

IPOL Author Manual

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The submission, review and publication process is handled in the OJS journal management system¹, as well as all the communication between authors, editors and referees. Additional messages can be sent to the editorial manager at edit@ipol.im.

At least, an IPOL article contains a manuscript (the printable text and figures document considered as the article in most journals). It can also include one or more software or dataset packages. An online demo is attached to the articles about algorithms.

1 Editorial Process

Before publication, an IPOL article progresses in three steps: submission, peer-review and edition.

1.1 Submission

For every new IPOL article:

- start a “New Submission” in OJS (<https://tools.ipol.im/ojs/>);
- select the “Articles” section;
- upload the PDF file (see LaTeX style in the IPOL Manuscript Guidelines²);
- fill the author information, title and abstract;
- upload the source code as a “Supplementary File” (see examples³ and IPOL Software Guidelines⁴);
- upload the demo Python code as a “Supplementary File” *if you already have it* and add a link to the live demo in the abstract (see tutorial⁵).

Connect to OJS (<https://tools.ipol.im/ojs/>) and create a new submission, then upload the submission files. You can start with an early manuscript of your article as a PDF file following the Manuscript Guidelines⁶ and a software implementation.

In the case you did not upload a demo code, a member of the editorial board will be assigned to help you prepare a web demo.

¹<https://tools.ipol.im/ojs/>

²https://tools.ipol.im/wiki/ref/manuscript_guidelines/

³https://tools.ipol.im/swg_check/examples/

⁴https://tools.ipol.im/wiki/ref/software_guidelines/

⁵<https://tools.ipol.im/wiki/doc/demo/tutorial/>

⁶https://tools.ipol.im/wiki/ref/manuscript_guidelines/

During the review, your source code will be checked against the more detailed Software Guidelines⁷.

Your complete submission (article, software, demo) will be assigned to an IPOL editor who will authorize a public preprint page and lead the peer-review evaluation.

1.2 Peer Review

After each review round:

- **upload the updated code/demo as a “Supplementary File” on the “SUMMARY” page;**
- **upload the updated PDF manuscript file as an “Author Version” on the “REVIEW” page.**

You should send your corrections and answers to the reviewers within six weeks. Before every round of review, your preprint page will be updated.

1.3 Edition

After acceptance and before the final edition:

- **upload the LaTeX source as a “Supplementary File” on the “SUMMARY” page.**

Once your article is accepted for publication after review, the editor will check it and can ask you to do some final corrections. Then you must provide the final LaTeX version of your article and the copyediting and layout editing steps will produce the final version of your IPOL article.

2 Peer Review

The role of the referees is

- to evaluate the quality of the manuscript;
- to check that the description of the algorithm is complete;
- to guarantee by intelligent testing and by a careful examination that the software coincides with the algorithm description, and that the experimental results and failure case analysis proposed by the authors are faithful and comprehensive.

⁷https://tools.ipol.im/wiki/ref/software_guidelines/

This guaranty is limited to the main algorithm submitted and described in the manuscript, and to the code explicitly mentioned as reviewed.

3 Pictures

Be careful with copyright and privacy issues with the pictures you use in the manuscript, software, dataset or demo. Every picture used in your article must fall into one of these categories:

- you are the copyright holder for the picture;
- no copyright applies to the picture (free public database);
- the copyright holder of the picture explicitly allows reuse, redistribution and derivative works.

You must detail which case applies, and provide this information (source, license, copyright holder) in a “credits” section of the manuscript for all the pictures you use. You can find some freely reusable materials through the Creative Commons search engine⁸.

Any person recognizable on a picture used in an article must be mentally healthy and have given their written consent. models of consent forms are provided⁹, to be filled and signed with the photographs attached and sent to IPOL. If such pictures are needed to illustrate your article, we suggest you to use some pictures of yourself when possible.

Some images are widely used by the image processing community as standard test images (Lenna, ...). The copyright is usually owned by the original authors, who allow image processing researchers to use these images. If you use such a standard test image, you must detail its origin. We will suppose the copyright and privacy issues have already been cleared. The University of South California maintains a database of standard test images¹⁰ with their copyright information.

4 Software

An implementation of the algorithm must be provided and must follow the Software Guidelines¹¹. In short, the implementation must be readable, well commented, and must match the descriptions and pseudocodes given in the article.

This source code will be reviewed, published with the manuscript and used for the on-line demo. Other materials can also be published with the manuscript, like alternative implementations or binary versions, but will not be reviewed.

⁸<http://search.creativecommons.org/>

⁹https://tools.ipol.im/wiki/ref/author_manual/forms/

¹⁰<http://sipi.usc.edu/database/>

¹¹https://tools.ipol.im/wiki/ref/software_guidelines/

5 Supplementary Materials

Some materials are not adapted to the PDF document format: video, image sequences, or large tables. They should be submitted with the manuscript, as “Supplementary File” in OJS, and mentioned in the manuscript. Supplementary materials will be reviewed and published with the manuscript and software.

For the moment, authors are free to use the file formats they wish for their supplementary materials. Standard and well known formats are preferred, and these files may be converted during the edition process. The total size of these supplementary materials should not exceed 20MB per submission.

6 Non-Reviewed Supplementary Materials

With the agreement of the editor, additional supplementary materials can be published with the article without being reviewed: alternative versions of the software with more dependencies, compiled versions, wrappers for other programming environments (Matlab, Python, . . .), support code used in the demo, etc. These materials must be uploaded as “Supplementary File” in OJS.

Authors can also send to the editor some information to insert in this section, like a link to future versions of the software, to a forum or a bug-tracker, etc.

7 Copyright and License

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¹²https://tools.ipol.im/wiki/ref/copyright_license_agreement/