# Author guide / Template for the WAVES Journal

**Author 1, Author 2 and Author 3**

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# Abstract

The contributions to the Waves journal should be carefully prepared in a clear and concise style.

All contributions should be submitted in correct English.

Submitted articles should be original articles not previously published in any journal or conference.

Keywords: iTEAM, WAVES Journal

# Introduction

Contributions must be written in Microsoft Word (.DOCX format).

The text must be in a single column format with Calibri 10 font (this document serves as a template). The presentation of the text should be as simple as possible. Most format codes will be removed and replaced during the final layout of the article. In particular, word processor options should not be used to justify text or to split words by hyphens. However, bold, italic, sub-index, and superscript styles may be applied.

The equations must be written using the Word or Mathtype equation editor. Figures should be stored in separate files as detailed in Subsection 1.3.

In addition to the file in WORD format, authors must provide a PDF version of their contribution in order to help the layout process.

## More on the manuscript typesetting

Use of American or British English is accepted, but not a mixture of both. Italics should be used for Latin expressions, e.g., *in vivo*, *et al*., *per se*.

Decimal dots (no commas) and a space for thousands (10 000) should be used.

The space between lines is set to Multiple (1.5). The margins must be set to 3 cm.

**The recommended length of the manuscript is between 8 and 15 pages (only text).** If your manuscript length is longer, you should ask to the editors the possibility of editing the manuscript as two separate papers.

The manuscript must be composed of the following parts (in the given order):

***Title.*** Concise and informative. Titles are frequently used by consultation systems. Avoid abbreviations and formulas if possible.

***Authors’ names and affiliations***. Write the name of every author in this way: initial of the First name or names followed by the Surname. Authors' affiliations will be written below the names, and all affiliations must be indicated by a lower case letter in superscript immediately after each author's Surname and in front of the corresponding affiliation. Provide the full postal address of each affiliation and the e-mail account of the contact author.

***Author for correspondence***. Indicate the author who will maintain correspondence at all stages of the editing and publication process.

*Example:*

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***Abstract*.** The abstract must be concise and precise with a maximum length of 200 words. The abstract should briefly describe the purpose of the research, the methods used, and the main results. The use of references in the abstract should be avoided, but if this is essential, they should be quoted in full, without referring to the list of references.

***Keywords*.** A maximum of five to ten keywords will be provided immediately after the abstract. Avoid plural terms and multiple concepts. Be cautious in the use of abbreviations, use only abbreviations firmly established in the field. Keywords are used for indexing purposes.

***Sections/sub-sections***. Divide your article into numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2,...), 1.2, etc. (the abstract is not included in the numbering of the sections). Use this numbering for cross-references in the text. Sub-sections should have brief headings and each heading should appear on a separate line. If you use abbreviations and symbols, define these in your first occurrence in the article. Be consistent when using abbreviations throughout the article.

***Acknowledgements***. The acknowledgements including funding information should be placed before the references, in a separate section, and not as a footnote on the title page.

***References***. See references section below.

***Curriculum Vitae***. At the end of the manuscript please include a short biography and a color photograph of every author and in the same order that they appear in the title. The maximum length of the biography is 1200 characters.

## References

***Citing within the text***. Make sure that each reference cited in the text is also presented in the list of references (and vice versa). Unpublished results and personal communications should not be on the reference list, but may be mentioned in the text.

***Online references***. A title and the full URL must be included. Any useful additional information (name of authors, dates, reference to a source publication, etc.) can also be helpful.

***Text.*** Indicate references by number(s) in square brackets aligned with the text. Authors’ names can be explicitly cited, but the reference number(s) must also be included.

Example: "... as demonstrated [1,2]. Gómez and Pérez [6] propose a different method..."

***List of references***: This section should include references to all the articles cited along the text in order of appearance. Each citation will consist on the reference number in square brackets followed by the author(s), title of the work, information from the publisher or body publishing, volume information, page numbers and year. Some examples are shown below.

 ***Examples***:

The following are examples of references: [1] for books or book chapters, [2] for journals and [3] for conference proceedings.

