

# ASPG Guidelines for Authors of Journals

## 1 Scope of This Document

This document constitutes ASPG's guidelines for the preparation of computer science and engineering journals papers.

## 2 Preparation of Your Paper

Your contribution may be prepared in LaTeX or Microsoft Word. Technical Instructions for working with ASPG's style files and templates are provided in separate documents which can be found at <https://www.aspg.com/authors-editors/cs-journals-guidelines>. We need all source files (LaTeX files with all the associated style files, special fonts and eps files, or Word or rtf files) and the final pdfs of all of the papers. Please note that we cannot accept Framemaker files. References are to be supplied as Bbl files to avoid omission of data during conversion from Bib to Bbl. Our preferred bibliographic styles are MathPhySci (particularly for computer science) and Basic (please see the references at the end of this document for examples of these two styles).

The volume editors, usually the program chairs, will be your main points of contact for the preparation of the volume.

### 2.1 Structuring Your Paper

**Affiliations, Email-Addresses, and ORCIDs.** The affiliated institutions, including town/city and country, are to be listed directly below the names of the authors. Multiple affiliations should be marked with superscript Arabic numbers, and they should each start on a new line. Including your postal code is optional. We encourage authors to include their ORCIDs in superscript next to their names (see Sect. 3.4 for details).

Please place an envelope icon (or any other pointer) next to the name of the corresponding author, whose email address is mandatory, in the header of the paper. Email addresses should start on a new line directly under the corresponding affiliation.

We strongly recommend that all authors include their email addresses in their papers. These will be used by ASPG to provide authors with a personal MyASPG account where they can download a free copy of the eBook. In addition, all authors will be offered a 40% discount on any eBook or print book order from our web shop. Both the free eBook and the author discount will be activated on MyASPG (See Sect. 8).

**Headings.** Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the title, be aligned to the left. Only the first two levels of section headings should be numbered, as shown in Table 1. The respective font sizes are also given in Table 1. Kindly refrain from using "0" when numbering your section headings.

**Table 1.** Font sizes of headings. Table captions should always be positioned *above* the tables.

Heading level	Example	Font size and style
Title (centered)	<b>ASPG Journals</b>	14 point, bold
1 <sup>st</sup> -level heading	<b>1 Introduction</b>	12 point, bold
2 <sup>nd</sup> -level heading	<b>2.1 Printing Area</b>	10 point, bold
3 <sup>rd</sup> -level heading	<b>Run-in Heading in Bold.</b> Text follows	10 point, bold
4 <sup>th</sup> -level heading	<i>Lowest Level Heading.</i> Text follows	10 point, italic

Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalized.

Here are some examples of headings: “Criteria to Disprove Context-Freeness of Collage Languages”, “On Correcting the Intrusion of Tracing Non-deterministic Programs by Software”, “A User-Friendly and Extendable Data Distribution System”, “Multi-flip Networks: Parallelizing GenSAT”, “Self-determinations of Man”.

**Lemmas, Propositions, and Theorems.** The numbers accorded to lemmas, propositions, and theorems, etc. should appear in consecutive order, starting with Lemma 1. Please do not include section counters in the numbering like “Theorem 1.1”.

## 2.2 Length of Papers

The most common types of papers accepted for publication are full papers (10–20+ pages) and short papers (6+ pages), where a page constitutes 300-400 words. We only wish to publish papers of significant scientific content. Very short papers (of fewer than 4 pages) may be moved to the back matter. Such papers will neither be available for indexing nor visible as individual papers on ASPG. They will, however, be listed in the Table of Contents.

## 2.3 Fonts

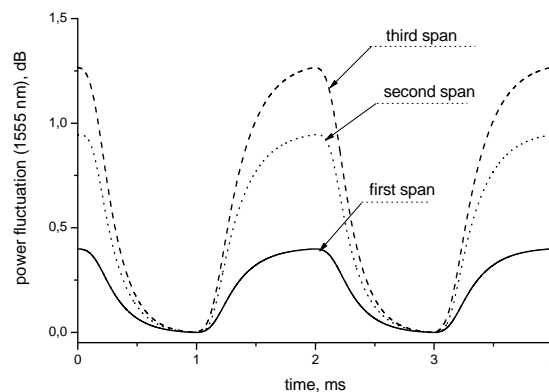
We aim to publish all journals papers in full-text xml. Our xml templates for LaTeX are based on CMR, our xml templates for Word are based on Times. We ask you to use the font according to the template used for your papers. Papers using other fonts will be converted by our typesetters.

