

## CONFERENCE PROCEEDINGS AMERICAN INSTITUTE OF PHYSICS

### CHECK LIST FOR THE EDITOR

Dear Editor, the following is intended to assist you in organizing your role in assembling and preparing the proceedings manuscript to be published by AIP. Although conferences differ widely in size, tradition, and special needs, the following points will apply to the great majority. If any aspect needs clarification, please do contact us here at AIP to assist you. A timely question could save much time or grief.

#### 1. PLANNING AHEAD

##### **Set a clear deadline for authors to submit their papers. Announce it early and repeatedly**

Work back from the overall deadline of submitting the whole collection to AIP, as stated in the Publishing Contract. How much time will you need for your quality control of the individual manuscripts (format and content) and how much time for revision, if any? Set the author deadline accordingly and repeat it often. Show it on your website. For many conferences, papers are due at the time of presentation. This will give the editor sufficient time to collect, review, and revise papers, if necessary.

##### **Give instructions for manuscript preparation to authors well in advance**

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##### **Send the complete manuscript to AIP by the agreed-upon deadline**

Please remember, everybody is happy when the proceedings volume is published a short time after the conference takes place. In most cases, it may become necessary to leave out stragglers in order to hold to the submission deadline of the proceedings manuscript to AIP (to collect ALL papers may take a very long time). It is very useful to inform late authors that you are willing to exclude them from the published proceedings. Note, for conferences taking place in May through July, expect added pressure from AIP because of the high desirability of publishing the proceedings still in the same calendar year with the same-year copyright!

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### Receipt of the final version from the authors

Aside from checking the content of the papers, review the following:

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- Print electronic files and check for figure/printing problems, correct dimensions (see above), and proper font sizes. Check for missing spaces where fonts may have dropped out. All papers must conform to the Author Instructions.
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- Make sure all figures and tables have captions.
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**Sequence:** The Volume Editor will arrange the sequence of all papers on his/her discretion. This sequence may not follow the chronological order shown in the conference program. Optimally, the papers will be grouped by technical subtopic and/or by category, such as plenary, invited, contributed, and poster presentations. Such a grouping often leads to convenient "Section Headings"; see also "Table of Contents" section below.

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**Table of Contents:** Provide all information and submit the electronic WORD file to AIP. AIP will double check all information, typeset the table of contents, and generate the author index.

- If the proceedings papers are grouped in topical sections, provide section headings in the table of contents. AIP may insert divider pages with these headings into the volume at the beginning of each section.
- Provide full title of each paper and names of all authors, exactly as they appear on the paper. Use initials for first and middle names only, no affiliations, please.
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- Submit the table of contents to AIP as a WORD file. DO NOT SEND A PDF.

**Preface and any other front or back matter material:** Prepare in accordance with Instructions to Authors, and provide a separate file for each item.

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