF, but there will be a version in HTML or XHTML format. In any case, authors must submit their paper in Rich Text Format (RTF). Any common word processor is able to save the file in this format.

3.3 About the Layout and Style

This file has already JIM defined styles for each type of content if you use the MS-Office Word processor. You should select the text and choose the style according to its type. For instance this text should be defined as JIM\_text.

In case you are not using the MS Word processor you can follow the following instructions.

The name of the author(s) and the text in general should be set to 10 point font size, single line spacing and justified. Abstract and Keywords should be set to 9 points. The font used should be set to Times New Roman. Authors may use italic to emphasize words and bold and underlining should be prevented. Papers that do not comply with this format may be reformatted, therefore this can lead to an increase in the number of pages.

Headings. Headings should follow this template and are summarized in the following table:

**Table 1.** Font sizes of headings. Table captions should always be positioned *above* the tables and set to 9 points font size with no paragraph space after.

|  |  |  |  |
| --- | --- | --- | --- |
| **Heading level** | **Example** | **Font size and style** | **Paragraph space** |
| Title (centered) | **Lecture Notes** | 14 point, bold JIM\_Title | 12 pts after |
| 1st-level heading | **1 Introduction** | 12 point, bold  JIM\_H1 | 12 pts after and 18 pts before |
| 2nd-level heading | **2.1 Printing Area** | 10 point, bold  JIM\_H2 | 9 pts after and before |
| 3rd-level heading | **Headings.** Text follows … | 10 point, bold JIM\_H3 | 3 pts after and before |
| 4th-level heading | *Remark.* Text follows … | 10 point, italic JIM\_text (with Italic 1st word) | 3 pts after and before |

Figures. Figures must be numbered and its caption should be placed *below* the image and set to a font size of 9 points. Authors are responsible for the quality of the figures inserting but JIM strongly advises to use images that have quality enough for printing purposes (at least 800 dpis). Please avoid the use of shading and be reasonable with the size of text and width of lines, the figure must be undoubtfully legible, thus contrast should be as pronounced as possible. Avoid at all cost the use of colored figures. Please attend to the following example:



**Fig. 1.** Figure as an example. This shows a figure consisting of different types of lines. Elements of the figure described in the caption should be set in italics, in parentheses, as shown in this sample caption.

Formulas. The use of formulas within the text should be in a separate line and centered. Displayed expressions must be numbered in the caption, which should be set in the same line as the formula, enclosed in parentheses and right margined as the following example:

|  |  |
| --- | --- |
| a2 + y2 = z . | (**1**) |

Citations. When citing authors should use the author-date system, which means including in the text and between curved brackets, the last name of the authors and the date – example (Smith, 2005).

Acknowledgements. If the authors want to dedicate a chapter to acknowledge something or someone, they should structure the paper so that this acknowledgments appear before the References.

Appendices. In case there are any appendices to include in the paper, they must be presented after References with the heading “Appendix”.

4 Checklist submission

JIM provides the following list in order that, authors willing to submit a paper to JIM, can check the presence of each item and submit afterwards (we also provide an example for the use of bullets and numbering in different levels):

1. Contacts information:

* E-mail
* Postal address
* Telephone or Mobile number

1. Keywords
2. All figure and table captions
3. References are according the template provided and cited in the text
4. The paper has been spellchecked and grammar-checked
5. References are in the correct format for this journal (APA Style)
6. Any material with copyright has been authorized by the owner

5 References

For referencing as for citations, JIM follows the APA Style, available online (http://www.apastyle.org/index.aspx) for further reading. The reference list should be arranged alphabetically. We provide some examples of different types of documents referenced (books, scientific journal article published in an electronic journal, Book editor(s); chapter with own author, scientific journal article in a printed journal and a URL):

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy*. Journal of Computer-Mediated Communication*, *10*(1), 38-48.

Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.

Phillips, S. J., Whisnant, J. (1995). Hypertension and stroke. In J. H. Laragh, & B. Brenner (Eds.), Hypertension: pathophysiology, diagnosis, and management (pp. 465-78). New York: Raven Press

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of* Applied Psychology, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/newwine1.htm>