## 2.4 Page Numbering and Running Heads

There is no need to include page numbers or running heads; this will be done at our end. If your paper title is too long to serve as a running head, it will be shortened. Your suggestion as to how to shorten it would be most welcome.

## 2.5 Figures and Tables

It is essential that all illustrations are clear and legible. Vector graphics (rather than rasterized images) should be used for diagrams and schemas whenever possible. Please check that the lines in line drawings are not interrupted and have a constant width. Grids and details within the figures must be clearly legible and may not be written one on top of the other. Line drawings are to have a resolution of at least 800 dpi (preferably 1200 dpi). The lettering in figures should not use font sizes smaller than 6 pt (~ 2 mm character height). Figures are to be numbered and to have a caption which should always be positioned under the figures, in contrast to the caption belonging to a table, which should always appear above the table. Figures and Tables should be cross referred in the text.



**Fig. 1.** Power distribution of channel at 1555 nm along the link of 383 km (Source: LNCS 5412, p. 323)

Captions are set in 9-point type. If they are short, they are centered between the margins. Longer captions, covering more than one line, are justified. Captions that do not constitute a full sentence, do not have a period.

If screenshots are necessary, please make sure that the essential content is clear to the reader.

*Remark 1.* In the printed volumes, illustrations are generally black and white (half-tones). Colored pictures are welcome in the electronic version free of charge. If you send colored figures that are to be printed in black and white, please make sure that they really are also legible in black and white. Some colors show up very poorly when printed in black and white.

## 2.6 Formulae

Displayed equations or formulae are centered and set on a separate line (with an extra line or half line space above and below). Equations should be numbered for reference. The numbers should be consecutive within the contribution, with numbers enclosed in parentheses and set on the right margin. Please do not include section counters in the numbering. If you are using Word, please use the Math function of Word 2007, Word 2010 or Word 2013, or MathType or the Microsoft Equation Editor with Word 2003, to create your equations, and insert the math objects in your Word document in an editable format through MathType or MsWord equation editors.

$$x + y = z \quad (1)$$

Equations should be punctuated in the same way as ordinary text.

## 2.7 Footnotes

The superscript numeral used to refer to a footnote appears in the text either directly after the word to be discussed or – in relation to a phrase or a sentence – following the punctuation mark (comma, semicolon, or period).<sup>1</sup>

For remarks pertaining to the title or the authors' names, in the header of a paper, symbols should be used instead of a number (see first page of this document). Please note that no footnotes may be included in the abstract.

## 2.8 Program Code

Program listings or program commands in the text are normally set in typewriter font:

```
program Inflation (Output)
  {Assuming annual inflation rates of 7%, 8%, and
  10%, ... years};
  const MaxYears = 10;
  var   Year: 0..MaxYears;
        Factor1, Factor2, Factor3: Real;
begin
  Year := 0;
  Factor1 := 1.0; Factor2 := 1.0; Factor3 := 1.0;
  WriteLn('Year 7% 8% 10%'); WriteLn;
  repeat
    Year := Year + 1;
    Factor1 := Factor1 * 1.07;
    Factor2 := Factor2 * 1.08;
    Factor3 := Factor3 * 1.10;
    WriteLn(Year:5, Factor1:7:3, Factor2:7:3,
```

[Excerpt from an example of a computer program from Jensen K., Wirth N.: Pascal User Manual and Report. Springer, New York (1991)]

## 2.9 Citations by Number

Arabic numbers are used for citation, which is sequential either by order of citation or by alphabetical order of the references, depending on which sequence is used in the list of references. The reference numbers are given in brackets and are not superscript. Please observe the following guidelines:

- Single citation: [9]
- Multiple citation: [4-6, 9]. The numbers should be listed in numerical order.
- Sequential citation by order of citation: reference 7 cannot be cited before reference 5, for example.
- If an author's name is used in the text: Miller [9] was the first ...

