
Guidelines for conference organizers providing TEXT FILES

Please indicate clearly to your authors

- The format of the articles (17 x 25 cm 1-column, or A4 2-columns, depending of your choice). We recommend that you **use the same format (same template) for your entire volume**.
- The type of files they must supply: **text files (Microsoft Word or LaTeX)**. Extra care should be taken when preparing the authors and reference lists. Indeed, online references will be linked to their original source, via CrossRef, only if the references are correctly presented.
- They are welcome to use the *Web of Conferences* **Microsoft Word or LaTeX2e templates** to prepare their documents.

-  Important WARNING!

Be careful, no extra corrections will be made by the publisher after publication!

Authors must carefully check their article, including authors' names, initials, authors' affiliations, references, which are the most common mistakes.

1) What the organizers need to supply to EDP Sciences

- **A source file (Word or LaTeX) for each article.** For LaTeX files, please provide also all the figures as ps or eps files, and the articles as PDF files
- **A Publication Right form signed by at least one author(s) for each article;**
- **The Statement of Peer Review completed and signed by the editors of the proceedings;**
- **The reports of the referees (.doc or PDF files);**
- **The table of contents (see instructions below);**
- **A document with:**
 - the title of the conference
 - the location and the date of the conference
 - the names of the scientific editor(s)
- **An image (free of rights), which represents/illustrates the conference ex: poster of the event, logo...;**
- [For printed proceedings only, a text of presentation of the conference (10-20 lines) for the back cover of the book.]

Remember that:

- ➔ Fonts must be embedded in all PDF files
- ➔ The quality of the digital images should be at least 300 dpi for figures that will be published in a paper version and at least 150 dpi if it's only an online version
- ➔ Warning! NO correction will be made by the publisher once the material is in production (except if you have chosen the checking PDF option).
- ➔ The Preface will be considered as a full article (indexed + DOI number). Therefore, it will be included in the total number of articles published.

2) The table of contents

First, you do have to decide the sequence in which the papers should appear in the proceedings. If the papers should be arranged under some topic headings within the table of contents, please make sure that these headings are included in the table of contents supplied to us.

In the table of contents, for each contribution, we need to know the **title of the paper**, the list of **all author names**, and the **number of the articles**. The articles numbers should contain 5-figure numbers XYYYY.

XX corresponds to the topic heading number:

00 = no topic heading or paper outside topic headings

01 = first topic heading

02 = second topic heading

YYY corresponds to the sequence of the paper in the topic heading.

Please include in the table of contents all the editorial material. Please see below one example of a well-done table of contents.

Contents

00001 Preface

00002 Opening address

Dense matter

01001 Thermal-statistical model

J. Cleymans and F. Gelis

01002 Color Glass Condensate and initial stages of heavy-ion collisions

J. Cleymans, F. Gelis and T. Hallman

01003 Effective Field Theories for Hot and Dense Matter Color

D.E. Blaschke, J. Cleymans, F. Gelis and T. Hallman

Heavy-Ion Collisions

02001 Results and Perspectives of RHIC experiments

T. Hallman

02002 Heavy-ion collisions at LHC: The Alice Experiment

A. Marin

3) Preparing files

Files should be named according to the table of contents sequence:

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

Example for the conference DM2008:

Dense matter

dm2008_01001.doc or .tex

dm2008_01002.doc or .tex

dm2008_01003.doc or .tex

Heavy-Ion Collisions

dm2008_02001.doc or .tex

dm2008_02002.doc or .tex

4) Getting the files to EDP Sciences

We need to receive all the electronic files (including all the papers, the Statement of Peer-Review, any editorial material, the table of contents, all license agreements) **in a single batch** before production can start. To avoid files handling errors, it is not allowed to send the material of your conference in several times.

Please upload via FTP as a single compressed file the complete set:

- ➔ Prepare and name all files in accordance with previous sections,
- ➔ Combine all the files into a single archive using tar/gzip and name your archive as follow: **short-form conference title>.tar.gz** (Ex: for DM2008 → **DM2008.tar.gz**),
- ➔ Log on to <ftp://colloques:fah7see4@ftp.edpsciences.org/incoming>
- ➔ Upload your single compressed file,
- ➔ Please send an e-mail to isabelle.houlbert@edpsciences.org to confirm that the file has been uploaded, otherwise, your conference might be considerably delayed.

Should you encounter some problems using our FTP site, you can use another way, like "**WeTransfer**", and send Isabelle Houlbert the link where to download your material.

5) Publication

Your conference will be appointed a **volume number** only when the materiel is complete.

You will be informed by email when your conference is going to be published online. At this stage, you will receive a **final publishing agreement for signature**. The invoice will be prepared and sent right after receiving the signed document.

It is at the discretion of the indexing databases as to how quickly they process and upload new content. Unfortunately, **we have no control over how long it takes for each volume to be indexed**. It can often take some time for papers to appear. There is no need to contact us for this purpose as we can't speed up the procedure.

Reuse data: Conference papers may be updated, or enhanced, for further publication as a regular journal article, including submission to journals not published by EDP Sciences. Journal articles derived from work previously published in conference proceedings must contain a substantial amount of new or previously unpublished results.

Articles published in Web of Conferences can be uploaded on repository sites (like *arXiv*) provided the authors cite the source or, if not published yet, they add a note stating that the article is under consideration with Web of Conferences.

Contact

If you require further assistance about the production process, please send an e-mail to isabelle.houlbert@edpsciences.org

If you want to have general information about Web of Conferences, please send an email to: Solange.guehot@edpsciences.org

Thank you for your cooperation!