

2/16/15

Instructions for the Preparation of Manuscripts for Publication of Select Papers from MARC X

Some notes from the Program Chair:

First, please note that for MARC authors there are some new instructions! The new editor, Dr. Zsolt Revay, has instituted some changes to the process regarding the paper format and that the actual review will be conducted using the online process. So make sure to review the process again even if you are a seasoned MARC conference attendee.

However, the instructions on the website for the JRNC for an article are not complete nor do they include my collection of the abstracts at the conference, that I will notify the authors when it is appropriate to upload the papers (I will provide very explicit instructions) and provide tracking information so I can shepherd them through the process, nor the mechanism I will use to assign reviewers. The final decision on all publications rests with the Editor of JRNC. I can only recommend, but I think we have come to run a very good setup in the years I have been doing this.

I will request that you review the updated format for the papers on the JRNC website (see the link below). However, it does not include the title page that I require as part of this process. So let's make sure we pay attention to both sets of directions.

The JRNC has provided room for ~180 papers to be published. These must be high quality, new research papers appropriate for the JRNC. So papers that come back with extensive revisions, severe English problems, or our found to need additional work will likely be requested to be submitted for publication later. We of course expect your publication to be an original work not published elsewhere. I also may use some judgment in that I want to allow publication by many of our attendees, so if you have a number of papers for yourself (I realize faculty may be listed as the point of contact for many of their students and will of course not hold that against the students who attended and want to publish their work) and I significantly exceed the paper count, we may have some discussions about making some selections to publish within the MARC group. I have never had to do that, so let's just see how things go. I have never had 475 total abstracts total, so we are entering new territory. I think we will be OK. I will always provide the authors the opportunity to make the changes requested by the reviewers, rebut the changes (if you don't make them you need to explain why you think they should not be included), or to withdraw the paper for later submission.

I appreciate it if you make sure that you include references that are appropriate from previous MARC conferences and the JRNC. We have had a tremendous series of conferences and coupled with the JRNC I would expect that for almost any topic at least a few references would come from within the papers published by the JRNC within the past few years and also previously! It is only appropriate that we recognize the former works in the field.

So here are some things you must understand to publish a paper as part of MARC X with the JRNC.

1. So first, the Proceedings Editor is Sam Glover and you should address any questions or concerns to me at sam.glover@uc.edu.
2. DO NOT submit your manuscript to the JRNC until directed to do so! It will get lost to the system. I have very specific instructions you must follow
3. Your manuscript is going to be black and white in print. The JRNC may make a color online version available, but you should very clearly develop figures and graphs that do NOT require the use of color to interpret them!
4. Prepare the paper in accordance with the instructions provided by the JRNC (please see the excellent summary of instructions provided at the JRNC website:
http://static.springer.com/sgw/documents/1445482/application/pdf/JRNC_Template.pdf)
5. While a strict page limit is not set, I would expect that the papers be typically 6-7 pages. Excessively long papers will be scrutinized! So a 6 page paper is about 12 pages of double spaced text, and figures and tables can be counted accordingly.
6. The manuscript must include a cover page that is not discussed in the JRNC instructions! The cover page, which is not included in the page count ,MUST contain the following information:
Special Issue (SI): MARC X
LOG NUMBER OF PAPER:
TITLE OF PAPER:
AUTHOR(S):
POSTAL ADDRESS OF EACH AUTHOR:
CORRESPONDING AUTHOR'S E MAIL ADDRESS, TELEPHONE AND FAX NUMBERS:
7. When you come to the conference, you need to bring me a digital copy of your paper on a USB drive to the manuscript desk (which will be separate from the presentations desk for oral presentations).
 - This should be a single file that contains all the figures, tables, etc as a pdf or .doc file.
 - The file should be labeled simple as Log # Author (e.g. Log 101 Glover).
 - I no longer want the hard copy versions that I used to require; we can save a couple of trees. Just the electronic version will be fine.
 - Please bring it on a flash drive (cd's are tedious and often subject to not having been properly formatted and closed out, I could not read many of them at MARC 9).
 - We will have a manuscript desk to collect them from you. We will collect them, check them (to make sure I can open them), and give you back your USB drive. If you leave it with us, please make sure to have something
8. After I get all the papers at the conference, that will provide me a list of all the authors and thus my reviewers! To be very clear, if you submit a manuscript for publication with MARC X you will also be assigned two papers for each paper you submit (there are some exceptions for faculty, students are not eligible to review the papers in accordance with JRNC rules, so we will make some accommodations as needed).
9. I will provide you with specific instructions on how to upload the papers for review to the JRNC site and also what information I will need from you so we can track them.
10. I will let you know what papers you should see a letter assigning review. At that time it would be great to let me know if there is some reason you can't do it (I may have missed that you were a co-author or the students advisor or whatever). I can fix them before we get it into the system!

