

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

jpcs.iop.org

Editorial Manager: author submission tutorial

PLEASE READ

Please note that this tutorial discusses submission of full papers in PDF format, the standard file format for submission to *Journal of Physics: Conference Series* via Editorial Manager™. Individual conferences **MAY** require authors to submit their papers using Word or LaTeX source files instead of PDF. Please be sure to read any specific submission guidelines from your conference Organizing Committee: either in the “Call for Papers” or on your conference web site.

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 main steps in submitting an article, starting with the Author Main Menu page that you will see each time you login.

Once you have registered with Editorial Manager, the submission process consists of two main tasks:

Stage 1: Supply a few basic details about your paper and upload your PDF

The entire process should take no more than just a few minutes of your time.

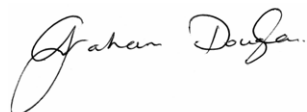
Stage 2: Approving your submission

Even though you upload a PDF the system will re-process a **copy** of your PDF to create a new file suitable for the peer review process: it will add a cover page to the PDF and put line numbers on each page. Your original PDF is stored safely.

To complete the submission process you must check and approve your processed PDF. If you don't check the processed PDF your paper will remain as an incomplete submission on the Author Main Menu page and **will not be forwarded** to the Editors of your proceedings.

You can either wait online while your PDF is processed or log off and wait for the e-mail that will be sent to you once your PDF has been processed.

Kind regards



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

Dirac House Temple Back Bristol BS1 6BE England
Tel: +44(0)117 929 7481 Fax: +44 (0)117 929 4318 www.iop.org

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INVESTOR IN PEOPLE

Author Main Menu page

Once you have logged in you will see the Author Main Menu page. Before you have submitted a paper the only active link will be “Submit New Manuscript”. After you have submitted a paper various links on this page will become active. You will also receive e-mails at certain points in the peer review process either asking you to login and perform some specific task, or to inform you of specific events, such as informing you that your paper has been accepted.

Step 1: Click [Submit New Manuscript](#)

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

Revisions

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)

Declined Revisions (0)

Completed

Submissions with a Decision (0)

Step 2: Please Select an Article Type

Required. Please indicate if your paper is Plenary, Invited, Contributed or Poster.

New Submission

[Frequently Asked Questions](#)

➔ **Select Article Type**

Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

None	▼
None	
Plenary	
Contributed	
Invited	
Poster	

Step 3: Please Enter The Full Title of Your Submission

Required. Here we need the title of your paper. Note that you can type LaTeX code.

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Please type the title of your paper. You can type \LaTeX commands, e.g. $\alpha=0$

[Previous](#) [Next](#)

Step 4 (Optional): Add/Edit/Remove Authors

IMPORTANT, PLEASE READ!

By default, if you are logged in as an Author you are **automatically** added as the corresponding author. You do not need to add your name to the list of authors. Only enter the names of anyone else who has contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows.

TO CHANGE THE CORRESPONDING AUTHOR

Enter the new Corresponding Author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'. Note that you may be required to register the new corresponding author, a process that will only take a couple of minutes.

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors**
- Select Section/Category
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter the Following

A * indicates the field is required.

IMPORTANT, PLEASE READ!

By default, if you are logged in as an Author you are **automatically** added as the corresponding author. You do not need to add your name to the list of authors. Only enter the names of anyone else who has contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

TO CHANGE THE CORRESPONDING AUTHOR

Enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'. Note that you may be required to register the new corresponding author, a process that will only take a couple of minutes.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author

Add Author

Previous Next

		First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author	↓	MyFirstName		MyLastName		IOP Publishing	dummy@readytext.co.uk	
Corresponding Author		Annie		Author		An Institution	Annie.Author@iop.org	Remove Edit

Step 5: Please Select Section/Category

Please note that not all conferences will require this step so please ignore this section if you do not see it for your conference, and proceed to the next step.

(If required) Please select which conference Section or Category your paper belongs to.

Background information: The Editors of the proceedings are responsible for managing the peer review of papers presented at one or more of the conference Sections or Categories. Once you complete the submission process (by approving your PDF, see below) your paper will be forwarded directly to the appropriate Editor.

New Submission

[Frequently Asked Questions](#)

- ✓
- ✓
- ✓
- ➔
-
-

Please Select Section/Category

Selecting a Section/Category is Required for Submission.

IMPORTANT, PLEASE READ!

Select the conference Section or Category for your manuscript from the drop-down menu below. It is important to select the correct one because on completion of the submission process your paper will **automatically assigned** to the Guest Editor responsible for that Section or Category of the conference proceedings.

