Manuscript Submission Guidelines: *Information Visualization*

Information Visualization is published quarterly. It publishes original articles and editorials, book reviews and letters for publication. The journal is a core vehicle for developing a generic research agenda for the field by identifying and developing the unique and significant aspects of information visualization. Emphasis is placed on interdisciplinary material and on the close connection between theory and practice.

1. Peer review policy

Manuscripts will be reviewed by a panel of international reviewers in a double-blind review process. In addition, please see section 3 for a set of article guidelines that are required to be met in order for manuscripts to be submitted to the peer review process.
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2. Article types

Information Visualization publishes original articles and editorials, book reviews and letters for publication. The journal publishes articles on fundamental research and applications of information visualization; it acts as a dedicated forum for the theories, methodologies, techniques and evaluations of information visualization and its applications.
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3. How to submit your manuscript

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

Information Visualization is hosted on SAGE Track, an online submission and peer review system powered by ScholarOne Manuscripts. Please read the Manuscript Submission guidelines below, and then simply visit http://mc.manuscriptcentral.com/iv to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

All papers must be submitted via the online system. If you would like to discuss your paper prior to submission, please refer to the contact details at the end of this document.

Manuscripts must be uploaded in Word for Windows, LaTeX or text format.

Acceptance of material is based on broad interest and significance. In our continuing efforts to publish only the most high-quality materials, and with a mind to maximizing the speed and efficiency of our review process, it is the editorial policy of *Information Visualization* to require that submitted manuscripts meet certain guidelines before they can proceed to peer review. Among the criteria used to judge a submission are the following:

1. Does the manuscript adhere to the journal's editorial guidelines (Instructions for Authors)?

2. Does the manuscript clearly demonstrate its relevance to the journal's scope and readership?

3. Does the manuscript or its attending documentation explicitly state its significance and explain how it is relevant to the interests of our readers?

4. Does the manuscript appear to provide a high quality and reasoned argument?

5. Does the manuscript appear to provide an accurate and adequate list of references to the literature in its domain?

6. Are the manuscript's focus, content, and style consistent with similar articles published in recent issues of the journal?

7. Is the manuscript written in reasonably good English so that the content is readily accessible to reviewers?

8. Have the authors failed to declare to the editors that the manuscript has previously been published elsewhere?

Manuscripts that satisfy the above criteria will be reviewed by a panel of international reviewers in a double-blind review process. The Editor-in-Chief's decision is final.
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4. Journal contributor's publishing agreement

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.
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5. Declaration of conflicting interests

Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. *Information Visualization*

does not require a declaration of conflicting interests but recommends you review the good practice guidelines on the SAGE Journal Author Gateway.
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6. Other conventions

It should be noted that *Information Visualisation*, in all versions, is presented in full-colour throughout with **no additional page or colour charges**.
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7. Acknowledgements

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

7.1 Funding Acknowledgement

To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), *Information Visualization* additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets:

> This work was supported by the Medical Research Council [grant number xxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semi-colon, with "and" before the final funder. Thus:

> This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

In some cases, research is not funded by a specific project grant, but rather from the block grant and other resources available to a university, college or other research institution. Where no specific funding has been provided for the research we ask that corresponding authors use the following sentence:

> This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Please include this information under a separate heading entitled "Funding" directly after any other Acknowledgements prior to your "Declaration of Conflicting Interests" (if applicable), any Notes and your References.

Important note: If you have any concerns that the provision of this information may compromise your anonymity dependent on the peer review policy of this journal outlined above, you can withhold this information until final accepted manuscript.

For more information on the guidance for Research Funders, Authors and Publishers, please visit: http://www.rin.ac.uk/funders-acknowledgement
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8. Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.
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9. Manuscript style

9.1 File types
Only electronic files conforming to the journal's guidelines will be accepted. Manuscripts must be uploaded in Word for Windows, LaTeX or text format. Please also refer to additional guideline on submitting artwork and supplemental files below.

9.2 Journal Style
Information Visualization conforms to the SAGE house style. Click here to review guidelines on SAGE UK House Style

9.3 Reference Style
Information Visualization adheres to the SAGE Vancouver reference style. Click here to review the guidelines on SAGE Vancouver to ensure your manuscript conforms to this reference style. EndNote supports SAGE Vancouver – download the output file by following this link.

9.4. Manuscript Preparation
The text should be double-spaced throughout and with a minimum of 3 cm for left and right hand margins and 5 cm at head and foot. Text should be standard 10 or 12 point.

9.4.1 Your Title, Keywords and Abstracts: Helping readers find your article online
The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on How to Help Readers Find Your Article Online.

9.4.2 Corresponding Author Contact details
Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

9.4.3 Guidelines for submitting artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's Manuscript Submission Guidelines.

If, together with your accepted article, you submit usable colour figures, these figures will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. If a charge applies you will be informed by your SAGE Production Editor. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

Keep one figure per page. Number figures with Arabic numerals in order of appearance.

9.4.4 Guidelines for submitting supplemental files
Information Visualization encourages submission of information supplementary to articles by authors. Supplementary material may consist of data files, graphics, videos or extensive tables. Articles must be complete and self-explanatory without the supplementary material. Both paper and online versions of the article will highlight the availability of supplementary material. The material itself will be published online only.

Material must be submitted with the article for review. Java applets can be accepted, however executable programs cannot be. Authors wishing to make these available must do so on their own FTP or www sites. The journal can link through to these files from the supplementary material page. Files containing macros should be discussed with the Managing Editor prior to submission.

9.4.5 English Language Editing services
Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit http://www.sagepub.co.uk/authors/journal/submission.sp for further information.
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10. After acceptance

10.1 Proofs
We will email a PDF of the proofs to the corresponding author.

10.2 E-Prints and Complimentary Copies
SAGE provides authors with access to a PDF of their final article. For further information please visit http://www.sagepub.co.uk/authors/journal/reprint.sp.We additionally provide the corresponding author with a complimentary copy of the print issue in which the article appears up to a maximum of 5 copies for onward supply by the corresponding author to co-authors.

10.3 SAGE Production
At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (http://online.sagepub.com/). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in *Information Visualization* with SAGE.
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11. Further information

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows:

E-mail: chaomei.chen@drexel.edu
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