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<sup>1</sup> The footnote numeral is set flush left and the text follows with the usual word spacing.

Please write all references using the Latin alphabet. If the title of the book you are referring to is, e.g., in Russian or Chinese, then please write (in Russian) or (in Chinese) at the end of the transcript or translation of the title. Do not include references to pieces of work that are not connected with your paper.

In order to permit cross referencing within ASPG, and between different publishers and their online databases, ASPG standardizes the format of the references according to the requirements for CrossRef (<http://www.crossref.org/>). The reference section is included in the metadata of the paper on ASPG, increasing the visibility of the referenced papers and facilitating research considerably.

We strongly encourage you to include DOIs (Digital Object Identifiers) in your references. The DOI is a unique code allotted by the publisher to each online paper or journal article. It provides a stable way of finding published papers and their metadata. The insertion of DOIs increases the overall length of the references section.

## **2.10 Ethics and Permissions**

If figures, tables, animations or text quotations from copyrighted works (including websites) are included in your paper, permission must be obtained from the copyright holder (usually the original publisher) and the author(s) for both the print and the online format. Please take a look at the following page for more details: <http://www.aspg.com/authors-editors/journal-authors-editors/journal-authors-helpdesk/rights-permissions-and-licensing/19392>.

If plagiarism has been committed, the paper on ASPG is given a “retracted” stamp, and an erratum explaining the reasons for the retraction (i.e., plagiarism) is inserted. In addition, the volume editors and the author’s academic supervisors are informed. Please note that a retracted paper remains visible, with its “retracted” stamp. It does not simply disappear.

Please note that your paper may be checked by our plagiarism-checking tool on its arrival at ASPG.

Kindly refer to the following page for guidelines on publishing ethics, conflict-of-interest statements, and more: <https://www.aspg.com/authors-editors/journal-author/journal-author-helpdesk/before-you-start/before-you-start/1330#c14214>.

## **2.11 Avoidance of Self-plagiarism**

A certain overlap in scientific content between articles by the same author is standard practice and to be expected. However, it is essential that transparency is retained and appropriate references included. Permission must be obtained from other publishers, where appropriate.

### **3 Additional Information Required from Authors**

#### **3.1 Copyright Form**

A prefilled copyright form is usually available from the journals website. Please send your signed copyright form to your journal manager, either as a scanned PDF or by fax or by courier. The corresponding author must sign the form on behalf of all of the authors of a particular paper, having gained their permission to do so. He or she signs for and accepts responsibility for releasing the material on behalf of any and all co-authors. Digital signatures are not acceptable. The corresponding author must be available to check the paper before it is published. Please note that once a paper has been delivered to ASPG, changes relating to the authorship of the paper cannot be made. Authors names cannot be added or deleted, their order cannot be changed, and the corresponding author cannot be altered.

#### **3.2 Correct Representation of Author Names**

Authors' names should be written out in full in the header of the paper. They are shortened by us to "initials surname" in the running heads and take the form "surname, given name" in the author index. If you or any of your co-authors have more than one family name, it should be made quite clear how your name is to be displayed in the running heads and the author index. All authors should write their given names in front of their surnames at the tops of their papers. If you only have one (main) name, please make sure that this name is written out in full in the running heads, when you check your final PDF. Names and affiliations cannot be changed once a paper has been published. Also, if you have more than one paper in the volume, please check that your name has been written consistently throughout.

#### **3.3 ORCID Identifier**

ASPG is the first publisher to implement the ORCID identifier for journals, ultimately providing authors with a digital identifier that distinguishes them from every other researcher. ORCID (Open Researcher and Contributor ID) hosts a registry of unique researcher identifiers and a transparent method of linking research activities to these identifiers. This is achieved through embedding ORCID identifiers in key workflows, such as research profile maintenance, manuscript submissions, grant applications and patent applications. Please see <https://goo.gl/nAX4y8> for more details. Apply for an individual ORCID at [www.orcid.org](http://www.orcid.org) and include it in the header of your paper. Your ORCID will be replaced by the ORCID icon, which will link from the eBook to the actual ID in the ORCID database. As a result, only the ORCID icon will appear in the printed book.

