



AIP Conference Proceedings

Organizer Submission Guidelines

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How to Prepare and Submit your Proceedings

Avoiding publication delays (or proceedings being declined)

AIP Conference Proceedings values the opportunity to publish your proceedings, but we ask for your cooperation in the careful preparation of the proceeding's materials prior to submission to AIP. We are unable to accept proceedings that are poorly prepared and/or contain a substantial number of problematic papers that deviate significantly from our guidelines. Such proceedings will be declined, and the editor(s) will be asked to correct the issues and re-submit their proceedings materials. We advise editors that re-submission of a proceedings can cause significant delays to publication, particularly when authors must be contacted to obtain replacement papers. It may also jeopardize our ability to publish your proceedings by an agreed upon date.

Thank you in advance for your help and understanding.

In addition to articles, what else do I need to supply?

- A file listing the table of contents for your proceedings (see below, in Excel format)
- A preface (in a Microsoft Word file)
- Please provide a full-color graphic/image for the cover of your books. Details and specifications are provided below.
- Details of any pages to be printed in color (optional) Provide completed/signed photo release forms for pictures included in the volume (From participants whose faces appear in the photos, as well as from the photographers who hold the copyrights. For exemptions to this rule please contact the Acquisitions department directly.
- If you are purchasing printed copies or CDs we need the list of shipping addresses. Please include the phone number and email address for any destination outside the United States (AIP's shipping company requires those details for non-US addresses)

What do you need to do?

Step 1. Check that all article PDFs are prepared to *AIP Conference Proceedings* requirements

Before submission, please review the formatting of all papers to ensure that they comply with AIP Proceedings' requirements and guidelines. Please check the following:

- There must not be any page numbers on the article PDFs; these will be added by AIP.
- There must not be headers/footers on the article PDFs.
- Graphics should be clear, legible and free from corruption or distortion.
- Please ensure that text within graphics/images is clear and legible.
- Paper size should be **letter size** or **8.5 x 11** and all information within the article must be displayed within the set margins.

- All articles must be submitted **with the fonts embedded** or accept the \$1 fee per article for AIP staff to embed articles on your behalf. Embedding instructions included at the end of this document.
- Please remind authors to request and submit along with their papers the necessary permissions documentation for any figures or tables borrowed from other sources.

For proceedings, AIP uses the article PDFs in the form they are submitted. They are not copy edited and, if print copies are requested, graphics will be printed/reproduced directly from the author PDFs. For optimal results, please ensure that authors have prepared their papers using the highest-quality graphics. For example, “blocky” or poor-quality text within scanned images or raster graphics will not reproduce satisfactorily in print.

Step 2. Decide the order of appearance of the papers within your proceedings (the table of contents)

After you have ensured that all papers have been prepared in accordance with AIP Proceedings guidelines, you need to decide/choose the order in which the papers should appear within your proceedings.

Examples include:

- Follow the conference schedule/program.
- By type of paper (keynote, plenary, invited, contributed and so forth).
- By topics or themes.
- Alphabetically by first author family name.

Whichever method is chosen to order the papers, you will need to:

- Prepare a table of contents file.
- Carefully name the article PDFs.

Step 3. Prepare your Preface and a table of contents file

Preface

Prepare your preface file, with the title listed as: **Preface: Conference Title**

The preface should include the date and location of the conference along with a brief description of the topics and findings that were discussed at the conference. You may also include acknowledgments here as well. Please provide this as a Microsoft Word file.

Table of contents file

- Please provide this as an **EXCEL** file using the template provided.
- Include any section headings you want to appear in your proceedings table of contents in the Section column. List these in the excel file as shown in the table/example.
- **It is essential that your table of contents file lists the PDF file name for each article.**
- **It is essential that the articles are numbered in consecutive order regardless of the headings.**
- **All articles must be numbered in order and grouped by section.**

Here is an example where the table of contents is ordered according to the type of paper and headings are included (for example, “Plenary and Keynote”, “Applied Analysis”, “Biomathematics”, “Mathematical Physics”).

