

# JOURNAL OF PHYSICS: CONFERENCE SERIES

The open-access journal for conferences

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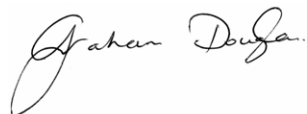
## Editorial Manager: author registration tutorial

### Welcome

Firstly, thank you for supporting open access proceedings publication by submitting your conference paper to *Journal of Physics: Conference Series*. These tutorial notes will guide you through the process of registering with Editorial Manager, a process that should take no more than a few minutes.

Note: each *Journal of Physics: Conference Series* conference that is using Editorial Manager will have its own unique URL for submission of papers. The relevant link will be on your conference web site, so please check there for details and follow the link to the Editorial Manager site for your conference.

Kind regards



Graham Douglas  
Publisher, *Journal of Physics: Conference Series*  
E-mail: [jpcs@iop.org](mailto:jpcs@iop.org)



## The submission homepage

The submissions link on your conference web site should take you to a page that looks like the screenshot below.

**Step 1:** Click on the [Register](#) link

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em Editorial Manager  
Not logged in.

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Welcome to the *Journal of Physics: Conference Series* (JPCS) online submission and peer review system. JPCS is an open access proceedings journal which provides a fast, versatile and cost-effective proceedings publication service. From online-only proceedings through to printed copies, CDs and DVDs for participants, JPCS offers unbeatable flexibility. [Contact us](#) or visit the journal homepage [jpcs.iop.org](http://jpcs.iop.org) to find a publishing solution that meets your conference's editorial objectives and financial constraints.

**Authors**

**Tutorials:**

- [Registration](#)
- [Submission](#)
- [Help for authors](#)

You will need to register before you can login and submit your paper. After you have registered, your username and password will be e-mailed to you so please be very careful to enter your correct e-mail address.

**Items you can submit online**

You can submit the following items either as individual files or uploaded together as a single ZIP file:

- **Manuscript:** your paper as a single PDF file - checked and prepared using the [journal guidelines](#).
- **Multimedia:** any number of additional [multimedia items](#) to be published with your paper.
- **Copyright form:** a scanned copy of a signed [assignment of copyright](#) form (uploaded as a PDF). If you can't create a PDF file by scanning a signed copyright form, you can mail the signed form directly to your conference organiser.

**Registration and login**

Once registered, you can change your username and password at anytime by clicking on the "Update my Information" link in the menu bar at the top of the screen. If you have received an e-mail from the journal containing your username and password please do not register again. Please note that everyone can login as an "Author" but the "Editor" and "Reviewer" roles require appropriate permissions assigned by the journal.

[LOGIN](#) [Register](#)

**Help and assistance**

**If you have forgotten your password:** click "login" and then select "Send Username/Password".

**Contacting the journal office:** you can contact the journal office at [jpcs@iop.org](mailto:jpcs@iop.org)

**Manuscript guidelines**

Full instructions on preparing your manuscript, including templates in Word and LaTeX are available from the [JPCS web site](#).

**Editors**

[Help for editors](#)

All proceedings Editors will have been preregistered by the JPCS editorial office and should have received an e-mail with their username and password.

**Reviewers**

[Help for reviewers](#)

You will receive an e-mail inviting you to referee papers, it will also contain your username and password.

**Step 2:** Enter the following information:

- First Name
- Last Name
- E-mail address – please be very careful to enter the correct e-mail address.

General note: required fields are shown in red with an asterisk \*

[Insert Special Character](#)

**Please Enter The Following**

First Name*	<input type="text" value="MyFirstName"/>
Last Name*	<input type="text" value="MyLastName"/>
E-mail Address*	<input type="text" value="my@email.address.com"/>

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WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

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Click [Continue >>](#)

### Step 3: Complete the required fields

Note: **Title\*** means Dr, Mr, Professor etc

[Insert Special Character](#)

**Personal Information**

Title \*

First Name \*

Middle Name

Last Name \*

Degree  (Ph.D., M.D., Jr., etc.)

Preferred Name  (nickname)

Primary Phone  (including country code)

Secondary Phone  (including country code)

Secondary Phone is for  Mobile  Beeper  Home  Work  Admin. Asst.

Fax Number  (including country code)

E-mail Address \*

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)  
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

Preferred Contact Method \*  E-mail  Fax  Postal Mail  Telephone

[Insert Special Character](#)

**Institution Related Information**

Position

Institution \*

Department \*

Street Address

City \*

State or Province \*

Zip or Postal Code \*

Country \*

Address is for \*  Work  Home  Other

Available as a Reviewer?  Yes  No

PLEASE NOTE: For *Journal of Physics: Conference Series* we do not require Personal Classifications so please ignore this.

#### Additional Information

Select Personal Classifications

Enter a preferred (suggested) user name, which the system will try to use.

[Insert Special Character](#)

**Choose A User Name**

The username you choose must be unique within the system.  
If the one you choose is already in use, you will be asked for another.

Enter preferred user name \*

Once you have filled in the required information, click the button below.

**Step 4:** Click [Continue >>](#)

You will be presented with a screen that asks you to confirm some important information. Please check this carefully to make sure the details are correct, **please be very careful to check that you have entered the correct e-mail address.**

### Confirm Registration

**Please confirm the following very important information:**

First Name: MyFirstName  
Last Name: MyLastName  
Username: myusername  
Email Address: my@email.address.com  
Country: UNITED KINGDOM

---

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

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**Step 5:** Click [Continue >>](#)

Registration is now complete, and you will be e-mailed a username and password.

### Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

### Example e-mail

Dear Dr MyLastName,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Journal of Physics: Conference Series.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://jpcs.edmgr.com/>.

Username: myusername

Password: mylastname23488

Please save this information in a safe place.

You can change your password and other personal information by logging into the Journal of Physics: Conference Series website and clicking on the Update My Information link on the menu.

Best regards,

Journal of Physics: Conference Series

The open access Journal of Physics: Conference Series provides a fast, flexible and cost-effective proceedings publication service. Contact us at [jpcs@iop.org](mailto:jpcs@iop.org) to find out more or visit <http://jpcs.iop.org>

### **Please keep the information safe**

Please keep these details in a safe place. If you change your e-mail address please don't forget to update your details by clicking on the "Update My Information" link on the main front page.



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