![edp sciences logo] ![Web of Conferences logo]

Guidelines for conference organizers providing camera-ready PDF articles

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: **camera-ready PDF** – They must follow carefully the "Camera-ready file preparation" guideline available on the journal website. 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 camera-ready PDF for each article/contribution;
- 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

Before submitting camera-ready PDF files, please check the quality of the final PDF documents at http://pdf-analyser.edpsciences.org/.

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 XXYYY.

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

3) Preparing files

PDF files should be named according to the table of contents sequence:

<short-form conference title>_<table of contents sequence>
Examples for the conference DM2008:

       Dense matter
dm2008_01001.pdf
dm2008_01002.pdf
dm2008_01003.pdf

       Heavy-Ion Collisions
dm2008_02001.pdf
dm2008_02002.pdf

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!