11. We are on the clock to get the manuscripts reviewed. So I would greatly appreciate your review within approximately 30 days of it being assigned.
12. I will provide instructions at that point about the whether the paper is being recommended for publication or if it has major revisions and is being recommended for revision and resubmission at a later time. You will be provided the opportunity to address the recommendations as previously stated. We are on a timed event, so substantial changes will not often be acceptable, as it will require substantial additional reviews. There just will not be time nor resources to do so.

Some additional points to consider include the following. I don't think the online version gets as specific about page sizes and paper size, but it surely makes it easier for me to understand how long it is. So here are a few other things that may be helpful for you to consider.

Please note: The proceedings of the MARC X conference will be published in the Journal of Radioanalytical and Nuclear Chemistry (JRNC). All participants are invited to submit manuscripts for each paper to be presented during the meeting, whether oral or poster. Not all submitted manuscripts can be published in the proceedings, however we are going to be limited to a total of 180 papers from these works. The acceptance or rejection of a manuscript will be first decided by the Chair of the Publications Committee based on the reviewers' comments. Then the final decision will be made by the Editor-in-Chief of JRNC. The JRNC typesets all manuscripts so that your paper does not have to be submitted in camera-ready form. However, it is very important to follow the Instructions for JRNC Authors (http://static.springer.com/sgw/documents/1445482/application/pdf/JRNC_Template.pdf) to expedite the publication process and minimize questions from the editorial staff. These instructions are also given below.

DO NOT SUBMIT your paper to the JRNC until you have been requested to do so by the Proceedings Editor!

Manuscript Submission. Submission of a manuscript implies: that the work described is original and has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. Neither the conference organizers nor the publisher will be held legally responsible should there be any claims for compensation.

Permission. Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their manuscripts. Any material received without such evidence will be assumed to originate from the authors.

Instructions:

Manuscripts. Manuscripts will be submitted electronically. They should be prepared for paper size of either 8.5 x 11 inches or A4 with 1 inch (2.5 cm) margins on all sides, double spaced using 10-point Times New Roman font.-Note that there is a strict page limit. The manuscript should not exceed 12 typed pages, including figures and tables. Each figure and table shall be counted as 1/2 of a page towards your limit unless it is clear that it will occupy a larger (or smaller) slot. This page limit is for guidance, since the actual number of pages of your paper **should typically be 6-7** printed journal pages. This page limit is necessary because of the large number of papers which will be included in the proceedings and the STRICT page limit established by the JRNC for the overall conference. Refer to a recent copy of JRNC to estimate how many printed journal pages your paper will occupy.

A cover page (not included in the 12 typed page limit) must contain the following information:

Special Issue (SI): MARC X:

LOG NUMBER OF PAPER:

TITLE OF PAPER:

AUTHOR(S):

POSTAL ADDRESS OF EACH AUTHOR:

CORRESPONDING AUTHOR'S E MAIL ADDRESS, TELEPHONE AND FAX NUMBERS:

The first page of the manuscript should include the title, authors and affiliations, an **abstract** of 50 to 100 words, and three to six **keywords** that can be used for indexing purpose. The **text** of the manuscript should then follow (Do not use a separate page). Authors are requested to organize the manuscript according to the following headings: *Introduction; Theory; Experimental; Methods (optional); Results and Discussion (either separately or together); Conclusions; Acknowledgement (if any), References*. **THE UPDATED REQUIREMENTS** of the JRNC is to include the table and figures in the text where they belong. Please see the specific instructions provided online by the JRNC regarding tables and figures.

I request that you review the online requirements document from the JRNC with respect to formatting, headings, abbreviations, foot notes, acknowledgements, references, tables, and figures. Some minor changes have been implemented since MARC 9 so please review carefully!

http://static.springer.com/sgw/documents/1445482/application/pdf/JRNC_Template.pdf

Instructions will be provided to the author on how the manuscript can be submitted. It is required that for the review process the authors submit a single electronic file containing all the elements of the manuscript. Authors may elect, or be requested, to provide the file in both Word and PDF format. All manuscripts must be provided at the conference. Only manuscripts presented at the conference will be considered for publication in the MARC X proceedings. All manuscripts will undergo a MARC IX peer review prior to submission to the JRNC. DO NOT submit anything to the JRNC until you are specifically requested to do so. If you have any questions, please contact Sam Glover (sam.glover@uc.edu).