

Full Paper Submission Guidelines

MIC - Vis, 2026 Conference Proceedings

These guidelines set out the practical requirements for preparing and submitting full papers for consideration in the MIC - Vis, 2026 Conference Proceedings. They should be read together with the separate MIC - Vis, 2026 Editorial and Publication Policies, available on the full-paper submission page. Only manuscripts that comply with these requirements and successfully complete editorial screening and double-blind peer review will be considered for publication.

Requirement	Details
Eligibility	Papers presented at MIC - Vis, 2026
Language	English
Length	Maximum 3,000 words, including references, notes, tables and figure captions
File format	Microsoft Word document (.docx)
Review	Double-blind peer review
Submission deadline	30 November 2026
Submission page	https://www.mic-vis.eu/Conference/FullPaper

Publication Standards and Indexing Objective

The primary objective of the Editorial Board is to publish a high-quality conference proceedings volume that meets recognised standards of scholarly publishing. Following publication, the proceedings publisher intends to submit the volume for independent evaluation for possible coverage in the respectable citation databases. Submission for evaluation does not guarantee indexation. Accordingly, acceptance of a paper for the conference, presentation at the conference or publication in the proceedings does not guarantee that the paper or volume will be indexed.

To support this objective, the Editorial Board will apply rigorous standards relating to originality, relevance, methodological soundness, peer review, publication ethics, author identification, reference quality and editorial consistency.

Eligibility and Originality

- Only papers presented at MIC - Vis, 2026 are eligible for consideration.
- The manuscript must be original, unpublished and not under consideration by another journal, book or proceedings volume.
- All authors must have made a substantive contribution to the work, approved the submitted version and accepted responsibility for its content.

- The paper must fall within the scope of the conference and make a clear scholarly or professional contribution.

Submission Procedure

Full papers must be submitted by **30 November 2026** through the official online submission form:

<https://www.mic-vis.eu/Conference/FullPaper>

Author names, affiliations, countries, email addresses and other identifying information must be entered in the online form. The uploaded manuscript must be anonymised for double-blind peer review. Submissions sent by email will not be considered unless the Editorial Board explicitly requests otherwise.

Anonymisation Requirements

- Do not include author names, affiliations, email addresses, ORCID identifiers, acknowledgements or biographical notes in the manuscript.
- Remove identifying information from the file name and from the document properties and metadata.
- Refer to previous work by the authors in the third person and avoid wording that reveals authorship.
- Where an acknowledgement, funding statement or data statement would reveal identity, replace it temporarily with: [Information removed for peer review].

Peer Review and Editorial Decision

Every submitted paper will first undergo technical and editorial screening. Manuscripts that fall outside the conference scope, do not follow these instructions, are insufficiently anonymised or do not meet basic standards of scholarly quality and integrity may be returned without external review.

Manuscripts that pass the initial screening will normally be evaluated by two independent reviewers through a double-blind peer-review process. Authors' identities will not be disclosed to reviewers, and reviewers' identities will not be disclosed to authors.

Possible editorial decisions are acceptance, acceptance subject to minor revisions, major revisions and resubmission, or rejection. Authors may be required to submit a revised manuscript together with a point-by-point response to the reviewers.

The detailed review criteria, reviewer and editor responsibilities, confidentiality requirements, conflict-of-interest rules and procedures for addressing publication concerns are defined in the MIC - Vis, 2026 Editorial and Publication Policies.

Manuscript Preparation

Language and length

- Manuscripts must be written in clear academic English. Authors who are not fully proficient in English should arrange professional language editing before submission.
- The full paper must not exceed 3,000 words, including references, notes, tables and figure captions.
- The title should be concise, informative and consistent with the content of the paper.

Recommended structure

- Title
- Abstract of up to 300 words stating the purpose, methodology, principal findings and conclusions
- Five to ten keywords
- Introduction and research objectives
- Relevant literature or theoretical framework
- Methodology
- Results or findings
- Discussion
- Conclusion, limitations and implications
- Funding, conflict of interest, data availability and other required declarations
- References

The structure may be adapted to the conventions of the relevant discipline, but the manuscript must present a coherent argument and clearly distinguish the research problem, approach, evidence, findings and conclusions.

Document Formatting

File format: Microsoft Word (.docx).

Page format: A4 with margins of 2.5 cm on all sides.

Font: Times New Roman, 12 pt.

Spacing: Double-spaced throughout, including references, tables and figure captions.

