

IDJ Article submission Guidelines

1. Contributions should not exceed 6,000 words. They should be in English following the APA style:

<http://www.apastyle.org/>. Spelling should be American English and should be consistent throughout the paper. Please avoid excessive use of field-specific terms, or add a short glossary. Concerning the word limit: please consider reducing the text for the benefit of much desired illustrations and tables.

2. Submission forms:

To speed up the editorial planning and evaluation process, authors are required to use the **article submission forms A and B**. Articles presented in this format relate closely to their possible final appearance.

For comparisons with previously published articles, a sample issue can be downloaded **here**. Please scroll down to the section "Table of contents and abstracts" at the bottom of the page.

3. **Submission procedure:** Papers are to be submitted electronically. In compliance with the provisions made in the submission forms (see 2.):

Form A is for the title of the article, the name(s), affiliation(s), address(es), biosketch(es) and contact address(es) including email address(es) of the author(s).

Save as: familyname_bio. Example: muller_bio.pdf

Form B is to repeat the title, followed by a short list of keywords, an anonymized abstract in English (max. 100 words) and the anonymized article. Form B will be submitted for peer-reviewing. Save the (completed) form as a PDF file and name it with the most appropriate key word of the title and the date using this formula: YYYY-MM-DD. Example: eyetracking_2009-03-17.pdf. Please note that whenever revisions of the article are produced, the date must be altered accordingly

Anonymize = to make anonymous by suppressing/deleting all text and other elements that could reveal the identity of the author(s).

Attach both (completed) forms A and B in PDF format to one email, and copy the articles' title, keywords and abstract into the email body. Send to ij@iuid.net with subject "IDJ submission Yourfamilyname". Example: "IDJ submission Muller"

4. Paper layout guidelines

a) Papers should be reasonably divided into sections and, if necessary, subsections.

b) **Figures/illustrations/tables** (low-res) should be integrated and placed where they are supposed to appear in the article. IDJ is printed in monochrome. Colour illustrations and audio-visual data can be included in the electronic edition. Please consult with the Editors. Sizes are determined by the journal's layout, ranging from 80 mm minimum (= width of one column) to 165 mm (= width of type area).

c) **Typeface:** Use Times New Roman, size 10 pt, line spacing 12.4 pt

d) **Notes** should be numbered consecutively throughout the paper. Notes should be listed in a section 'Notes' following the main text.

e) **References in the text** should follow the style: (Brown, 1989, pp. 224-256). The section 'References' should follow the notes and should list all references cited in the main text. References should be listed (1) alphabetically and (2) chronologically. Journal titles should be given in full with page references. Please consult the Publication Manual of the American Psychological Association (5th ed.) for details. Examples:

Books and unpublished manuscripts/theses:

Lightbrun, L. T. (1995). The relation of critical fusion frequency to age. Unpublished doctoral dissertation, University of New Jersey.

Morris, M. (ed.) (1995). *Translation and the law*. [ATA Scholarly Monograph Series VIII]. Amsterdam: John Benjamins.

Article in book/journal:

Atkinson, R. C. , & Shiffrin, R. M. (1971). The control of short-term memory. *Scientific American*, 225, 82-90.

Ziv, O. (1996). Writing to work: How using e-mail can reflect

technological and organizational change. In S. Herring (Ed.), *Computer-mediated communication: Linguistic, social and cross-cultural perspectives* (pp. 243-264). Amsterdam: John Benjamins.

5. **Article review:** All submissions are subject to at least one peer-review by a minimum of two independent reviewers, normally members of IDJ Editorial Board. Submitted articles are evaluated based on the following criteria: technical adequacy, readability, contribution to the field, value to reader (practitioners, researchers), originality and significance, agreement with theory and development, consistency/logic, empirical basis, length in proportion to content, and illustrations (relevance/quality).

6. Requirements for the final version of a contribution to the IDJ:

The final version (due after announcement of positive evaluation by IDJ) is to be sent as both a Word and a PDF document (again with integrated low-res illustrations) by using the same form (B) as requested for the first submission (see 2).

Illustrations/figures and tables + a portrait photo are to be submitted separately in black/white or RGB as JPGs (JEPGs), quality 6 (= medium), resolution 300 dpi. Line art should bear a considerably higher resolution (600 dpi or more). Screenshots are to be sent in JPG format, important: use maximum quality (12). Sizes are determined by the journal's layout, ranging from 80 mm minimum (= width of one column) to 165 mm (= width of type area).

The portrait photo will accompany the caption "About the author" resp. "Contact". Its height = 25 mm.

Please identify as follows: name of form B with added "YYYY-MM-DD_figure1" etc. resp. "_table1" etc.. Example: eyetracking_2009-03-17_figure1.jpg Please note that whenever revisions of an illustration are produced, the date must be altered accordingly.

Attach all requested material to one email. Subject: "IDJ submission Yourfamilyname YYYY-MM-DD", example: "IDJ submission Muller 2009-03-17"

7. **Transmission of material:** Attachments summing up to 20 MB can be accepted. Before sending, please check completeness of material (checklist see page 2) as well as file size.

8. Authors are responsible for observing the laws of copyright when quoting or reproducing material from other sources. Thus they will be asked to sign a **Copyright Assignment form**.

The copyright to articles published in IDJ is held by the Publisher.

Permission for the author to use the article elsewhere will be granted by the Publisher upon written request, providing full acknowledgement is given to the source.

9. Authors will receive page proofs for correction by email. Corrections should be returned to the editor (ij@iuid.net). The cost of substantial changes to the layout or text may be charged to the author or ignored at the publishers' discretion.

10. Authors of articles will receive a complimentary copy of the issue in which their paper appears.

11. All editorial correspondence should be sent to Alena Morrison, Editorial manager, ij@iuid.net .

IDJ Office,
International Institute for Information Design (IIID)
Palffygasse 27/17, 1170 Wien/Vienna, Austria

IDJ Article submission Checklist

Form A:

- Name of article + date inserted in header
- Author/biosketch table completed for every contributing author
- Saved as PDF file, named “familyname_bio.pdf”

Form B:

- Title of article + date inserted in header
- Keywords, abstract and content made anonymous and copied into designated areas in Times New Roman, size 10 pt, line spacing 12.4 pt
- Figures/illustrations/tables, low-res, inserted in text
- Saved as PDF file, named “familyname_bio.pdf”

Accompanying email:

- Article’s title, keywords and abstract (of form B) copied into the email body
- “IDJ submission Yourfamilyname” put into the subject line. Example: “IDJ submission Muller”
- (Completed) forms A and B attached

The submission is ready to be sent to idx@iid.net.