

JOURNAL OF PHYSICS: CONFERENCE SERIES

The open-access journal for conferences

Institute of Physics Publishing Dirac House Temple Back Bristol BS1 6BE England
Tel: +44 (0)117 929 7481 Fax: +44 (0)117 929 4318 E-mail: jpcs@iop.org

VAT registration no. GB 461 600084

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I want to upload a corrected paper, how do I do that?

(for example, you discover an error in an accepted paper and would like to upload a corrected version)

Firstly, please *do not* submit multiple versions of the same paper. Submitting multiple versions creates a lot of extra administration for the editors who will have to identify and remove the duplicate papers. It also risks publication of the wrong version of your paper!

If you need to make a change to your paper that has *not* been requested by the proceedings editors you will need to login and send an e-mail to the editors asking them to approve the amendment and for the editors to formally ask you to revise your original paper.

Step 1: Login and locate the paper you want to amend

It will be listed under either:

- “Submissions Being Processed”
- “Submissions with a Decision”

The screenshot shows the 'Author Main Menu' interface. It is divided into three main sections: 'New Submissions', 'Revisions', and 'Completed'. The 'New Submissions' section contains links for 'Submit New Manuscript', 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (3)'. The 'Revisions' section contains links for 'Submissions Needing Revision (0)', 'Revisions Sent Back to Author (0)', 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. The 'Completed' section contains a link for 'Submissions with a Decision (2)'. Two arrows from the text above point to the 'Submissions Being Processed (3)' and 'Submissions with a Decision (2)' links.

“Submissions Being Processed”: lists papers currently undergoing peer review – i.e. there has not been a revise/reject/accept decision, they are with editors or referees.

“Submissions with a Decision”: lists papers that have been accepted/rejected.

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INVESTOR IN PEOPLE

Step 2: Choose the paper you would like to amend

For example, assuming that it is listed under “Submissions Being Processed”. Click [Action Links](#) next to the paper you want to amend, and select Send E-mail

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
Action Links		The title of my paper	26/03/2008	26/03/2008	Manuscript Submitted

Step 3: Choose the appropriate e-mail

From the drop-down list, select “Author request to Editor to amend paper” which is a standard e-mail asking to upload an amended paper. Note that you can edit the text of the e-mail.

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

- Please Choose a Letter
- Please Choose a Letter
- Author request to Editor to amend paper**
- Author Requests Deadline Extension on Revision
- Author Requests Deadline Extension on Submission
- Custom letter to Editor (for authors to customise)

Step 4: Make a note of your changes

Write a few details of the changes you'd like to make and click “Preview and Send” to preview the e-mail before you send it. The editors will consider your request and e-mail back.

Customize Letter - Author request to Editor to amend paper

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

From: your@email.address
To: Corresponding Editor;First Assigned Editor;LT25@Physics.LeidenUniv.nl;
Letter Subject: LT25 proceedings: Author request to amend a paper
Letter Body: [Insert Special Character](#) [Open in New Window](#)

Dear LT25 Editors

I would like to upload an amended version of my paper called "%ARTICLE_TITLE%".

Please can the Editors change the status of my paper so that I can upload the new version from my Author Main Menu page.

Manuscript number: %MS_NUMBER%
(this may be blank if a manuscript number has not yet been assigned)

I would like to make the following changes:

AUTHOR: Please describe the changes here.

Kind regards

%TITLE% %FIRST_NAME% %LAST_NAME%

Step 5: If your changes are approved

If the editors approve the changes you will be sent an e-mail confirming this. You will then be able to upload a new version of the paper via the “Submissions Needing Revision” link on your “Author Main Menu Page”.

A handwritten signature in black ink that reads "Graham Douglas". The signature is written in a cursive style with a large initial 'G'.

Graham Douglas
Publisher, *Journal of Physics: Conference Series*
E-mail: jpcs@iop.org