

Guidance for Paper Submission

1. Submission of Papers

(1) Preparation before submission

- There are three categories of manuscripts as follows:
 - Full Paper: It should be a scholarly thesis on a unique study, development or investigation concerning image electronics engineering. This type of paper is classified as an ordinary thesis or a system development thesis for a proposed new system. As a general rule, you are requested to summarize a paper within eight pages.
 - Short Paper: It is not yet a completed full paper, but instead a quick report of the result obtained at the preliminary stage as well as the knowledge obtained from said result.
 - Data Paper: A summary of data obtained in the process of a survey, product development, test, application, and so on, which are the beneficial information for readers even though its novelty is not high. The length of this paper shall be summarized within four printed pages.
- We prohibit duplicate submission of a paper. If a paper with the same content has been published or submitted to other open publishing forums by the same author or, at least, one co-author, it will not be accepted as a rule. Open publishing implies internal or external books, magazines, bulletins and newsletters from government offices, schools, company organizations, etc. This regulation does not apply to a preliminary draft to be used at an annual meeting, seminar, symposium, conference, and lecture meeting of our society or other societies (including overseas societies). The regulation is not applicable to patent gazette, dissertation and specified publications that the editing committee of our society has approved. But the announcement of such a disclosure must be clarified in the document. A paper that was once approved as a short paper and being submitted again as the full paper after completion is not regarded as a duplicate submission.

(2) Submission of a paper

- To prepare of a paper for submission, an author can download Guidance for Paper Submission or Style Format from our homepage.
(Note: Delete all author information at the time of submission. But, deletion of reference information is author's discretion.)
- At first, please register your name on the paper submission page of the following URL:
<http://www.editorialmanager.com/iieej/>

Then, log in again and fill in the necessary information. Use Style Format to upload your manuscript.

- There are TeX and MS Word versions in the Style Format. An applicant should use PDF format (converted dvi of Tex) or MS Word format for the manuscript. In principle, charts shall be inserted into the manuscript.
(A different type data file, such as audio and video, can be uploaded at the same time for reference.)
- For those who want to submit a paper by E-mail or do not use the Style format, or want to post-mail a paper by hard copy, please consult the editor at our office.

Contact:

Person in charge of editing

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2. Review of Papers and Procedures

(1) Review of a paper

- A manuscript is reviewed by professional reviewers of the relevant field. The reviewer will deem the paper “approved”, “conditionally approved” or “returned”. The applicant is notified of the result of the review by E-mail.

In the review, novelty, reliability and utility are discussed and evaluated.

(2) Procedure after a review

- In case a paper is accepted, the author prepares a final manuscript (as mentioned in 3.).
- In the case of a paper that is accepted with comment by the reviewer, the author may revise the paper in consideration of reviewer’s opinion and proceeds to prepare the final manuscript (as mentioned in 3).
- A paper that is not worthy of publishing as it is, but may be published after modification is classified as conditionally accepted. In case of conditional acceptance, the author shall modify a paper based on the reviewer’s requirements by a specified date (within 60 days),

and submits the modified paper for approval.

- In case a paper is returned, the author cannot proceed to the next step. Please look at the reasons the reviewer lists for the return. We expect an applicant to try again after reviewing the content of the paper.

(3) Review request for a revised manuscript

- If you want to submit your paper after it has been conditionally approved, please submit the reply letter, the revised clean manuscript and the reviewed manuscript to the submission page of our site. Please observe the designated date for submission. Outdated manuscripts may be treated as new applications.
- In principle, a revised manuscript shall be reviewed by the same reviewer. It is judged either approved or returned.
- After the judgment, please take the same procedure as (2).

3. Submission of final manuscript for publication

(1) Submission of a final manuscript

- An author who received our adoption notice shall prepare a final manuscript and submit it by attaching it to E-mail or by way of CD-ROM. (The contact is the same as mentioned in 1. Paper submission (2))
- The final manuscript shall contain a source file (TeX edition or MS Word version) and a PDF file, eps files for all drawings, an eps file for author's photograph (L:W ratio 2:3, more than 300dpi, upper part of the body) for introduction. Please submit these in a compressed format, such as a zip file.
- Before submission, please fully confirm the attachment and check the items being sent.

Particularly, please check that the description method of a chart and writing method of cited references meet our society's designated style.

In the final manuscript, write the name of the author, name of an organization, introduction of an author, and if necessary, an acknowledgment of appreciation. (In the case of TeX, cancel macros in the Style file.)

An author whose paper is accepted shall pay a page charge before publishing. It is the author's

decision whether to purchase offprints. (ref. Page charge and offprint price information) At least one member or one student member of our society must be included as an author, before publishing.

(2) Galley print proof

- The author is requested to check the galley (hard copy) a couple of weeks before the paper is published in the journal. Please check the galley by the designated date (within one week). After making any corrections, scan the data and return it to our office in PDF file form. At that time, fill in the Offprint Purchase Slip and Copyright Form and return the scanned data to our office in PDF file form.
- In principle, the copyrights of all articles published in our journal, including electronic form, belong to our society.
- You can download the Offprint Purchase Slip and the Copyright Form from the journal on our homepage. (ref. Attachment 2: Offprint Purchase Slip, Attachment 3: Copyright Form)

(3) Publication

- After final proofreading, a paper is published in the online journal (in the electronic database). It is also posted on our homepage.