- **Note:** AIP uses your table of contents file as a guide to ensure that the articles in your proceedings are published using your preferred sequence/ordering of the papers, together with any desired headings in the table of contents. We do not use your actual table of contents file within the online or printed volumes: it is merely used to prepare the correct ordering of papers during the production process. **Therefore, it is important to ensure that the ToC you submit matches the format below.** The online table of contents is generated automatically by Scitation and the printed table of contents is produced by AIP production staff.
- This table of contents is also used to contact the corresponding author providing them with instructions to complete the e-copyright for the article.

| ArticleTitle | PaperNumber | FileName | Section | CorrespondingAuthor'sFirstName | CorrespondingAuthor'sSurname | CorrespondingAuthor'sAffiliation(nameonly) | CorrespondingAuthor'sCountry | CorrespondingAuthor'sEmailAddress |
|--------------|-------------|-------------------------|----------------------------|--------------------------------|------------------------------|--|------------------------------|--|
| Title 1 | 001 | 001_LEVINS_AIPP2020.pdf | Plenary and Keynote Papers | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 2 | 002 | 002_LEVINS_AIPP2020.pdf | Plenary and Keynote Papers | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 3 | 003 | 003_LEVINS_AIPP2020.pdf | Applied Analysis | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 4 | 004 | 004_LEVINS_AIPP2020.pdf | Applied Analysis | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 5 | 005 | 005_LEVINS_AIPP2020.pdf | Biomathematics | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 6 | 006 | 006_LEVINS_AIPP2020.pdf | Biomathematics | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 7 | 007 | 007_LEVINS_AIPP2020.pdf | Mathematical Physics | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |
| Title 8 | 008 | 008_LEVINS_AIPP2020.pdf | Mathematical Physics | Ruth | Levins | AIP Publishing LLC | USA | rlevins@aip.org |

What to include in each column:

Article title: Should be the full title of the article

PaperNumber: the numerical order of the papers. Please ensure that this is a 3-digit number, **padded with initial zeros.**

FileName: This is the full article file name as described in Step 4.

Section: The name of the section heading pertaining to that paper. Note all papers must be numbered in order and all papers pertaining to each section must be together.

CorrespondingAuthor'sFirstName: - first name of the corresponding author.

CorrespondingAuthor'sSurname – Surname of the corresponding author.

CorrespondingAuthor'sAffiliation(nameonly) – only the university, institute or company name. **Do not** include complete address information in this field.

CorrespondingAuthor'sCountry: - The country name for where the corresponding author resides.

CorrespondingAuthor'sEmailAddress: the email address of the corresponding author only.

Step 4. Name the article PDF files according to AIP requirements (to match the desired publication order)

For each article in your proceedings please name the PDF file using the following convention

NUMERICAL-SEQUENCE_FIRST-AUTHOR-FAMILY-NAME_CONFERENCE-NAME.pdf

- **NUMERICAL-SEQUENCE:** This identifies the publication sequences of the proceedings articles. Please ensure that this is a 3-digit number, **padded with initial zeros** where required, to

ensure that software will list and display the files in the correct order. For example, use 001, 002, 003, ... and not 1, 2, 3, ...

- **FIRST-AUTHOR-FAMILY-NAME:** This is simply the **family name** of the first (or only) author listed on the paper. **Do not** include spaces, diacritics, or numbers in the family name.
- **CONFERENCE-NAME:** This is the conference “short name” or abbreviation with year of conference. Do not use the full conference title; the abbreviation is all we need. For example, based on the sample table of contents shown in Step 3. The file name:

001_DOUGLAS_AIPP2018.pdf

indicates

- NUMERICAL-SEQUENCE 001
- FIRST-AUTHOR-FAMILY-NAME DOUGLAS
- CONFERENCE-NAME AIPP2019 (conference “short name” or abbreviation with year of conference)

Similarly, the other file names listed in Step 3 follow the same naming convention:

002_CLARK_AIPP2019.pdf

003_CHOY_AIPP2019.pdf

...

099_SIMPSON_AIPP2019.pdf

Step 5. Prepare/supply a full-color image (or images), in one file for the front cover of the printed proceedings

Even if you have not ordered printed copies *AIP Conference Proceedings* produces a number of print copies for distribution to libraries. We ask that all organizers choose a color graphic, or combination of graphics, to go on the front covers. **There is no extra cost for this: it is completely free.** Ideally, we prefer visually attractive graphics which represent the science presented at your conference, but you are free to choose any graphic(s) which you prefer (e.g., logos of the conference sponsors), and does not infringe any copyrights or violate any other right of a third party. **DO NOT provide the full-page art**, just the image using the specifications below.