Please Choose

- None
- None
- Cosmology and Dark Energy
- String Theory**
- Theoretical Aspects of CP Violation
- Flavour Physics at B Factories
- Flavour Physics at Other Facilities
- Special Address
- LHC Status and Commissioning Plan
- Dark Matter Searches
- Cosmic Ray Physics (Hadronic-Auger)
- Cosmic Ray Physics (Gammas, Neutrinos)
- Hadronic Physics and Exotics
- Non-perturbative Field Theory

Step 6: Please Enter Comments

Optional. If you wish to write some comments to the proceedings Editor(s) you can type them in the box provided.

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Enter Comments](#)
- [Attach Files](#)

[Insert Special Character](#)

Please Enter Comments

Enter any comments you would like to send to the Guest Editor. These comments are optional and do not appear in your manuscript.

Dear Editor
I would like to inform you that...|

[Previous](#) [Next](#)

Step 7 (Required): Please Attach Files

As part of your submission you can upload the following items:

- Manuscript (PDF of your paper)
- Multimedia (e.g., video animations, data, simulations etc)
- Copyright form (scanned PDF of a printed and signed form)

These items can be uploaded individually or all together as a single ZIP file. When you upload your files you will need to tell the system about each item: whether the file is the Manuscript, some Multimedia or the Copyright form.

Note: the journal only requires you to submit a PDF of your paper, not the source files (Word/LaTeX, graphics etc). Although you are asked to submit a PDF file, Editorial Manager will re-process a copy of your PDF to add a cover page etc for the purposes of peer review. You will be asked to approve the re-processed copy of your PDF.

[Insert Special Character](#)

Please Attach Files

IMPORTANT, PLEASE READ!
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 (as a PDF).

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item	<input type="text" value="Manuscript"/>
------	-----------------------------------------

Enter a **Description** and then click the **Attach This File** button to select the file you wish to upload, then click the **Attach This File** button.

Description:

File Name:

No Items have yet been attached for this submission.

Example submission

Suppose that a submission has four files, as follows:

Submission item type (category)	File name
Manuscript	paper.pdf
Copyright form	copyright.pdf
Multimedia	animation1.gif
Multimedia	animation2.gif

We will upload these files in a single submission called “submission.zip”. To upload the files, click **Browse...** to locate the submission file on your computer and then click **Attach This File**. After a minute or two the system will unpack the zip file and present you with a list of the files in the zip file:

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Choose		animation1.gif	13.1 KB	Jun 04, 2007	Download Remove
2	Choose		animation2.gif	12.1 KB	Jun 04, 2007	Download Remove
3	Choose		copyright.pdf	82.5 KB	Jun 04, 2007	Download Remove
4	Choose		paper.pdf	788.5 KB	Jun 04, 2007	Download Remove
<input type="button" value="Update File Order"/>						

The next step is to classify the files into Multimedia, Manuscript and Copyright form, as shown below. You can also add an optional description.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Multimedia	Stellar evolution	animation1.gif	13.1 KB	Jun 04, 2007	Download Remove
2	Multimedia	Supernova	animation2.gif	12.1 KB	Jun 04, 2007	Download Remove
3	Copyright form	Scanned copyright form	copyright.pdf	82.5 KB	Jun 04, 2007	Download Remove
4	* Manuscript	My paper	paper.pdf	788.5 KB	Jun 04, 2007	Download Remove
<input type="button" value="Update File Order"/>						

Note that any Multimedia items or the Copyright form are **not** used to build the PDF that will be used for peer review. Once you have classified the files, click Next and you will see a Summary of the files in your submission.

New Submission

[Frequently Asked Questions](#)

- ✓
- ✓
- ✓
- ✓
- ✓
- ➔

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
* Manuscript	1	0	Multimedia	2	0
Copyright form	1	0			

[Previous](#)

[Build PDF for my Approval](#)

Click **Build PDF for my Approval**.

The system will now process your submission and generate a PDF for peer review. You will need to check and approve the peer review PDF before your submission is forwarded to the proceedings Editors for peer review.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)

[Back to Main Menu](#)

To approve the PDF you can either wait online or log off and wait for the automatic e-mail that will be sent to you when the PDF is ready for checking:

Dear Dr MyLastName,

The PDF for your submission, "Please type the title of your manuscript. You can type $\alpha=0$ " is ready for viewing.

This is an automatic email sent when your PDF is built. You may have already viewed and approved your PDF while online, in which case you do not need to return to view and approve the submission

Please go to <http://jpcs.edmgr.com/> to approve your submission.

Username: myusername

Password: mylastname23488

Your submission must be approved in order to complete the submission process and send the manuscript to the Journal of Physics: Conference Series editorial office.

Please view the submission before approving it to be certain that your submission remains free of any errors.

Thank you for your time and patience.

Editorial Office Staff
Journal of Physics: Conference Series

Once the PDF is ready for checking, the Author Main Menu link entitled [Submissions Waiting for Author's Approval](#) will become active.

