

Instructions to Authors

VQEG eLetter Overview

The VQEG eLetter provides a timely update on recent developments, hot research topics, and society news in the area of video quality. The target audience is technical researchers and product developers who work on video quality issues. Readers can be presumed to have some existing knowledge of video quality. Each VQEG eletter issue will consist of 4 to 6 papers, each 2 to 4 pages in length. Each issue will focus on a single issue, however exceptional articles can always be added.

The goal is to publish VQEG eLetters according to the following quarterly schedule:

- Vol 1 = publishes shortly before the VQEG meeting, and sets up for it.
- Vol 2 = publishes in the inter-meeting interval and addresses follow-on new and unresolved questions from the meeting, including opposing opinion pieces.
- Vol 3 = publishes shortly before 2nd VQEG meeting, and sets up for it.
- Vol 4 = publishes in the inter-meeting interval and addresses follow-on new and unresolved questions from the meeting.

This will yield about 3 or 4 issues a year, depending upon the timing of VQEG meetings. Some articles and topics will be solicited at the VQEG meeting, as a consequence of project discussions. Some articles will be pre-solicited, to set up for the next VQEG meetings. Author of pre-solicited articles may

be invited to make a short presentation at the next VQEG meeting.

Types of Articles

Authors are encouraged to include pictures in their articles. We want the eLetter to be visually interesting. Figures minimally impact the space available for article text, due to the VQEG eLetter template design.

Technical Articles

Topics appropriate for the VQEG eLetter include up-to-date technical advances on video quality related topics, timely updates on recent developments, hot research topics, and society news in the area of video quality. Technical articles should be approximately 2 to 4 pages when formatted in the eLetter style (≈ 600 to 1500 words).

One type of technical article is the review letter (R-Letter). The goal of the R-Letter is for one author to summarize and review another author's publication (e.g., a journal article). The R-Letter should be substantially shorter than the original article. R-Letters should be approximately 1 to 2 pages when formatted in the eLetter style (≈ 300 to 600 words).

Best Practice Anthologies

Some eLetter issues will invite several researchers to each write a short article on the same topic. Each anthology will identify different techniques that are used to solve one problem (e.g., subjective testing, experiment design, data analysis). The goal is to share knowledge of best practices, compare techniques, and encourage the development of improved best practices. Best practice articles should be of approximately 1 to 2 pages when formatted in the eLetter style (≈ 300 to 600 words).

Unanswered Questions – Can You Help Solve These Problems?

This article describes an unsolved research topic that is important to industry. The problem should be solvable within a PhD time, or at least possible to progress greatly. The goal is to convey industry needs to PhD students seeking research topics. VQEG will provide a video quality expert to help the author narrow down the scope into a PhD appropriate task and clearly specify their need. The article should mention any resources that the author can provide, such as access to a private database through an NDA. Such articles should be of approximately 1 to 2 pages when formatted in the eLetter style (\approx 300 to 600 words).

Reprints

When permission can be obtained, the VQEG eLetter will seek to make available old publications that are difficult to obtain yet contain valuable technical information. One example is an article written for VQEG but only redistributed via the VQEG reflector (i.e., before the VQEG eLetter). Another example is a standards contribution that was redistributed only by paper copy. Of particular interest are articles that have been referenced in video quality related publications but are not available on the internet. These articles can be any length and will be re-formatted to the VQEG eLetter style.

Response Articles

VQEG wants the eLetter to be interactive in nature. Readers are encouraged to respond to articles appearing in a prior VQEG eLetter.

Response articles can be used to ask questions or provide feedback that could improve the other author's work.

Response articles may give knowledge from a related field of study, identify alternate solutions, or provide evidence that a particular technique is unreliable. Response articles can range

in length from very short (e.g., a single paragraph) to a full length of approximately 1 to 2 pages when formatted in the eLetter style (\approx 300 to 600 words). Very short responses will be printed as sections of a larger response article.

Submission Format

The VQEG eLetter will be put together in MS-Word, using the VQEG eLetter document template. A PDF file containing an example of this format may be obtained upon request from the VQEG eLetter Editors.

Notice that the VQEG eLetter style includes a small picture of each author in the lower-left corner of the last page of the article (by default, a Koala). A very short biography (e.g. 50 words) should appear below each author picture.

This document uses the [VQEG eLetter template](#).

MS-Word Submissions

Where possible, authors are requested to use the VQEG eLetter template when writing their article. This will significantly decrease the editors' workload, because the MS-Word submissions can be directly copied into the draft eLetter.

Our goal is that MS-Word articles match the VQEG eLetter style when submitted.

To use the VQEG eLetter template, download this template from the VQEG website, save it on your hard drive, and double-click on it to open a new document. That new document contains examples of all format details and random text. Do not change the style of text manually to create headings or captions. Instead, choose paragraph types from the "style" section of the MS-Office Home menu. Do not change the color theme. Do not reduce the resolution of inserted pictures. Unused elements may be deleted (e.g., the call-out text on the first page, intended to draw the reader's attention to a short quote).

Non MS-Word Submissions

Articles may be submitted from other editors (e.g., LaTeX). Please submit the following files:

- PDF file showing what the article should look like in print. This PDF file should be formatted to match the VQEG eLetter style.
- Text of the article in an ASCII text file (i.e., the headers and sentences without any formatting information, pictures, tables, or equations).
- One ASCII text file containing the titles associated with each figure and table.
- For each picture, a JPEG file containing the picture.
 - If your article contains photographs, please send high-resolution (300 dpi or greater)
 - If your paper contains screenshots, please send the original digital image
- For each table, a comma separated value (CSV) file containing the text of that table.

Equations will be cut out of the submitted PDF file as pictures and pasted into the VQEG eLetter. Articles that have many equations, pictures or tables should be submitted early, so that the editors have time to perform this conversion. Figures and tables must be separated out even if they are included within the manuscript pages as they will be redrawn to fit the style of the eLetter.

Our goal is to make it easy for the editors to put the submission into MS-Word, VQEG eLetter format.

Reference Style

The VQEG eLetter will not be associated with any automated software package that automatically parses references. The author is responsible for ensuring that readers can easily find

the referenced document. Within the article, refer to other publications by the APA-style with authors (year). The reference list is ordered alphabetically. A rather comprehensive guide can be found at <http://www.usq.edu.au/library/referencing/apa-referencing-guide>. The margin breakout below shows an example.

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Foulds (2004) used vocabulary signs, and Heribanova et. al. (2011) used finger spelling.

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Foulds, R.A. (2004), "Biomechanical and perceptual constraints on the bandwidth requirements of sign language," IEEE Transactions on Neural Systems and Rehabilitation Engineering, vol. 12, no. 1, p. 65-72.

Heribanova P., et. al (2011), "Logatom intelligibility of single-handed finger alphabet", ELMAR, p. 71-74.

Publication Process

How to Submit

Articles that are small enough to be emailed should be sent by email to the VQEG eLetter Editors, Naeem Ramzan Naeem.Ramzan@uws.ac.uk and Margaret H. Pinson mpinson@its.bldrdoc.gov. To submit larger articles, contact Margaret Pinson for a one-use SFTP link.

What Happens Next

Authors will receive a proof. We will use marked changes to identify changes to the written text. Format changes will not be marked. You will be given a deadline for your response. If you expect to be out of the office and may be unable to reply to these proofs, please give us an alternate contact who can do this task for you.