AUTHOR INSTRUCTIONS

International Journal for Uncertainty Quantification

GENERAL INSTRUCTIONS: Articles should be submitted through the Begell House Online Submission Program by registering on the website (<u>http://submission.begellhouse.com/</u>).

SUBMISSION INSTRUCTIONS: If you are a first-time user of our Submission Program, please click on the **New User** icon located on the left sidebar of the Submission home page. Please complete the registration form and then click on the **Submit** button on the bottom left side of the form. Your completed form will be reviewed and your username and password will be emailed to you within 24 hours. Please make sure you keep your username and password available for further use on the submission site. Although you will have the option to change your password, you should never register again on the submission site.

If you have previously completed a registration form please click on the *Login* icon located on the left sidebar to submit an article.

PREPARATION OF ELECTRONIC ARTICLE FILES:

- 1. Write in clear, concise English. The author is responsible for all aspects of article preparation. Extensive changes to the article will not be undertaken by the Editor or during the production process.
- 2. ORIIGINAL ARTICLES SUBMITTED, for possible publication to the International Journal for Uncertainty Quantification (IJ4UQ), should include all figures and tables and *must* be submitted in PDF format. LaTex is the preferred format for preparing your articles. A compressed (.zip) directory with complete details on the LaTex templates can be downloaded from <u>this link</u>. Please consult the Readme PDF file in this directory for details on the required format of your paper submitted for review (use the double spacing with numbered line option). Your prepared paper should include a short title for running heads, keywords (no more than 7 keywords), all author names and addresses and identification and information for the corresponding author. A list of keywords relevant to the IJ4UQ journal can be found on the PDF file IJ4UQ-KeyWords are also included in the above directory.

Figures, photographs and multimedia files (animations, movies, audio, etc.) must be submitted in individual files. All files must be labeled (example: 1, 2, 3, etc) clearly for proper placement within the text. Figures and photographs can be submitted in the following formats: tiff, jpeg, or gif. For audio, video, and animations please use the following formats: .MPEG4, .AVI, .WMV, .FLV(Adobe – FLV1 video codec, MP3 audio).

Articles can contain reference to some supplementary files: experimental data, CFD results, etc. Text format for these files is preferable. Electronic supplementary material will be placed as received from the author without any conversion, editing, or reformatting.

It is possible to collect multiple files in a .zip file.

A limit for the article size is 35 Mb, however, articles with larger illustrations will be considered for publication and if accepted the editorial staff will void the current file size restrictions.

3. In addition to your manuscript, a **cover letter is needed** in a PDF format addressed to the Editor. Your letter should include a statement that the article has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. Also, briefly identify in your letter the unique contributions and emphasis of your work and provide the names and Email addresses of at least three potential referees.

REVISIONS: After your article has been reviewed, the Editorial Office will inform you if any revisions must be made before your article can be accepted for publication. A complete response to the reviewers' comments needs to be provided together with your revised manuscript. If revisions are required you must upload your revised files onto the submission site using your original username and password. **DO NOT** register again on the submission site.

- 4. ACCEPTED ARTICLE: AFTER your article has been accepted for publication, please provide in a .zip format a complete directory of your work including the main LaTex file, the figures prepared in .eps format and numbered in sequential form (e.g. Fig1.eps, Fig2a.eps, Fig2b.eps, etc), your references preferably in a .bib BibTex format as well as the paper in the generated PDF format. Do not include any other not needed files (such as .dvi, .ps, etc.).
- 5. TRANSMITTAL AND COPYRIGHT FORM: These forms can be found on the Begell House submission site when you upload your final manuscript files. Each article submitted for publication must include a signed copyright form. All accepted articles, artwork, and photographs become the property of the publisher. We also require that you fill out a transmittal form. The transmittal form includes the following information: article title, short title for running heads, keywords (no more than 7 keywords), and all author names (include affiliation and e-mail addresses). Corresponding authors must include their complete mailing address, e-mail address, telephone number, and fax number.
- 6. **PERMISSIONS**: Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. **ALL PERMISSIONS MUST BE INCLUDED WITH THE FINAL DRAFT OF YOUR ARTICLE.**

REVIEW PROCESS The Editor-in-Chief, Associate Editor or one of our editorial board members will seek reviews of submitted articles from appropriate experts and will assure rapid turnaround. Each article will receive at least two reviews. Submission implies that the author is willing to make any necessary revisions. Retain all original figures until the conclusion of the publication process. For any questions regarding the status of your paper, Email our editorial office at <u>uqjournal@gmail.com</u>.

PROOFS A proof of the typeset article will be sent to the corresponding author for review and correction of technical information. Proofs should be carefully checked and returned promptly. Alterations made in proof should be absolutely minimal. The usual turnaround time for corrections is 48 hours (not counting weekends).

OFFPRINTS An order form for offprints, copies of issues, subscriptions, and orders for color figures will be sent to the corresponding author with their author proof. Authors who wish to purchase any of the above should fill out the order form and return it with their author corrections. Corresponding authors are asked to provide their co-authors with the above information. Corresponding authors will receive a complimentary pdf file of their final article. The pdf file is for their personal use and cannot be copied, distributed, or posted on any websites. Begell House will not resend pdf files, however, if you do not receive your final pdf within a month after submitting corrections please contact journals@begellhouse.com immediately.