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- [Submissions Waiting for Author's Approval \(1\)](#)
- Submissions Being Processed (0)

Revisions

- 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)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)
- Completed Production Task Assignments (0)

Click [Submissions Waiting for Author's Approval](#) and you should see a screen like this:

Submissions Waiting for Approval by Author MyFirstName MyLastName

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission	your manuscript. You can type \LaTeX command $\alpha=05$	Jun 04, 2007	Jun 04, 2007	Needs Approval

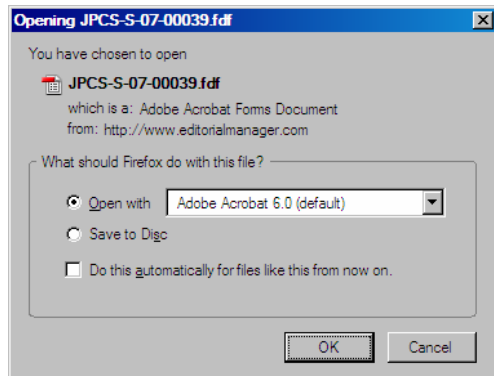
1 of 1 (1 total submissions) Display 10 results per page.

<< Author Main Menu

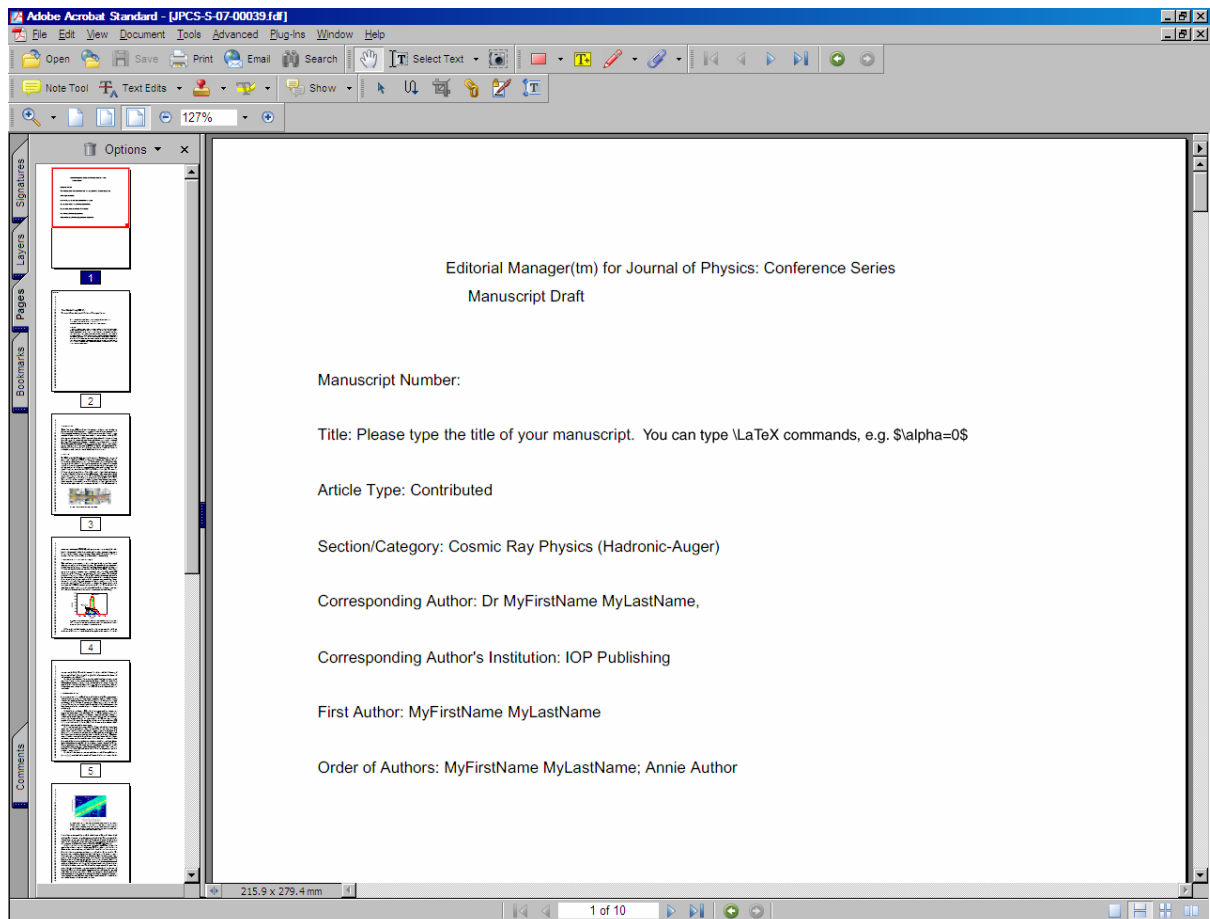
On the left is an "Action Link" list. Note that you must download (and view/check) the Submission before you can approve it. Click "View Submission" to access the processed PDF.

