

# JCGS Submission Guidelines

(Revised October 12, 2011)

## Basic formatting rules:

1. *Font size.* Use 12-point type in the main text of the paper. Use at least 10-point type in the abstract, in footnotes, and in axis labels, legends, and plotting characters of figures.
2. *Spacing.* All text, including abstract and references, should be set with 8 points of leading (about one-and-a-half spacing). For our purposes, this means no page may have more than 32 lines of text.
3. *Margins.* Left and right margins should be 1" (2.5 cm) on both sides.
4. *Length.* Papers should typically be 25 letter-sized pages or fewer in length, including all figures, tables, and references. Letter-sized paper is 8.5" by 11" (21.59 cm by 27.94 cm).
5. *Tables and Figures.* For the purpose of review, tables and figures should be inserted into the text near the point where they are first mentioned.
6. *Citations in the Text.* Citations should be listed by author(s) and year in the text and placed in alphabetical order in the reference list at the end of the paper.
7. *Reference List.* Please make certain citations are current – “submitted” and “in press” citations should be updated when possible. Including URL links for cited publications is encouraged to facilitate reviewer access.
8. *Computer Code and Datasets.* Please upload these items with your original submittal. Detailed instructions are available in “JCGS Guidelines for Supplemental Materials”.
9. A LaTeX template is available under the “Instructions and Forms” link on ScholarOne or from the editorial office.

## Computer Code and Datasets:

Whenever possible papers published in JCGS should provide readers with the resources necessary to replicate much of the analysis and simulations described in the paper and to apply the proposed methods to their own data without having to write code from scratch. To make this possible data and computer code should be supplied for review along with any manuscript submitted to JCGS. Should the paper be accepted for publication, these materials will be published online. More details can be found in the June 2008 editorial in JCGS.

Available computer code and data should be referenced in the manuscript and these supplemental materials should be adequately documented for the reviewers to reproduce the analyses described in the manuscript. (See “JCGS Guidelines for Supplemental Materials” for detailed instructions.) Should you be unable to provide computer code and/or data (e.g., for reasons of data security or confidentiality) this should be explained in the cover letter that you provide along with your initial submission.

Please compile a .tar or .zip file containing your computer code and/or data that can be uploaded along with your paper at the ScholarOne webpage (see below). The .tar or .zip file must be uploaded to the “Supplementary File” category.

## Manuscript files:

JCGS uses a single-blinded review process: authors will not know the identity of the Associate Editor nor referees but referees will receive a non-blinded manuscript file unless the authors request otherwise. Authors are required to submit a non-blinded version of their manuscript.

**Only if requesting a double-blind review process:** An author may request a double-blind review process. Please note, choice of a single-blinded or double-blinded review process will not affect the odds of acceptance of your paper for publication in JCGS in any way. If a double-blind

review process is preferred, the authors are required to submit a blinded and non-blinded version of their manuscript. Authors are responsible for blinding self-references from the manuscript file. Please note the following common errors:

1. Please delete the Acknowledgment section from the blinded manuscript file.
2. Do not blind cited articles which have been published.
3. Do blind cited articles that are “submitted” or “in press” AND provide a blinded copy of the cited article. Failure to provide the blinded copy of the cited article may delay the review process should a referee request a copy. Blinded citations should be placed at the beginning or end of the reference section.
4. Blind links to personal data files or programs.

### **Submitting your manuscript on ScholarOne:**

Please contact the Editorial Coordinator at [jcgs.office@gmail.com](mailto:jcgs.office@gmail.com) for assistance if you experience problems submitting your manuscript (or if you have any questions). The Editorial Coordinator should respond within one business day. Withdraw your manuscript only if you no longer wish it to be considered for publication in the Journal of Computational and Graphical Statistics.

ScholarOne has a large database shared with other journals published by the American Statistical Association (JASA, TAS, JBES, SBR, etc.). Your login and password work across all sites. If you do not know your login and password you might first try the “Unknown/forgotten password” link before registering as a new author. If you are in the database, a new password and your login will (immediately) be sent to your email address on file. If you are not in the database you will be prompted to register.

Your Main Menu screen on ScholarOne will have an “Author Dashboard” section. Click that link and, when ready, the “Submit Manuscript” link will get you started. You will need your co-authors’ email addresses in order to first search the database and then enter them to the manuscript data screen.

You must upload a non-blinded manuscript file. *For single-blind reviews* it must be uploaded to the “Unblinded PDF (for review)” file designation in order for it to be forwarded to the referees. *For double-blind reviews* it must be uploaded to the “Unblinded PDF (for Editor)” file designation category. The blinded manuscript must be uploaded to the “Blinded PDF” file designation category. You will need to open and review the converted pdf file (for review) before you will be able to finalize the manuscript submittal.

Code and data files should be uploaded under the file designation category “Supplementary Files.” You are encouraged to upload a brief cover letter to the Editor explaining why you believe JCGS is the appropriate venue for your article. The cover letter may be uploaded or entered as text in Step 4, Details & Comments, of the submission process.

We thank you for your attention to these details.