

Instructions to Authors

Journal of Microwave Power and Electromagnetic Energy

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I. OBJECTIVES OF THE JOURNAL

The purpose of *Journal of Microwave Power and Electromagnetic Energy* (JMPEE) is to publish the results of original research that contribute significantly to the understanding of the theory and application of dielectric (microwave and RF) heating. Preference will be accorded to manuscripts that develop new concepts, applications or experimental approaches. Manuscripts that are primarily theoretical in nature must be directed toward explaining important results previously not understood, making important predictions that can be experimentally tested, or developing significant advances in theory.

Publication of preliminary or inconclusive results is discouraged, as is the simultaneous publication of manuscripts of overlapping content. **Submission of a manuscript to JMPEE implies that the same work has not been published nor is under consideration for publication elsewhere.** This policy also applies to material submitted for publication in an electronic database system of a public nature, which IMPI considers to constitute prior publication. In addition, no legal restrictions must exist, e.g., those associated with the filing of patents.

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The Editor-in-Chief is appointed by the IMPI Board of Governors as the JMPEE technical editor and has the final responsibility for all editorial decisions. The Managing Editor, who is located in the IMPI headquarters office, is responsible for processing all manuscripts received and serves as the point of contact during the review process.

III. MANUSCRIPT SUBMISSION

All authors wishing to submit a manuscript for publication must send to IMPI the following:

- 1) **A Submittal Letter** with original signature, indicating the primary author to whom all correspondence shall be addressed, as well as his or her e-mail, fax and postal addresses.
- 2) **Copyright Form:** Must have original signature (Form included in this instruction packet).
- 3) A list of six (6) potential reviewers for the manuscript, including their email, address, fax and phone numbers.
- 4) **Page Charge Form:** JMPEE depends, in part, on the payment of page charges for its operation. A page charge of \$90 per printed page will be paid by all authors who are not members of the International Microwave Power Institute. The IMPI member page charge is \$40 per page. **Payment of the charge is mandatory** except in special situations. However, the ability to pay page charges does not guarantee a paper will be accepted for publication. The author, or his institution, is billed after a paper has been published.
- 5) **One paper copy** of the manuscript (see VI. ASSEMBLY/PREPARATION OF MANUSCRIPTS).
- 6) **One electronic disk**, either a 3.5" diskette or CD (see VI. ASSEMBLY/PREPARATION OF MANUSCRIPTS), containing the following:
 - a) One non-editable copy of the manuscript, including figures and references (saved in PDF or Tiff format).
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 - c) A copy of each figure saved as a TIFF (.tif), PDF (.pdf) or EPS (.eps) format at a minimum resolution of 100 dpi.
 - d) All equations should be in symbol font when available. Complicated equations should be saved as a graphic file.

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JMPEE Managing Editor

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IV. THE REVIEW PROCESS

Upon receipt, the Managing Editor reviews the document and files for completeness, grammar and spelling, as well as to ensure all paperwork is properly received. Manuscripts will not move forward in the publishing process until all documentation listed above (see “II. Manuscript Submission”) are received. After approval from the Managing Editor, the manuscript is then given a Manuscript Number and forwarded to the Editor-in-Chief for initial review. The Editor-in-Chief first judges whether its content falls within the scope of JMPEE. Manuscripts that are primarily descriptive, confirmative of previous work or of a highly specialized nature, do not address fundamental dielectric heating questions, or those that in the judgment of the Editor are not of sufficient interest to the readers of JMPEE are returned to the author without review.

Following the Editor-in-Chief’s assessment, manuscripts are sent to two independent reviewers for evaluation. Reviewers are selected through consultation with referenced authors and persons listed as potential reviewers for their competence in specialized areas of dielectric heating technology. They are expected to disqualify themselves if they have a conflict of interest, such as association with the author’s laboratory or preconceived opinions about the work. After reviews have been completed, the assessments will normally be sent to authors when a manuscript is returned to the author for revision. The author should reply to the specific recommendations of the reviewers and in an accompanying letter indicate those recommendations that have been incorporated into the revision and the reasons any have been disregarded.

The revised manuscript should be returned to the Managing Editor’s office within 30 days. A revised manuscript received beyond the 30-day period will be considered as a new submission, will receive a new number and usually will undergo a new review process. The revised manuscript will be reviewed to ensure all necessary changes have been made for publication. If further review is required, the manuscript will be sent to the original reviewers for final approval.

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The FINAL ACCEPTED VERSION of the manuscript must be submitted on disk. The disk should accompany the final accepted hard copy version of the manuscript. The version on the disk MUST exactly match the final version accepted in hard copy. Exceptions to this policy require prior approval of the Managing Editor. Please be sure to mark the disk as “Final Version.” Clearly label the disk with the manuscript number, the corresponding author’s last name and “Final Version” written clearly or typed.

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VI. ASSEMBLY/PREPARATION OF MANUSCRIPTS

Manuscripts should be written in clear, concise English and should be condensed to the utmost compatible with clarity. Editors, reviewers and readers may tend to be biased against results reported in complex or excessively verbose language. The following elements must be assembled for submission:

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All text (including the title page, abstract, all sections of the body of the paper, figure captions, scheme or chart titles, endnotes and references) and tabular material should be in one file.

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- Number all pages of a manuscript consecutively, including the title page, tables, references, etc.

Text Specifications

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Begin new page following the end of text and proceeding Acknowledgments. An appendix contains necessary background information not included in the text. Its use is optional.

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