



How to Prepare and Submit your Proceedings

Dear Editor,

Avoiding publication delays (or proceedings being declined)

AIP Proceedings values the opportunity to publish your proceedings but we ask for your cooperation in the careful preparation of the proceedings 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) asked to correct the issues and re-submit their proceedings. We advise editors that re-submission of a proceedings can cause significant delays to publication, particularly when authors have to 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 and copyrights, what else do I need to supply?

- A file listing the table of contents for your proceedings (see below)
- A preface (in a Microsoft Word file)
- If you have requested printed copies, please provide a full-colour 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 DVDs we need the list of shipping addresses. Please include the phone number and e-mail 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 Proceedings requirements and each article is accompanied by a signed, scanned copyright transfer form.
- Step 2. Decide the order of appearance of the papers within your proceedings (the table of contents).
- Step 3. Prepare your preface and a table of contents file.
- Step 4. Name the article PDF files according to AIP requirements (to match the desired publication order).
- Step 5. Name all the copyright transfer form files according to AIP requirements.
- Step 6. Name photo release forms according to AIP requirements.
- Step 7. **Even if you have not requested printed copies**, please choose/prepare a full-colour graphic for the front cover of the printed volumes. Printed copies are produced for all proceedings: e.g., for deposit with libraries.
- Step 8. Place all files into a set of folders named according to AIP requirements.



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- Step 9. Compress all the files into a single .zip, .gzip, .rar, etc. file
- Step 10. Upload to AIP using FTP (or provide a link to a single downloadable file hosted elsewhere).
- Step 11. E-mail confproc@aip.org to tell us you have uploaded the file: do not forget to tell us the name of the file you uploaded.

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. In particular, 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.
- Margins must be compatible with the size/templates specified in your publishing agreement with AIP Proceedings.
- 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 (and the copyright transfer forms).

Step 3 Prepare your Preface and a table of contents file

Preface

Prepare your preface file to include the title of your conference as follows: Preface: Conference Title

Please provide this as a Microsoft Word file.

Table of contents file

- Please provide this as an excel file.

- Include any headings you want to appear in your proceedings table of contents. 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.**

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 invited papers”).

- **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.

Name of article PDF file	Article title	Author(s)
Plenary and invited papers		
001_DOUGLAS_ICNAAM.pdf	Article title goes here	G Douglas, J Smith and H Jones
002_CLARK_ICNAAM.pdf	Article title goes here	L Clarke, D Giordano and E Sloane
003_ODDO_ICNAAM.pdf	Article title goes here	T Choy and B Rupp
...		
...		
019_EVANS_ICNAAM	Article title goes here	E Evans and M Stratton
Contributed oral papers		
020_BLOGGS_ICNAAM.pdf	Article title goes here	A Bloggs, B Henderson and J Jones
021_THOMSON_ICNAAM.pdf	Article title goes here	A Thomson, K Whyte and J Ellis
...		
...		
045_WILLIAMS_ICNAAM.pdf	Article title goes here	A Williams and J Adams
Contributed poster papers		
046_HERTZ_ICNAAM.pdf	Article title goes here	H Hertz



...		
...		
099_SIMPSON_ICNAAM.pdf	Article title goes here	H Simpson and N Joy

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.
- **CONFERENCE-NAME:** This is the conference “short name” or abbreviation. 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_ICNAAM.pdf

indicates

- NUMERICAL-SEQUENCE 001
- FIRST-AUTHOR-FAMILY-NAME DOUGLAS
- CONFERENCE-NAME ICNAAM (conference “short name” or abbreviation)

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

002_CLARKE_ICNAAM.pdf

003_CHOY_ICNAAM.pdf

...

099_SIMPSON_ICNAAM.pdf

Step 5 Name all copyright transfer form files according to AIP requirements

The convention for naming files containing signed copyright forms is very similar to that for the articles. For copyright forms please name the file (.pdf) using the convention:

NUMERICAL-SEQUENCE_TCA_FIRST-AUTHOR-FAMILY-NAME_CONFERENCE-NAME

Please be sure to add “_TCA_” to the file name. This is important.

