

EDITORIAL GUIDELINES FOR THE NETWORK PAGES

VERSION 1.0

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1. BRIEF SUMMARY TOUCHING UPON THE IMPORTANT POINTS

This document describes the editorial guidelines and policies of the Network Pages (networkpages.nl). Below these policies are explained in more detail. The Network Pages aims to reach a broad audience, ranging from network scientists with various backgrounds to high- and elementary school teachers and pupils. Contributors are encouraged to write informally, to avoid formulae and jargon as much as possible so as to make their contributions understandable to as large an audience as possible. Humor is a great means to convey messages.

Important points to be considered for submissions are as follows:

- ▷ Network Pages depends largely on the contributions of volunteers. *Everyone is warmly encouraged to contribute* (so long as the contribution fits the scope of Network Pages). Contributions can be articles, videos, images, interactive demonstrations, or any other suitable material for Network Pages, but also editorial work.
- ▷ If you want to contribute to Network Pages, contact editor@networkpages.nl. We will make an author's account for you on our website, so that you can submit the content electronically. This is as easy as submitting a paper to the arXiv.

- ▷ Network Pages is an outreach website maintained by academics that is aimed primarily at *non-academics*. This means that we try to avoid technical language, difficult concepts, and mathematical notation whenever possible.
- ▷ If you submit images, please make sure that the files are in a format that is compatible with HTML5 (most image files are ok, e.g. `.jpg`, `.png` and `.svg`). In particular, we cannot display `.pdf` and `.bmp` images. Also make sure that the images are of sufficiently high resolution.
- ▷ When you submit an article to Network Pages, an editor will go over the article and possibly suggest changes, e.g. to improve readability for a general audience. Editing may involve adjustment of tone and structure of writing. We strive to keep edits to a minimum. We will always inform you of edits, and ask your permission before publishing edited material.
- ▷ Network Pages can make interactive demonstrations to go along with articles. If you have an idea for such a demonstration, do not hesitate to contact us at `editor@networkpages.nl`.
- ▷ Anything you submit to Network Pages must be legal. This means that copyrighted material can only be published on Network Pages with the permission of the copyright holder.
- ▷ Any original work you submit to Network Pages will be published under the Creative Commons Attribution-NonCommercial 2.5 License, unless a different agreement has been made. Please familiarise yourself with [this license](#).

2. THE AIMS, SCOPE, AND ORGANISATION OF NETWORK PAGES

Our mission. The motto of the Network Pages is “*Network Theory for all Ages*”. This means that it is our mission to educate the general public about the blooming field of “Network Science” and its related areas. We understand network science to mean a large range of different scientific topics and studies relating to networks. We view this primarily as a mathematical endeavor with intimate connections to computer science. We also include connections to other branches of science relating to networks, such as physics, biology, chemistry, economics, sociology, medicine, neuroscience, artificial intelligence, history, etc.

The reason for Network Pages’s existence comes from our strongly held belief that science is for everyone. Network science is a rapidly expanding scientific field that is strongly tied to almost every branch of science, and to many experiences in everyday life (e.g. the internet is a network and our cell phones make use of an intricate telecommunication network). We believe there is great benefit in understanding what networks are, where to find them, and how they work. We also think they are fascinating in their own right.

Our methods. The way we try to achieve our goal is with a *website*, on which we regularly publish media relating to network science: we publish articles, blog posts, videos, images, interactive demonstrations, educational materials, games, and more.

Our organisation. Network Pages publishes material from independent authors, frequent contributors, and a small, permanent staff of authors. Network Pages is headed by an **editorial board**.

Our funding. Network Pages is government funded. In particular, the funds for Network Pages currently come from two grants from the Netherlands Organisation for Scientific Research (NWO), namely, from the Gravitation grant “NETWORKS”, and from the personal VICI grant of Remco van der Hofstad. Network Pages is therefore a purely non-commercial enterprise. We do not aim to sell or advertise goods or services. We do not propound, expound, promote, or disparage any political, religious, or philosophical points of view.

3. ARTICLES

[This section applies to articles as pieces of writing, but also to other content, which we will occasionally also refer to as articles.]

One of the core components of Network Pages are informative articles aimed at members of the general public. These are typically at the level of popular science writing, or at a somewhat higher level (as explained in Section 3.4 below).

3.1. Instructions for authors. We strive to keep the length of articles between 400 words (1 A4, 2 minutes) and 1200 words (3 A4, 6 minutes).

Longer articles are welcome, but may be edited for length and/or divided into multiple entries.

The language, tone, and structure of articles should be conversational and expository, as opposed to academic. The use of jargon and of the “editorial we”, for instance, should be avoided. Have a non-academic audience in mind when writing an article. When in doubt about style, you are welcome to contact us at editor@networkpages.nl.

3.2. Editorial policies. We maintain a certain homogeneity in our writing by making occasional editorial changes to submitted work. Typically, these changes will be minor (e.g. punctuation and capitalization). Sometimes these changes will be larger (e.g. a different grammatical structure to a sentence, or deletion of a word, line, or paragraph). We will always submit the edited version to the author(s) for approval before we publish the work online. Editors will not be named in the byline of the article.

Network Pages maintains a certain standard of quality, and we have a certain scope. We therefore do not guarantee that anything submitted to Network Pages will be published.

3.3. Language. Network Pages operates in two different languages, depending on the target audience. The majority of what we publish is in English, to maximize the proportion of the general audience that we can reach. Certain things, however, will be published in Dutch. In particular, various educational materials are written in Dutch so that they can be used in the high-school mathematics curriculum. A long-term goal is to also make these materials available in English. (We will never publish translations of work without the author’s explicit permission.)

