

JOURNAL OF PHYSICS: CONFERENCE SERIES

The open-access journal for conferences

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Submission guidelines for conference organisers

1. Introduction

These notes explain how to prepare and supply conference materials to IOP Publishing. If you require further assistance or clarification of these notes please send an e-mail to

jpcs@iop.org

2. What you need to supply

- A PDF for each paper. *We no longer require author source files.*
- Any editorial material, such as a preface, to be included in the proceedings.
- The table of contents (see section 3).
- A signed Assignment of Copyright form (this is available from <http://jpcs.iop.org>) for each paper (unless you have made other arrangements with us). These can be supplied as hard copy printouts or scanned and supplied electronically (via FTP or on CD).

3. The table of contents

If the papers are to be arranged under topic headings within the table of contents (TOC), please make sure that these headings are included in the table of contents supplied to us. The TOC should be supplied as:

- a text file with each table of contents entry on a single line; or
- an Excel spreadsheet; or
- a table in a Word file.

The following tables show the information we require in the file containing the table of contents.

- For tables of contents *without* topic headings:

List of author names	Paper title
Alireza S Mahani, A E Carlsson and R Wessel	Mixing two sets of noisy measurements changes the N -dependence of resolution to a fourth-root power law
A Rossani and A M Scarfone	Generalized kinetic equations for a system of interacting atoms and photons: theory and simulations

- For tables of contents with papers *grouped by topic*

	List of author names	Paper title
Topic heading 1		
Topic heading 2		

For example

	List of author names	Paper title
Nanostructured Surfaces	A De Martino, R Egger, F Murphy-Armando and K Hallberg	Spin-orbit coupling and electron spin resonance for interacting electrons in carbon nanotubes
	P C Kelires	A constrained-equilibrium Monte Carlo method for quantum dots—the problem of intermixing
Silicon Carbide	Aimo Winkelmann, Bernd Schröter and Wolfgang Richter	Electron diffraction methods for the analysis of silicon carbide surfaces and the controlled growth of polytype heterostructures
	K Semmelroth, N Schulze and G Pensl	Growth of SiC polytypes by the physical vapour transport technique

4. Preparing the article files

1. Decide the sequence in which the papers are to appear in the proceedings.
2. Prepare a table of contents file.
3. Name each article PDF (NOT the editorial material) according to

<table of contents sequence>_<short-form conference title>

The short-form conference title is contained in the publishing agreement.

5. Preparing the editorial material files

For editorial items, such as a preface, in addition to a PDF we need the original text (Word, LaTeX etc) for conversion to HTML. Editorial material files can use any suitable name.

6. Preparing the article files—an example

Suppose the conference title is ‘Physics of Solids Under High Pressure Using Nuclear Probes’. We will have agreed, **in the publishing agreement**, a short-form title of, say, HPNP04. Then the article PDFs should be named

001_HPNP04.pdf

002_HPNP04.pdf

...

nnn_HPNP04.pdf

where nnn is the number of papers.

7. Getting the files to IOP Publishing

We need to receive *all* the electronic files—including all the papers, any editorial material and the table of contents etc—in a single batch before production can begin. We cannot accept small, irregular, batches of files: we need to receive the *complete* set.

Files may be supplied

- either on a CD readable on a Windows PC (see section 7.1), or
- uploaded via FTP as a **single** compressed archive file (see section 7.2).

7.1. Preparing a CD

1. Copy the all files to the CD making sure that you create a CD that can be read on a Windows PC.
2. Please write the title of the conference on the CD.
3. For security, make a backup copy of the CD.

Before shipping, please **check that the CD can be read on a Windows PC.**

7.2. Uploading files via FTP

1. Prepare and name all files in accordance with sections 4–6.
2. Combine all the files into a single archive using tar/zip, zip or similar compression tool.
3. Log on to **ftp.iop.org** with the username and password **supplied in your publishing agreement.**
4. Upload your single compressed file (.zip, .gz etc) using the appropriate commands for your FTP software, making sure, within your FTP software, that the file is uploaded as **binary.**
5. Please send an e-mail to **jpcs@iop.org** to confirm that the file has been uploaded.
6. We will check receipt of the file and confirm by e-mail.

8. Shipping materials to IOP Publishing

The address for shipping CDs or printed copies of the Assignment of Copyright forms is:

Graham Douglas	E-mail:	jpcs@iop.org
Institute of Physics Publishing	Telephone:	+44 117 9301280
Dirac House	Fax:	+44 117 9200979
Temple Back		
Bristol		
BS1 6BE		
UK		

9. Shipping checklist

Abstract

- Does every paper have an abstract? If not, please ask the author(s) to prepare one because every paper needs an abstract before it can be published online within our electronic journals service.
- Do any papers have page numbers, headers or footers? If so these need to be removed.

Copyright/permissions

- If any author has used material from previously published material (e.g., illustrations) have they included appropriate signed permissions?
- Is every paper accompanied by a signed IOP Publishing Assignment of Copyright form?

CD

- Is the CD readable on a Windows PC?
- Have you written the name of the conference on the CD?
- Have you prepared the table of contents?
- Have you included all editorial material (e.g., preface)?