VIRTUAL REALITY:
INSTRUCTIONS TO AUTHORS FOR SPECIAL ISSUES

1. Editorial Procedure

All papers must be submitted in English.

All manuscripts are subject to peer review.

Virtual Reality will consider papers reporting original research in the form of scientific results, case studies, review articles, discussion papers and interdisciplinary essays.
Good quality short reports, review papers and communications will also be considered for publication. This type of submission is suitable for positional statements, the reporting of preliminary research and self-contained solutions to common problems.

Authors are invited to submit their manuscripts electronically direct to the Guest Editor in PC or MAC format. Authors should use the supplied templates.

Papers that do not conform to the journal norms may be returned to the authors for revision before being considered for publication.

Manuscripts which are returned to the authors for revision should be sent back within 5 weeks; otherwise they will be considered withdrawn.

The author is responsible for the accuracy of the references.

2. Preparing your Manuscript

To help you prepare your manuscript, Springer offers a template that can be used with LaTeX or Word for Windows or Macintosh. For details see Technical Guidelines.

All manuscripts are subject to formal copy editing. The authors will be notified of any changes made.

Manuscripts should be clearly and concisely written; and as a guideline should be kept within a 10,000 word count.

Please structure your manuscript as follows:

- **Title page:** The name(s) of the author(s); a concise and informative title; the affiliation(s) and address(es) of the author(s)**;** the e-mail address, telephone and fax numbers of the communicating author
- **Abstract:** Each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 150 words.
- **Keywords:** Up to 6 keywords should be supplied after the Abstract for indexing purposes.
- **Abbreviations:** should be defined at first mention in the abstract and again in the main body of the text and used consistently thereafter.
- **Acknowledgements:** These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organisations should be written in full.
- **Introduction:** should state the purpose of the investigation and give a short review of the pertinent literature.
- **References:** The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text.

References should be numbered in the order in which they appear in the text and listed in numerical order. Journal titles should be abbreviated according to ISI standards. References with correct punctuation should be styled as follows:

> *Journal articles:*
> Green T, Black J, Blue W (2002) Title of article. Abbreviated journal title Vol No; page-page
>
> *Books:*
> Green T, Black J (2003) Title of book, edition. Publisher, location of publisher
>
> *Edited books:*
> Brown M, White S (2004) Title of chapter. In: Green T, Black J (eds) Title of book. Publisher, location of publisher, pp 1-52

References such as "personal communications" or "unpublished data" cannot be included in the reference list, but should be mentioned in the text in parentheses: this also applies to papers presented at meetings but not yet published or accepted for publication. A date should be given for both "personal communications" and "unpublished data".

Papers which have been accepted for publication should be included in the list of references with the name of the journal and "in press".

Oral communications should only be mentioned in the acknowledgements.

If available the Digital Object Identifier (DOI) of the cited literature should be added at the end of the reference in question.
> *Example:* Ward J, Robinson PJ (2004) How to detect hepatocellular carcinoma in cirrhosis. Eur Radiol DOI 10.1007/s00330-004-1450-y

Illustrations and Tables
All figures (photographs, graphs or diagrams) and tables should be cited in the text, and each numbered consecutively throughout. Figure parts should be identified by lower-case roman letters. The placement of figures and tables should be indicated in the left margin. For submission of figures in electronic form see below.

- **Line drawings:** Please submit good-quality prints. The inscriptions should be clearly legible.
- **Half-tone illustrations:** (black and white and colour). Please submit well-contrasted photographic prints with the top indicated on the back. Magnification should be indicated by scale bars.
- **Plates:** Several figures or figure parts should be grouped in a plate on one page.
- **Size of figures:** The figures should either match the width of the column (85 mm) or be 110 mm wide. The maximum length is 230 mm.
- **Figure legends** must be brief, self-sufficient explanations of the illustrations. The legends should be placed at the end of the text.
- **Tables** should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

For **colour illustrations** the authors will be expected to make a contribution of £308, plus VAT per colour page towards the extra production costs involved.

<u>**3. Technical Guidelines**</u>

Preparing your text
To help you prepare your manuscript, Springer offers a template that can be used with LaTeX or Word for Windows or Macintosh

The template is available:
i) via ftp
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        UserID: ftp
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        Directory: /pub/Word/journals
        file names: sv-journ.zip or sv-journ.doc and sv-journ.dot

ii) via browser
        ftp://ftp.springer.de/pub/Word/journals
        Filenames: sv-journ.zip or sv-journ.doc and sv-journ.dot
        The zip file should be sent uuencoded.

Layout guidelines
Use a normal, plain font (e.g., Times Roman) for text.

Other style options:

- for special purposes, such as mathematical vectors, use **boldface** type;
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- use the table functions of your word processing program, not spreadsheets, to make tables;
- use the equation editor of your word processing program or MathType for equations;
- place any figure legends or tables at the end of the manuscript;
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Data formats
Save your file in two formats:

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- pdf (a single pdf file including text, tables and figures)

Illustrations
The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview in TIFF of the figure. The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure   file

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Please submit all papers in the first instance to the Guest Editor as a Word or pdf file. This will be subject to review and will come back to you for corrections and proof reading before it reaches the camera-ready stage.

General information on data delivery

After corrections, please send a zip file (text and illustrations in separate files) of the final accepted paper via email to Eddie.Fulford@Springer-sbm.com and the Guest Editor.

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Proofreading is the responsibility of the author. Corrections should be clear; standard correction marks should be used. Corrections that lead to a change in the page layout should be avoided. The author is entitled to formal corrections only. Substantial changes in content, e.g. new results, corrected values, title and authorship are not allowed without the approval of those responsible for the journal content. In such a case please contact the Guest Editor before returning the proofs to the publisher.

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6. Author Entitlement

Twenty-five off-prints of each contribution are supplied free of charge. If you wish to order additional off-prints you must return the order form with your corrected proofs. The form will be sent to you when you receive the proofs for checking. You are then entitled to receive a pdf file of your article for your own personal use.

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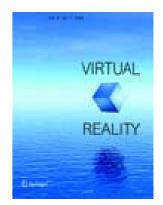
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