Alignment: Left aligned. Do not use full justification or manual hyphenation.

Page numbers: Number all pages consecutively.

Headings: Use a clear and consistent hierarchy. Do not use more than three heading levels.

Abbreviations: Define each abbreviation at first use and use it consistently thereafter.

Units: Use SI units wherever applicable.

Tables Figures and Other Material

- Insert tables and figures close to their first mention in the text and number them consecutively.
- Provide a concise title for every table and a caption for every figure. Explain all abbreviations, symbols and data sources.
- Tables must be editable and should not be submitted as images. Avoid unnecessary vertical lines and decorative formatting.
- Figures must be clear and publication ready. Photographs and raster graphics should normally be at least 300 dpi at the intended publication size.
- Colour may be used when it adds meaning, but all content must remain legible when printed or viewed in grayscale.
- Authors are responsible for obtaining written permission to reproduce any copyrighted material and for providing the appropriate credit line.

Citations and References

Manuscripts must follow the current edition of APA Style, namely the Publication Manual of the American Psychological Association, Seventh Edition. Sources should normally be cited in the

text rather than in footnotes. Footnotes should be used sparingly and only for essential explanatory information.

- Every source cited in the text must appear in the reference list, and every entry in the reference list must be cited in the text.
- Arrange references alphabetically by the surname of the first author and chronologically for multiple works by the same author.
- Use letters after the publication year for multiple works by the same author or authors in the same year, for example 2024a and 2024b.
- Include a DOI whenever available and present it as an active URL in the form <https://doi.org/xxxxx>.
- Check every reference for completeness and accuracy before submission.

Examples of in-text citations

- Parenthetical citation: (Mumford, 1962)
- Narrative citation: Mumford (1962)
- Direct quotation: (Mumford, 1962, p. 99)
- Two authors: (Berger & Luckmann, 1992)
- Three or more authors: (Andlar et al., 2011)

Examples of reference entries

Source type	APA 7 example
Book	Mumford, L. (1962). The city in history. Harcourt, Brace & World.
Edited book	Portes, A., & DeWind, J. (Eds.). (2008). Rethinking migration: New theoretical and empirical perspectives. Berghahn Books.
Book chapter	Greenberg, M., & Hughes-Evans, D. (1980). Air pollution. In J. Aldrich (Ed.), Atmosphere, weather and climate (Vol. 3, pp. 35-75). Methuen.
Journal article with DOI	Leach, S., & Lowndes, V. (2007). Of roles and rules: Analysing the changing relationship between political leaders and chief executives in local government. Public Policy and Administration, 22(2), 183-200. https://doi.org/10.1177/0952076707075892
Conference paper	Author, A. A., & Author, B. B. (Year). Title of paper. In E. E. Editor (Ed.), Title of conference proceedings (pp. xx-xx). Publisher. https://doi.org/xxxxx

Required Declarations and Policy Compliance

Authors must comply with the MIC - Vis, 2026 Editorial and Publication Policies available on the full-paper submission page. These policies cover originality and plagiarism, research ethics, authorship, funding, conflicts of interest, data availability, the use of generative AI, and the procedures for corrections, withdrawals and retractions.

All required ethical approval, informed consent, funding, conflict-of-interest, data-availability and AI-use declarations must be provided where applicable. If a declaration would reveal the

authors' identity during double-blind review, identifying details should be replaced temporarily with [Information removed for peer review] and restored after acceptance.

After Acceptance

Accepted papers may undergo language editing, copy-editing and technical formatting to ensure consistency across the proceedings. Authors must respond to editorial queries, check the final proof carefully and return corrections within the specified deadline. Only essential corrections will be accepted at proof stage. The Editorial Board reserves the right to exclude a paper if required revisions are not completed satisfactorily or on time.

Submission Checklist

- The paper was presented at MIC - Vis, 2026.
- The manuscript is original, unpublished and not under consideration elsewhere.
- The manuscript is in English and has been carefully proofread.
- The manuscript does not exceed 3,000 words.
- The abstract is no longer than 300 words and five to ten keywords are included.
- The uploaded manuscript is fully anonymised, including its file properties.
- All tables and figures are numbered, cited in the text and publication ready.
- All in-text citations and reference-list entries correspond and follow APA 7.
- Required funding, conflict of interest, ethics, data and AI-use statements are included where applicable.
- The file is submitted in Microsoft Word format through the official submission page by 30 November 2026.

Contact

Questions concerning full-paper submission may be sent to info@mic-vis.eu.