Here is a sample of our cover design indicating the placement of the article title, location, date of conference, Editors and cover image. The maximum area you can use for graphics (either a single image or multiple smaller images in one file) is shown as well. Dimensions are shown in inches (and to the nearest cm). The file formats and resolutions required are also provided.

Step 8. Editor/Author/Conference Attendees List

AIP would like the opportunity to email all editors/authors/conference attendees providing them with a link to access the volume on Scitation once it is published. Would you be so kind as to provide us with your attendees list including email addresses, so that we can provide them with the access information, as well as a coupon to purchase the printed proceedings on our print on demand site? AIP recommends using excel to create your email contact file and should include the following information:

| Full Name | Email |
|-----------|-------|
| | |

Step 9. Place all files into a set of folders named according to AIP requirements

AIP needs to receive a single archive file (.zip, .rar, etc.) that contains your proceedings articles and related files organized into the following set of folders:








- Articles
- Frontmatter
- Shipping
- Images and logos
- Attendees List
- Checklist

Please make sure to place the article PDFs and material into different directories (folders). The following table summarizes which type of file should be placed in each folder.

| Folder name | Purpose | Notes |
|------------------|--|--|
| Articles | <ul style="list-style-type: none">• Contains only the article PDFs. | Font embedded pdf files only. Do not send articles in word format. |
| Frontmatter | <ul style="list-style-type: none">• Contains the preface and table of contents file. | May also include other “editorial” items to appear in the proceedings, such as lists of sponsors, committees, conference photos. Images in PDF format to be included within the “frontmatter” pages at the front of the proceedings (the “frontmatter”). |
| Shipping | <ul style="list-style-type: none">• Contains an Excel file with the shipping addresses for intended recipients of proceedings DVDs or printed books. | Only relevant if printed copies or DVDs have been purchased. The Excel file should contain email addresses and phone numbers for all shipments outside the USA. See Step 7 for additional information. |
| Images and logos | <ul style="list-style-type: none">• Specific image files and logos. | The graphics and/or logos contained in this folder to be printed on the cover. Cover image should be in .jpg file format. |

| | | |
|-----------------------|---|---|
| Attendees List | <ul style="list-style-type: none"> • Contains and Excel file | Full Name and email address information for all editors, authors, conference attendees. |
| Checklist | <ul style="list-style-type: none"> • Contains the Word File | Completed checklist will all information pertaining to the proceedings volume. |

The following diagram shows one example of a correctly packaged proceedings

| Structure of the zip file | Comments on structure |
|--|---|
|  myproceedings.zip | The main ZIP file containing all the files |
|  Articles | Articles – Folder to contain all articles. Do not divide the articles by session. |
|  Frontmatter | Frontmatter - Folder to contain preface, table of contents file or any other “editorial” content to appear in the proceedings. Photo release forms. Images for the frontmatter pages in PDF format. |
|  Images and logos | Images and logos - Folder to contain images/logos for the front cover. |
|  Shipping | Folder to contain the spreadsheet with shipping addresses (ONLY if printed copies or DVDs were purchased). |
|  Attendees List | List of full names and email addresses for all editors, authors, and conference attendees. |
|  Checklist | Word file checklist completed with all information pertaining to the proceedings volume to be used in the production of the volume. |

Step 10. Package the collection of files into a single compressed archive file (.zip, .rar, etc.) named using your conference acronym

- **Naming your file:** Please **do not** include any space characters in the file name of your single compressed archive: it can cause uploads to fail. Ideally, use just the upper- and/or lower-case characters **a to z** (or **A to Z**).
- With the files organized into the directory structure described in Step 10, use your preferred software tool to generate a single archive file: .zip, .rar, etc.
- AIP can accept most common archive formats.
- Make sure to preserve directory/folder structures when creating your compressed archive file.

Step 11. How to transfer your proceedings to AIP Publishing


AIP Conference Proceedings uses Seafile as their file transfer system. We ask that you use the following naming convention for your .zip file conference acronym_upload date.

