

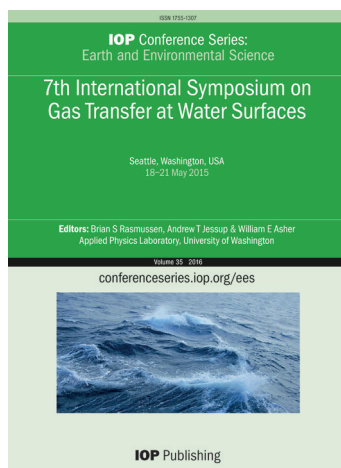
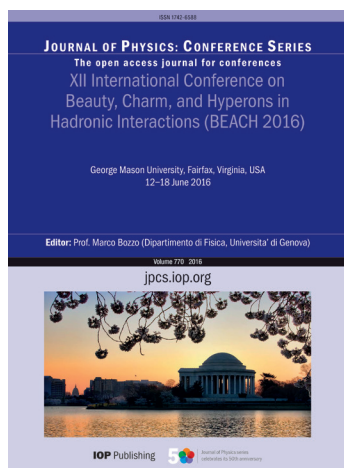
IOP Conference Series

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Submission requirements

To ensure that your proceedings are published efficiently and effectively, we require the following documents:

- The completed 'Information for Conference Series' spreadsheet (see section 1)
- All the papers, in PDF format (see section 2)
- Preliminary editorial material, such as a preface and photographs (see section 3)
- A completed 'Questionnaire for Organizers'

Section 1: Information for Conference Series spreadsheet

The spreadsheet is available at conferenceseries.iop.org/content/organizers and contains 3 tabs:

Table of contents (TOC)

You are free to choose the order in which the papers are published online. There are many ways to do this, such as grouping papers by:

- Presentation type (plenary, invited, contributed, oral)
- Conference session
- Topic or subject area

We ask you to fill out the TOC tab to provide a document that we can use and refer to during the publication process. The titles in the TOC need to match the titles on the PDFs.

All online TOCs in our proceedings are dynamically generated from the article data. Please note that certain mathematical characters cannot be rendered in the online titles, so these characters will appear differently to the rest of the title.

Delegates

If you would like us to contact the delegates when the papers have been published, fill out the second tab and we will let them know where they can find the papers online.

Shipping addresses

Are you having your proceedings printed? Fill out the third tab so we can send the delegates the printed copies.

Section 2: The papers

Please ensure that all the authors have used the paper templates provided to create their papers, and that they conform to the following:

- Paper size is European A4
- Margins are at least 25 mm all round
- The paper includes the author name and affiliation (full address including country)
- There are no page numbers, headers or footers within the paper
- The PDF is free of formatting errors (e.g. corrupt equations, missing or poor-resolution figures), since conversion from Word to PDF can introduce formatting errors
- Text is single spaced, not double spaced
- The PDF file is editable and not password protected
- All pages are portrait (landscape pages should be rotated)
- Reference lists are checked for accuracy. References can only be linked via CrossRef if they are correct and complete
- Figures are placed within the text, not collected at the end of the document
- The paper is thoroughly proofread to check standard of English and ensure wording is clear and concise

Please note that IOP Publishing cannot edit the PDFs after submission. We will extract the author names as they appear on the submitted PDFs.

On submission, we need all the papers to be named in sequential order, followed by the short-form title of the conference. You can find the short-form title in the publishing agreement.

The files should be named like this:

001_ConfName.pdf

002_ConfName.pdf

003_ConfName.pdf

Please note that if papers are rejected after submission, we cannot renumber the rest of the papers in the proceedings.

Section 3: Preliminary material

There is no cost for the online publication of editorial items in *IOP Conference Series*, so you are free to include as much material as you wish. If you would like to publish a number of items within the editorial section, please let us know the order in which you want them to appear. Typical items appearing in the editorial section include:

- Preface
- Conference photographs
- Sponsor or funding acknowledgements
- Lists of committees/participants

For editorial items, please provide a source file (Word, LaTeX, etc) for conversion to HTML, as well as the PDF.

Please name the files in the form: material type_ConfName.pdf.

The basic layout instructions given for articles should be followed. Please ensure all fonts are embedded in the PDF. Any figures should be supplied at a resolution of at least 600 dpi, and appropriately sized (i.e. 7 cm or 550 pixels wide). We are happy to accept figures in any of the commonly used formats (jpg, eps, tif, etc).

Sending the files to us

You can send your files as a compressed file (.zip, .gz, .rar, etc) in a variety of ways, including via our own FTP site, DropBox and One Drive. The log in details for our FTP can be found in Appendix C of the Publishing Agreement.

Once you have uploaded the files, please send an e-mail to **conferenceseries@iop.org** letting us know the files are there, and we will check and confirm that we have received them.

Important points to note

- We cannot change a PDF after it has been published online.
- We do not copyedit the papers in any way, so please ensure they are correct when they are submitted to us.
- Our Production colleagues will contact you 4–6 weeks after submission to give you a chance to preview the conference online before publication.

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