3.4. Difficulty. All our content is supplied with a difficulty ranking (1 to 4 “hats”) that is displayed at the top of every article. Our aim is that most articles will receive 1 or 2 hats, some 3 hats. Material ranked with 4 hats will only be published in exceptional cases, when we feel that the content warrants the difficulty level. An explanation of the ranking system can be found [here](#).

3.5. How to submit an article. Network Pages runs on Wordpress, that automatically updates whenever new content is added. This system is used by the majority of websites today. Wordpress offers a lot of functionality, and is about as easy to use as Microsoft Word. It also contains a plug-in that allows for mathematical symbols to be included using \LaTeX symbols (see also below). We prefer to have content submitted directly into Wordpress by our authors. If you wish to submit an article (or another piece of media), then start by contacting editor@networkpages.nl with your idea. We will then create a personal account with password for you. With this account you can log into Wordpress on our server and supply us with all the data that we need in order to turn your writing into an entry for Network Pages. Click [here](#) for a brief video explaining the basics of submitting an article.

We can offer help and technical support at any stage of this process.

3.6. Images. Each article should be accompanied by at least one image that will be displayed along with the title and the first lines of the article on the front page of Network Pages. This image should be of sufficiently high quality and it should preferably have an aspect ratio of 3 : 2 (otherwise we may need to crop it). You are encouraged to use more images, and possibly also demos, to make the article more accessible to a broad audience.

Any other images can easily be added to the text in Wordpress, using the same mechanics as for instance Microsoft Word.

3.7. Latex code. We believe that many things that can be said with mathematical formulas can be said equally clearly without them, but there are exceptions. For those exceptions, we have built \LaTeX functionality into the website. An inline equation that can be compiled in \LaTeX can be easily converted to an article that can be displayed online by replacing the starting and ending dollar signs (\$) with a double dollar sign (\$\$). To show equations in “display style”, for which the \LaTeX code would, for instance, be given by `\begin{equation} ... \end{equation}`, the environment command should be replaced by `$$ \displaystyle ... $$`

4. BLOG POSTS

The purpose of the Network Pages blog is to present bite-sized articles, news updates, links to other publications, and other material that are interesting but too short or too topical to be presented as a featured article (e.g. a single paragraph post linking to a different website, an alert for an interesting show on TV, or a news item about a recent breakthrough in network science).

4.1. Instructions for bloggers. All the instructions for authors of articles given in Section 3 also apply to bloggers, with the notable exception that we prefer blog entries to be shorter, at most 600 words, say.

4.2. Becoming a guest blogger. This goes by invitation from the editorial board. For suggestions for guest bloggers (including yourself), please contact us at editor@networkpages.nl.

5. DEMONSTRATIONS

At Network Pages we believe that the best way to illustrate many of the concepts of network science is with interactive demonstrations (demos). These are small, visually oriented computer programs that are directly embedded into our web page. Click [here](#) for an example of such a demo.

5.1. Requesting a demo. We make these demos ourselves. We are happy to consider turning any idea into a working demo. To submit your ideas, please contact demos@networkpages.nl. (Demos are also a great way to liven up an academic presentation!)

If we agree to turn your idea into a functioning demo, then we ask that you provide us with a brief article (at most 300 words) explaining the basic concepts of the demo. Demos can of course also be integrated into articles, see the Network Pages website for many examples.

5.2. Submitting a demo. You are also very welcome to submit your own demos to Network Pages. There are some technical limitations. Network Pages runs on Wordpress and HTML5, and does not support Flash or Java applets. For submissions and precise technical specifications, contact demos@networkpages.nl. (For our own demos we use a combination of SVG and the JavaScript library [d3js](#), as well as HTML5 and CSS.)

6. IMAGES

One of the long term goals of Network Pages is to build a large open-access image library about networks (with proper attribution, see Section 8 below). We aim to have a very broad library, with images ranging from scientific diagrams and schematics to artistic photography. We are very happy to receive your contributions. Please contact us at editor@networkpages.nl if you wish to contribute to the image library.

7. VIDEOS, DATA SETS, AND OTHER MEDIA

Besides articles, demos, and images, Network Pages also hosts, or is aiming to host, videos, data sets, high-school thesis concepts, dictionaries, etc. If you have anything you consider to be worth publishing at Network Pages, then please do not hesitate to contact us at editor@networkpages.nl

8. IMPORTANT LEGAL AND ETHICAL ASPECTS

8.1. Using copyrighted and trademarked materials. When you submit something that you did not create yourself (e.g. an image that accompanies the article you wrote) for publication at Network Pages, it is of the utmost importance that you make sure that copyright/trademark holders agree. Note that even if you *are* the creator of a text or image, it may be the case that you are not the copyright holder, for instance if you signed away the copyright upon publication in a journal.

Network Pages strives never to publish copyrighted materials without permission of the copyright holder, and to always cite the copyright holders, but we cannot fully guarantee this. If you find that copyrighted material found its way to our website without the copyright holder's permission or proper attribution, then please contact us at editor@networkpages.nl, so that we may remedy the situation.

8.2. Copyright of articles published at Network Pages. Network Pages strives to be an open source website. As such, we apply the [Creative Commons Attribution-NonCommercial 2.5 License](#) to all works submitted at Network Pages, unless copyright already rests elsewhere, or explicit agreements to the contrary have been made. This is a pretty standard license that roughly speaking entails that anyone may cite freely from the website, so long as they attribute the authors and Network Pages, and they do not intend to make use the work commercially.

8.3. Plagiarism. Although Network Pages is not a scientific journal, we do uphold the same ethical standards when it comes to plagiarism. These standards should be familiar to anyone submitting to Network Pages.

8.4. Corrections to published articles. Mistakes happen. For clarity, we aim to publish a quarterly erratum that corrects all the mistakes. We will also update the articles with footnotes to indicate any changes made in later versions.