Example: AIPCP_1Jan20

Then click on the link below to upload your folder:

<https://seafile.aip.org/u/d/4ec9047380fc433f93f6/>

Upload files to **2020 Conferences**

shared by: rlevins 

1. File Drag & Drop is supported for Chrome, Safari 5.0+, Firefox 4.0+, IE 10.0+
2. Folder Drag & Drop is supported for Chrome
3. File size should be smaller than 500.0 MB

If you have any questions or issues, please contact *AIP Conference Proceedings* at confproc@aip.org.

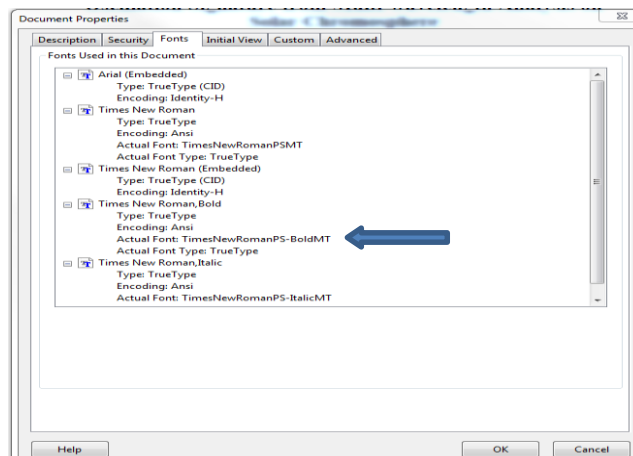
Once material is uploaded, please send an email to confproc@aip.org informing us that the material or replacements have been uploaded.

Step 12. How to Embed Fonts

Before the proceedings can be sent for further processing, all fonts must be embedded on the PDFs. Here is how to check if the fonts are embedded in the article pdf.

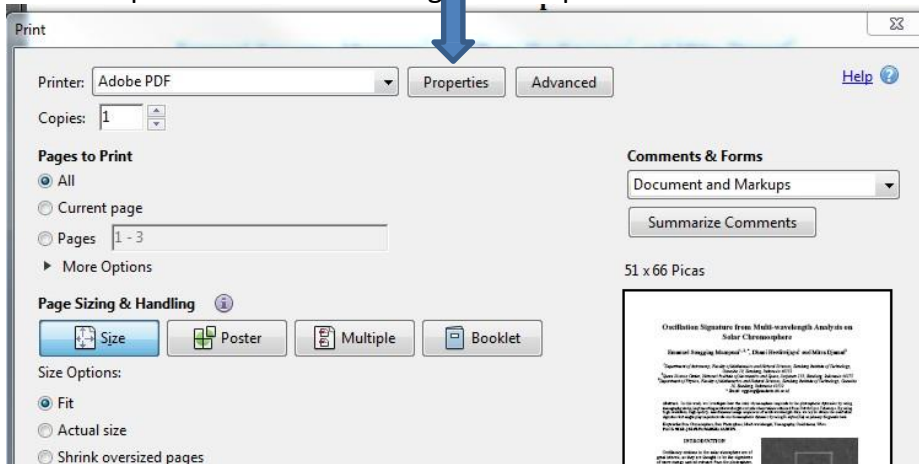
How to check if fonts are embedded:

- Open the document in Adobe Acrobat.
- Select File -> Properties from the menu bar.
- Select the Fonts tab, and then look for the fonts without (Embedded Subset) at the end. (See sample below). If you do not see fonts without the (Embedded) tag, then the article is embedded.

