

6/1/2021

A Practical Guide and Instructions for the Preparation of Manuscripts for Publication of Select Papers from MARC XII

Some notes from the Program Chair:

Short version

1. Write a good paper and use the JRNC template with the MARC Special Issue cover page
2. Bring an electronic copy to the conference (or send it to me by email) referencing the log number that was assigned to your abstract
3. When requested by the Program chair, upload your paper into the JRNC submission system (specific instructions will be provided)
4. You will be assigned reviews of other MARC papers, complete those as quickly as possible (really hoping for 30 days)
5. We will work the review and process and get the accepted papers published by the end of 2022!

And now the longer version with all the details:

Please find below a summary of how I do business for publishing select papers from the MARC conference in cooperation with the JRNC. The editor, Dr. Zsolt Revay, instituted changes in 2015 to the process regarding the paper format and that the actual review will be conducted using the online process. Please make sure to review the process below as you have questions about any details. Don't hesitate to contact the program chair Sam Glover if you have any questions.

As good as the JRNC instructions are for preparation of the manuscript they do not provide the details for the Special Issue for MARC. I will notify the authors when it is appropriate to upload the papers 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 on the website). However, it does not include the title page that I require as part of this process – this will help make sure it gets placed into the MARC special issue.

The JRNC has provided room for ~200 papers to be published. These must be high quality, new research papers on **topics appropriate for publication in the JRNC**. The editor of the JRNC is the final decider on all such matters. 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 in 20 years, so lets just see how things go. 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. We will talk about that when the time comes.

Authors should do a proper literature search and cite them; otherwise risk rejection of the paper. There are too many papers being published with no reference to original work by others. There is no restriction in the number of references; so the authors should do a proper job! I furthermore request the authors to cite the results of others work appropriately include among those citations works published recently in JRNC. We assume that as an author wants to publish a paper in JRNC because papers on similar topics are published in this journal.

I remind you that these represent the publication of select papers from the conference in this special issue and it is not a proceedings publication. So here are some things you I hope you find useful to publish a paper as part of MARC XII with the JRNC.

1. So first, the Special Issue Editor is Sam Glover and you should address any questions or concerns to me at sam.glover@uc.edu.
2. If you have any concern the topic area for your manuscript is covered by the JRNC, please contact the Special Issue Editor, Sam Glover. Education topics presented at MARC will not be published in the JRNC Special Issue.
3. **DO NOT** submit your manuscript to the JRNC until directed to do so by Sam Glover! It will get lost to the system. I have very specific instructions that will be provided at each step of the way.
4. 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!
5. Prepare the paper in accordance with the instructions provided by the JRNC (please see the excellent summary of instructions provided at the JRNC website, but also see note #7 below):
http://static.springer.com/sgw/documents/1445482/application/pdf/JRNC_Template.pdf
6. While a strict page limit is not set, I would expect that the papers be typically 6-7 pages. So a 6 page paper is about 12 pages of double spaced text, and figures and tables can be counted accordingly.
 - Excessively long papers will be scrutinized. However we agree and require that papers must be long enough to describe the experiments in detail and discuss the results thoroughly.
 - Self-citation is fine but the paper should include work by others on the same topic. In other words, authors should do a proper literature search and cite them; otherwise risk rejection of the paper.
 - I furthermore request the authors to cite the results of others work appropriately include among those citations works published recently in JRNC. We assume that as an author wants to publish a paper in JRNC because papers on similar topics are published in this journal. Please cite appropriate references for your manuscript.

7. 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 (available on the MARC website: http://www.marcconference.org/wp-content/uploads/marcxii_JRNC_Template.doc) :
 - Special Issue (SI): MARC XII
 - LOG NUMBER OF PAPER:
 - TITLE OF PAPER:
 - AUTHOR(S):
 - POSTAL ADDRESS OF EACH AUTHOR:
 - CORRESPONDING AUTHOR'S E-MAIL ADDRESS, TELEPHONE AND FAX NUMBERS:

8. I want to bring your attention to some specific items you must abide by in accordance with JRNC requirements
 - Manuscripts less than 200 lines (excluding the title page, acknowledgement, and references) and 10 references will be considered as extended abstracts; these will not be accepted for publication and will be returned to the corresponding author without review.
 - All manuscripts are automatically checked for plagiarism including self-plagiarism; if the manuscript contains several long word-by-word quotations, even one table or graph, etc. from copyrighted publications (including authors' own papers), it will be returned to the corresponding author without review.
 - Instructions for the Authors and the Template in Word for the preparation of manuscripts are given in the JRNC web site and must be strictly followed (<http://www.springer.com/chemistry/journal/10967>); otherwise, the manuscripts will be **rejected** without review. The MARC template uses the JRNC template but adds a special issue front page.

9. When you come to the conference, you need to bring to the author desk a digital copy of your paper on a USB drive (I much prefer the USB and not a CD) 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.pdf).
 - For those who have been to MARC before, I no longer want the hard copy versions that I used to require; we can save a couple of trees and keep this digital. 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 and 10).
 - 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

10. After I get all the papers at the conference, that will provide me a list of all the authors and thus many of my reviewers! To be very clear, if you submit a manuscript for publication with MARC XII you will likely 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).

11. **THIS IS VERY IMPORTANT**: Approximately 2 weeks after the conference I will provide you with specific directions 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. While you provided a copy of your publication to me, only you can upload your paper into the JRNC editorial process. Some authors failed to understand this during MARC X and only last minute heroics allowed their papers to be published. MARC XI was problem free and I hope the same for MARC XII.
12. 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!
13. 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.
14. After receiving the reviews, and in coordination with the JRNC a decision will be made on the publication of the manuscript. You will be provided the opportunity to address the recommendations. 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.

Mahalo!

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