1. R. Duda, P.E. Hart, and D.G. Stork, Pattern Classification. Wiley-Interscience, 2nd edition, 2000.
2. J.F. Cardoso, “High-order contrasts for independent component analysis”, Neural Computation, vol. 11, no. 1, pp. 157-192, 1999.
3. S. Roberts and W.D. Penny, “Mixtures of independent component analyzers”, in Proc. ICANN2001, Vienna, pp. 527-534, August. 2001.

## Preparation of figures and tables

Preparing the images in the correct format will allow your work to be published according to high quality standards.

* Please number figures and tables consecutively according to their appearance in the text (see Table 1).
* Verify the use of appropriate letters and sizes in your original illustrations. Use only the following fonts in illustrations: Arial, Times, Symbol.
* Use a logical convention to name your illustration files (e.g., **fig1\_author\_guide**, **fig2\_author\_guide**, etc.).
* Provide **all illustrations in separate files**.
* All the figures must include a title or caption. The title should be brief. Explain all symbols and abbreviations used.
* Provide the titles of the illustrations in a separate text file, **figures.txt**, indicating the correspondence between the figure number, the file name and the title of the illustration.
* Be careful that the image size is close to the desired image size in the printed version.
* Make sure that the data presented in the tables do not duplicate the results described elsewhere in the article.

***Formats***

Use one of the following formats regardless of the application used to create the illustration:

EPS / PDF: Vector format (don't forget to include the fonts in the file itself).

TIFF: Color or grayscale photographs: use a minimum of 300 dpi.

JPG: With an appropriate size for the printed version and a resolution of 300 dpi.

Remember that, even if you include the images within the Word document, you must send them as separate files and include a text file **figures.txt** with the correspondence between figures, titles and files.

Provide high quality drawings produced with black fonts. Letters and symbols, as well as other details, should have proportional dimensions so that they do not become illegible or unclear after a consistent size reduction.

If you include photographs, use a photo-editing program to crop the part of the image you want to present. Do not use the cropping options in the word processor. Any figure showing a group of photographs must be edited by a photo editor and saved as a unique figure. When necessary, insert a scale bar in the illustration (not below it), instead of giving a scale factor in the title of the figure.

Low quality scanned photographs or photographs from another photographs will not be accepted.

# Layout

Once the manuscript has been layout and is ready for printing, it will be sent to the corresponding author, which will revise the paper in order to check for writing and editing errors. **At this stage, no changes or additions to the accepted manuscript will be allowed**. Your responsibility will be only the reading of the final proofs.

The final proofs may be accompanied by a form with questions from the person in charge of layout. Please answer all questions and make the required corrections and additions. The response to the corrections must be given within three days after the receipt of the final proofs. **If there are no corrections, please confirm them as well**.

It is important that all corrections are sent in a single communication, only one set of corrections is accepted. Subsequent corrections will not be possible, so please make sure that your first submission is complete.

# Final considerations

As indicated in Table 1, prepare the following files to submit a contribution to the WAVES journal:

- Manuscript in both WORD and PDF format.

- Figures in separate files. Remember that the size must be 100% and the minimum resolution 300dpi. Acceptable formats are: JPEG, EPS, PDF or TIFF. Do not forget to provide a unique file name that facilitates the identification of the figure within your manuscript.

- Text file with the correspondence between the figures and their titles and file names.

**Table 1:** Summary of the required documents to submit

|  |  |
| --- | --- |
| **Required documents to submit a manuscript to WAVES** | **Format** |
| Manuscript (8-15 pages) | \*.DOCX, \*.PDF |
| Individual files for each figure | \*.JPEG, \*.EPS, \*.TIFF, \*.PDF |
| Text file with the correspondence between figures, titles and files. | FIGURES.TXT |

Finally, **remember to check the following items** before the final submission:

- Check the spelling of the manuscript.

- Check that the references are in the correct order and format. Check that all the references mentioned in the list of references are cited in the text and vice versa.

- Check all the figures have a title and are mentioned along the text.