

# AUTHOR INSTRUCTIONS

## Begell House Online Submission Site Submitting Articles for Visualization of Mechanical Processes Journal

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

**SUBMISSION INSTRUCTIONS:** If you are a first time user of our Submission Program, please click on the *New User* icon located at the top 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 a registration confirmation 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 select the Journals item from the list of products on the home page, enter your username and password and click on the Login icon to submit an article.

### PREPARATION OF ELECTRONIC ARTICLE FILES:

1. Write in clear, concise English or Russian. 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.
  - a. **Non-English Speaking Authors.** Authors in non-English speaking countries are requested to find persons who are fully conversant and competent in English writing and also familiar with scientific engineering terminology to edit their articles before they are submitted to the Editor.
  - b. Russian speaking authors can submit articles in Russian that will be translated into English.
2. **ORIGINAL ARTICLES SUBMITTED**, for possible publication in VMP journal, please provide your electronic files in the following formats:
  - a. Text: 12 point type, on US Letter (preferred) or A4, double spaced with 1" margins all around. Times Roman is the preferred typeface for text. Acceptable formats for text files are Microsoft Word (using .doc extension). All pages should be numbered consecutively. Your article should begin with the title information and end with pages containing references, tables, and figure legends.
  - b. 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).
  - c. 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.
  - d. It is possible to collect multiple files in a .zip file.
  - e. A limit of article 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. A transmittal form must be filled out for each article submitted. The transmittal form includes the following information: article title, short title for running heads, keywords (no more than 10 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. This form can be found on the Begell House submission site and should be filled out and submitted with your final manuscript files.
4. Each article submitted must be accompanied by a statement that the article has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. The original

electronic files of drawings, photos multimedia files (animations, movies, audio, etc.) and other supplementary files should be retained by the author until the conclusion of the publication process. The original electronic files of the article should also be retained by the author. 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.**

5. Each article submitted must include a signed copyright form which can be found on the Begell House Submission site. All accepted articles, artwork, photographs and multimedia files (animations, movies, audio, etc.) become the property of the publisher.
6. Property of supplementary files does not change.
7. Three types of articles are accepted in the journal:

**Portfolio Articles** have high quality experimental visualization illustrations with minimum comments about method and conditions in which the results were received.

**Reviews** on the journal subjects should contain a sufficient amount of illustrated information.

**Normal Articles**

8. All articles must include the following:

**Author Information:** Each author presents a brief biographical sketch (100 words or less) describing the author's educational background, affiliations, research interests, complete mailing address and e-mail address. Please attach a small photo of each author.

**Abstract:** All articles must have an abstract not to exceed 250 words. Avoid abbreviations, diagrams, and reference to the text.

**Key Words:** All articles should have a list of key (indexing) terms. Three to ten key words or terms not in the title will assist indexers in cross-indexing your article.

**Body:** Group all tables, figures, and figure captions at the end of the article, following the references. Equations should be numbered sequentially. Use no more than two levels of headings. Number headings sequentially using numerals, as follows: level 1 headings 1., 2., 3., etc.; level 2 headings 1.1., 2.1., etc. For articles containing more than a few symbols, include a nomenclature list in alphabetical order, with Greek symbols (also in alphabetical order and with a separate heading) following the alphabetical listing in English. All articles must use SI units throughout; English units may be included parenthetically.

**Figures:** Color figures are preferred. Acceptable formats for figures are TIFF, JPEG, or GIF. Use only Arial and Symbol fonts for text within figures. Because of the loss of resolution, embedding figure files in MS Word is not recommended.

**Tables:** Tables should not be embedded in the text, but should be included at the end of the article. A short descriptive title should appear above each table with a clear legend and any foot-notes suitably identified below. All units must be included.

**Reference Format:** Cite references in the text using the last name of the author(s) and the year of publication, either as "(Doe and Johnson, 1992)" or "Doe and Johnson (1992)." For more than two authors, use "Doe et al. (1992)." If any references contain identical authors and year of publication, cite in the form "Doe et al. (1992a)." Order the reference list alphabetically and format according to the following samples. Incorrectly formatted reference lists will be returned to the author for correction before acceptance.

- Journal:** Nakayama, W. and Nakajima, T., (1982) Effects of Pore Diameters and System Pressure on Saturated Pool Nucleate Boiling Heat Transfer from Porous Surfaces, *J. Enhanced Heat Trans.*, 104(2), pp. 286-291.
- Book:** Nield, D.A. and Bejan, A., (2005) *Convection in Porous Media*, New York: Springer-Verlag, p. 125-176.
- Edited Book:** Yang, W. and Kim J.H. Eds., (1992) *Rotating Machinery*, New York: Begell House.

- Chapters of Edited Book:** Nishikawa, K. and Ito, T., (1982) Augmentation of Nucleate Boiling Heat Transfer by Prepared Surfaces, In T. Mizushima and W.J. Yang, Eds., *Heat Transfer in Energy Problems*, Washington, D.C.: Hemisphere Publishing, p. 111-1182.
- E-Books:** Buyevich, Yu.A. and Alexandrov, D.V. (2005) *Heat Transfer in Dispersions*, Connecticut: Begell House, Available at <http://www.edata-center.com/ebooks/b7f98f1e271b3e77a.html/> E-Books [accessed May 5, 2005]
- Conference Proceedings:** Ma, T.M. (1987) Effects of Geometrical Shapes of Reentrant Grooves on Boiling Heat Transfer from Porous Surfaces, Heat Transfer 1986, *Proc. of 8th Intl. Heat Trans. Conf.*, vol. 4, pp. 2013-2018.
- Dissertation:** Richmond, J., (2004) *Steady State Thermal Conductivity*, PhD, University of Connecticut.
- Footnotes:** Footnotes should be identified in the text by superscript Arabic numerals and cited consecutively within the paper. All footnotes should be compiled on a separate sheet.
- Webpages:**
- Nonperiodical Web Document** - Author, A. A. and Author, B. B. (Date of publication). *Title of document*. Retrieved month day, year, from <http://Web address>.
- Chapter or Section of a Web document** - Author, A. A. and Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved month day, year, from <http://www.someaddress.com/full/url/>
- Online Scholarly Journal Article** - Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved month day, year, from <http://www.someaddress.com/full/url/>

**REVIEW PROCESS:** The Editor-in-Chief 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.

**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).

**CORRESPONDING AUTHORS ONLY** will receive a code which will give them online access to their article in the VMP Journal (on the Begell House website). The code will be sent to the corresponding author after the article has been uploaded onto the Begell House website (within 2 weeks after online publication). This code can be transmitted to colleagues for science and education aims *only*. The code is for author's personal use and can not be used for unlimited distribution.