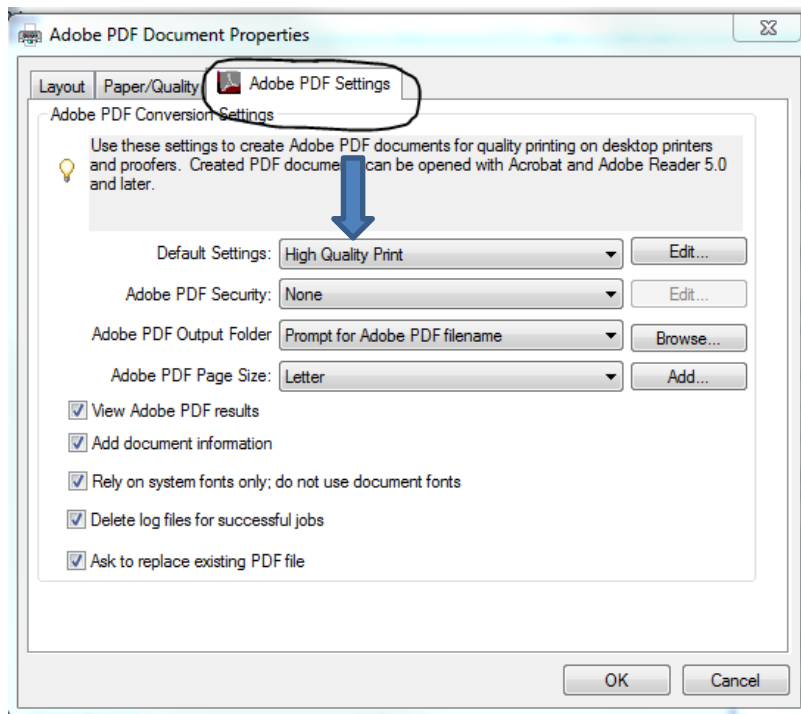


How to embed the fonts:

- Select File -> Print
- Under Printer Name, select the Adobe PDF.
- Click Properties button to the right of the printer name box.

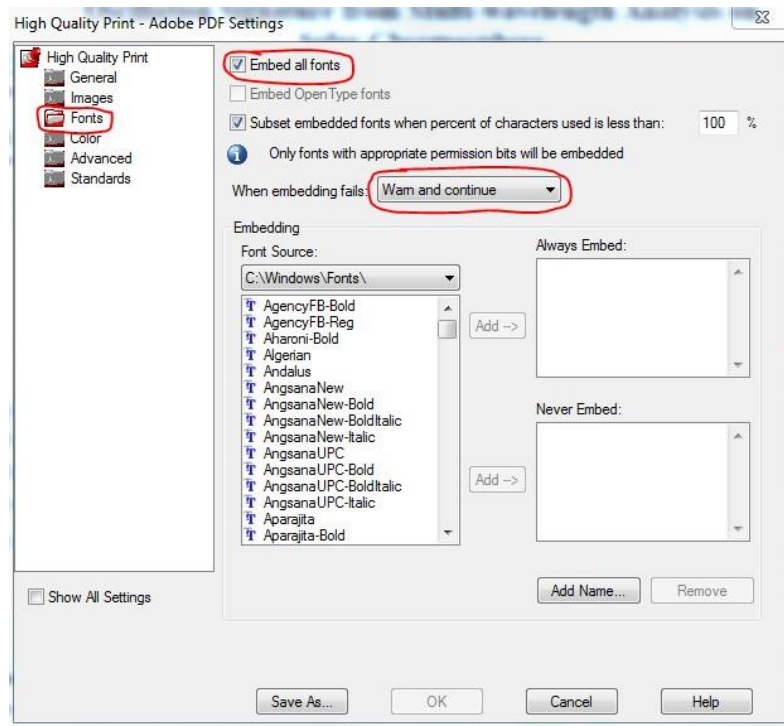


- Select the Adobe PDF settings tab, change the Default Settings from Standard to High Quality Print.