You will be prompted to open the PDF file, or save to disk. Details will depend on your operating system, browser and which PDF viewing tools you use.

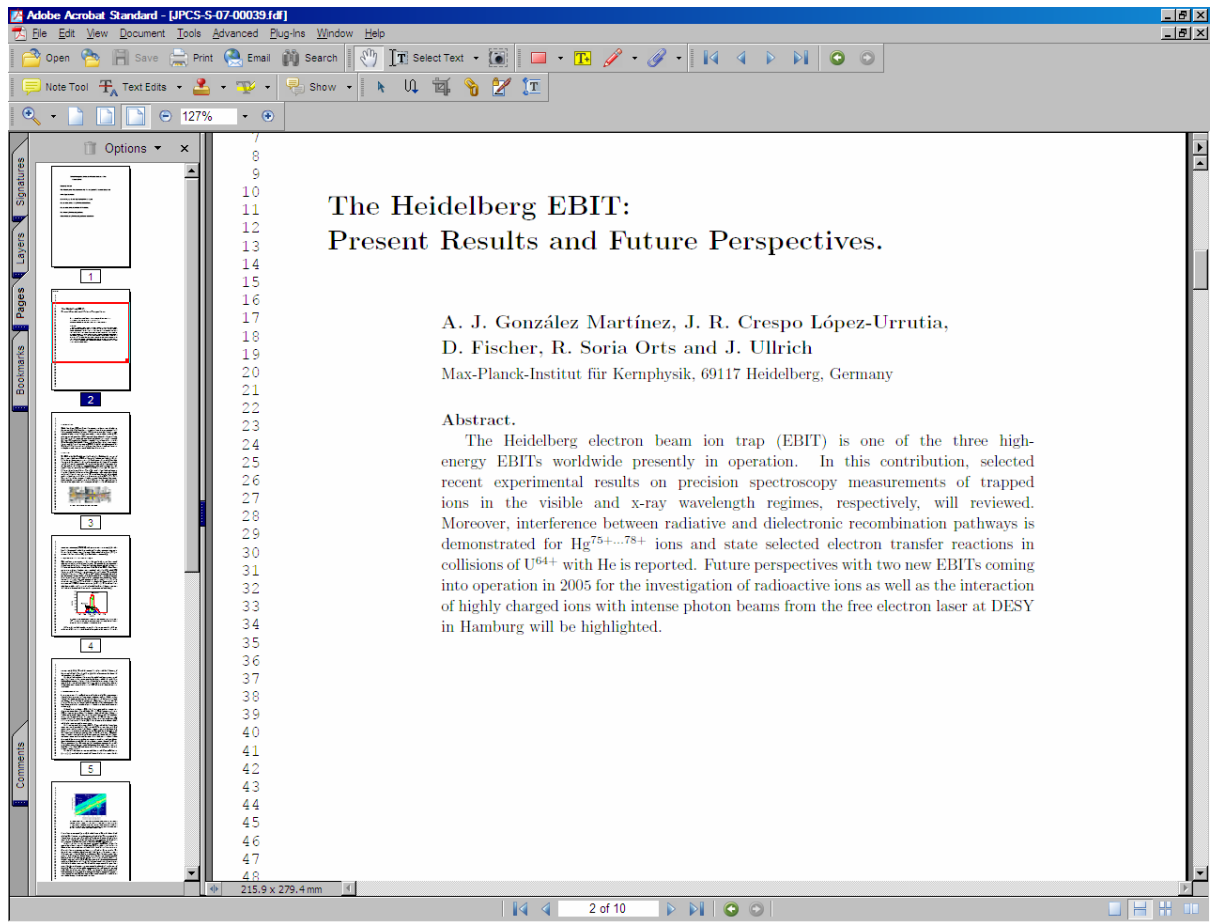
Note: For a number of technical reasons Editorial Manager uses the extension .fdf rather than .pdf but it is a PDF file.



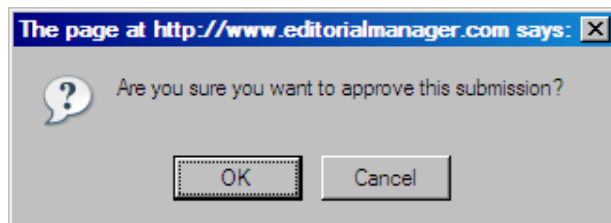
The PDF for peer review has a cover page



and line numbers to assist the peer review process.



Assuming that you are happy with the resulting file, on the “Action Link” list select “Approve Submission” and you will be asked to confirm this:



Once the submission has been approved it will be sent directly to the proceedings Editors for peer review. You will receive further e-mails as your paper progresses through the review process.