### **3.4 Embedded Videos in Papers**

ASPG now offers authors the option of including embedded videos in their papers. Please refer to the following page: <http://bit.ly/2xgOtCA> for the technical requirements. Authors must not violate privacy and confidentiality rules and, as always, permission must be sought for use of third-party content. All types of Electronic Supplementary Material, including videos, should be sent with the authors' files. If videos are to be embedded, unequivocal instructions as to their positioning must be included. If no indication is given, the video will be stored at the end of the paper.

## **4 Typesetting of Your Paper at ASPG**

Please make sure that the paper you submit is final and complete, that any copyright issues have been resolved, that the authors listed at the top of the chapter really are the final authors, and that you have not omitted any references. Following publication, it is not possible to alter or withdraw your paper on ASPG. Kindly note that we prefer the use of American English.

### **4.1 What Will Be Done with Your Paper**

If the templates and instructions have been followed closely, then only very minor alterations will be made to your paper. The format of the paper will be checked by our typesetters, and if, for example, vertical spacing has been inserted or removed, then this will be remedied. In addition, running-heads, final page numbers, and a copyright line are inserted, and the capitalization of the headings is checked and corrected if need be. References not adhering to the style required for CrossRef (<http://www.crossref.org/>) are reformatted and, if available, DOIs (Digital Object Identifiers) are added. (We would encourage you to include DOIs in your references.) Light technical copyediting may also be performed.

### **4.2 Proof Reading Stage**

Once the files have been worked upon, our typesetters send a copy of the final PDF of each paper to its corresponding author. The corresponding author is asked to check through the final PDF to make sure that no errors have crept in during the transfer or preparation of the files. This should not be seen as an opportunity to update or copyedit the paper, which is not possible due to time constraints. Only errors introduced during the preparation of the files will be corrected. Particular attention should be paid to the references section.

If the typesetter does not receive a reply from a particular corresponding author, within the timeframe given (usually 72 hours), then it is presumed that the author has found no errors in the paper. The tight publication schedule of our journals does not allow us to send reminders or search for alternative e-mail addresses.

In some cases, it is the corresponding volume editor or the publication chair who checks all of the PDFs. In such cases, the authors are not involved in the checking phase.

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables, and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not possible and cannot be processed.

The proofs of the cover, inside-cover pages, front-matter pages and author index are sent to the volume editors.

## **5 Online Publication in ASPG**

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## 9 Book Metrics

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## 10 Checklist of Items to Be Sent to Your Journal Manager

- The final source files, incl. bib/bbl files, images, etc. (no older source files)
- A final PDF file corresponding exactly to the final source files.
- A copyright form, signed by hand by the corresponding author on behalf of all of the authors of the paper.
- A suggestion for an abbreviated running head, if appropriate.
- Information about correct representation of authors’ names, where necessary.

**Acknowledgments.** This should always be a run-in heading and not a section or sub-section heading. It should not be assigned a number. The acknowledgments may include references to grants or support received in relation to the work presented in the paper.

## Appendix

If a paper includes an Appendix, it should be placed in front of the references. If it has been placed elsewhere, it will be moved by our typesetters. If there is only one, it is designated “Appendix”; if there are more than one, they are designated “Appendix 1,” “Appendix 2,” etc.

Appendixes should be referred to in the text. The content of an appendix is contained within the sections subordinated to the major heading “Appendix.” The language and styling rules for the text also apply to the appendixes. The form of numbering of tables, figures, and equations in an appendix should be the same as in the body of the article, continuing the numbering used there.

### References (in MathPhySci, to be used for computer science journals)

1. Smith, T.F., Waterman, M.S.: Identification of common molecular subsequences. *J. Mol. Biol.* **147**, 195–197 (1981). doi: 10.1016/0022-2836(81)90087-5
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3. Foster, I., Kesselman, C.: *The Grid: Blueprint for a New Computing Infrastructure*. Morgan Kaufmann, San Francisco (1999)
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5. Foster, I., Kesselman, C., Nick, J., Tuecke, S.: *The physiology of the grid: an open grid services architecture for distributed systems integration*. Technical report, Global Grid Forum (2002)
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6. National Center for Biotechnology Information. <http://www.ncbi.nlm.nih.gov>