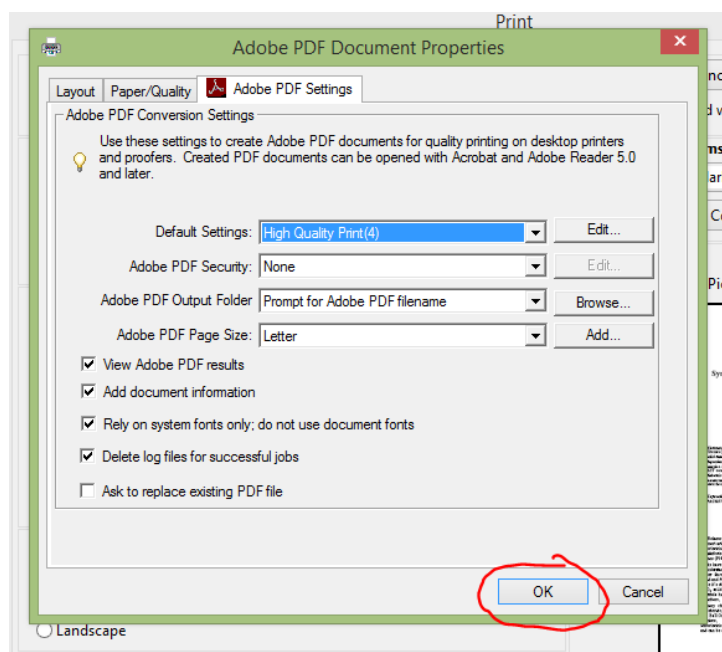


- Then click Edit next to Default Settings

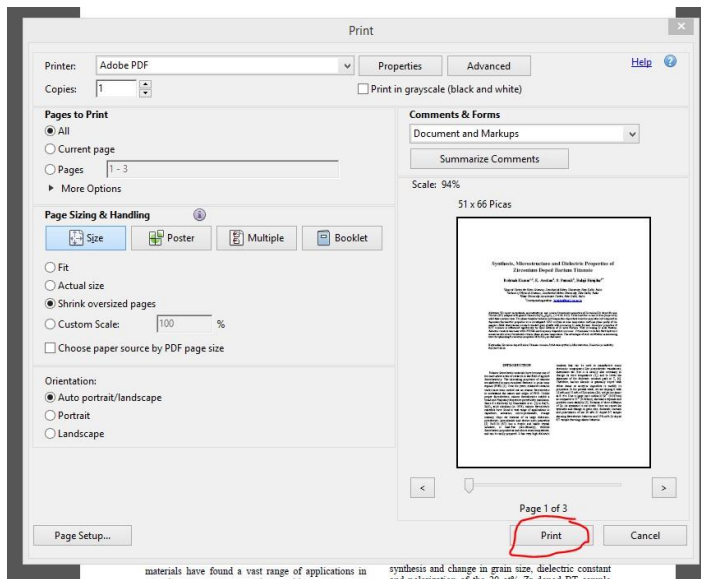
- Click Fonts on the left menu, check off Embed all fonts (it is usually already checked by default), re-select Warn and continue from the drop-down option, and then click OK.



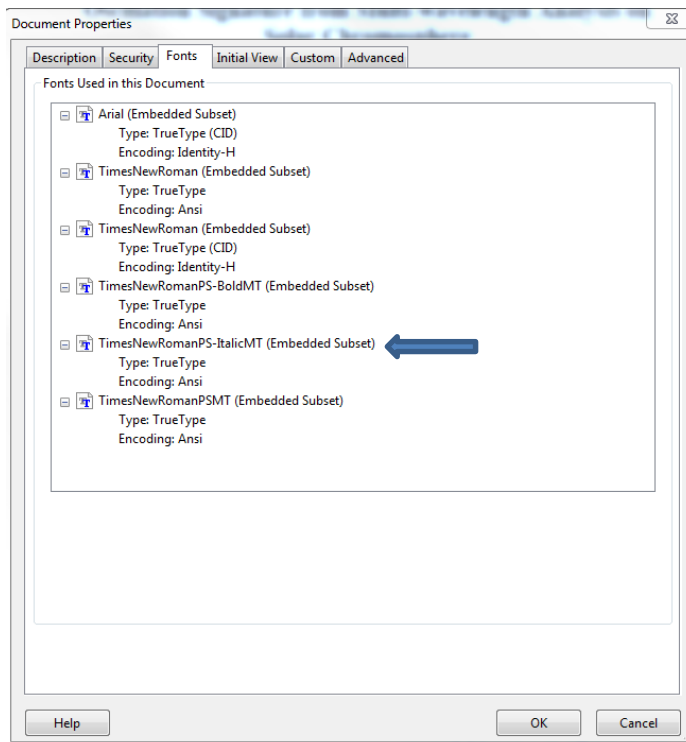
- When the next window opens, click OK.



- In the next window, click Print. Then choose the location to save the embedded file.



The embedded file will open on your desktop. Click on File -> Properties and check if all fonts were embedded. (Embedded Subset) should now appear



Conference Proceedings Final Submission Checklist

- Table of Contents in excel format?
- Preface?
- Are all article files named in proper sequence?
- All other author-prepared forms (permissions for figure re-use or photos, etc.)?
- Shipping labels with complete mailing addresses, including institution, department, city, street, zip code, country, registrant's name and number of copies?
- Image or logo to be placed on the cover of the proceedings book (this is optional)?
- Attendees list following the layout in excel format?
- AIP Checklist completed?