For example, the copyright form for the article with the file name

001_DOUGLAS_ICNAAM.pdf

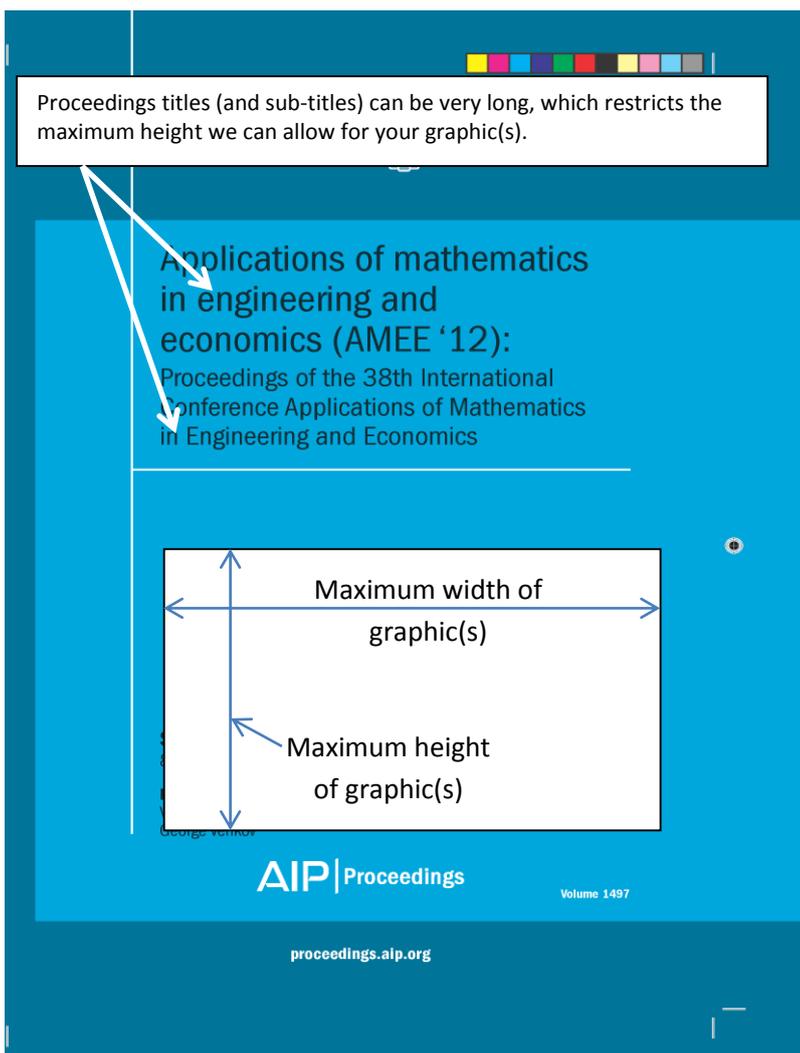
Should be

001_TCA_DOUGLAS_ICNAAM.pdf

Step 6 Prepare/supply a full-color image (or images) for the front cover of the printed proceedings

Even if you have not ordered printed copies AIP 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).

Here are the maximum areas you can use for graphics (either a single image or multiple smaller images) based on the size of your books. Dimensions are shown in inches (and to the nearest cm). The file formats and resolutions required are also provided.



Dimensions for 8.5 × 11 inch covers:

- Maximum width of graphic(s) = 6 inches (15 cm)
- Maximum height of graphic(s) = 3.5 inches (9 cm)

Graphics formats:

- **Color space:** Files can be in RGB or CMYK.
- **Vector EPS/PDF:** If they include text, all fonts must be embedded.
- **Raster images:** TIFF files at 300 dpi are preferred. PNG format files may also be used.
- **Ensure quality:** Please use high quality graphics. Do not supply blurry or blocky JPEG files or low-resolution images from web sites.



Step 7 Photo Release

Provide completed/signed photo release forms for pictures included in the volume, where a participant's face appears in the photo(s), as well as from the photographer(s) who holds the copyrights. For exemptions to this rule please contact the Acquisitions department directly

Step 8 Shipping

AIP recommends using excel to create your shipping file and should include the following information in their individual columns:

Last Name	First Name	Institution	Address	City	State	Zip	Country	Telephone	Email	# of copies

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

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

- articles
- copyrights
- frontmatter
- shipping
- images and logos

Please make sure to place the article PDFs and the copyright form files 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 (no copyright forms should be included).	
Copyrights	<ul style="list-style-type: none">• Contains only the signed copyright forms.	
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.
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 8 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 will be printed on the cover or within pages at the front of the proceedings (the “frontmatter”). Cover photos should be .jpg other photos should be in pdf format.
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The following diagram shows one example of a correctly packaged proceedings. In this example, the “articles” folder and the “copyrights” folder are further divided into “sessions”. Each “session” sub-folder contains only the articles (or copyrights) for that particular session. Note that these sub-folders can be based on any grouping, such as paper type. If headings are required in your table of contents, please make sure that they are clearly identified in your table of contents file.

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.
 copyrights	Copyrights – Folder to contain all Copyright forms are placed in a separate folder: they are not mixed with the article PDF files.
 frontmatter	Frontmatter - Folder to contain preface, table of contents file or any other “editorial” content to appear in the proceedings. Photo release forms.
 images and logos	Images and logos - Folder to contain images/logos for the front cover or the frontmatter pages.
 shipping	Folder to contain the spreadsheet with shipping addresses (if printed copies or DVDs were purchased).

Step 10 Package the collection of files into a single compressed archive file (.zip, .gzip, .rar, .bz2, etc.)

- **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**) and digits **0** to **9** only.
- With the files organized into the directory structure described in Step 7, use your preferred software tool to generate a single archive file: .zip, .gzip, .rar, .bz2, 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

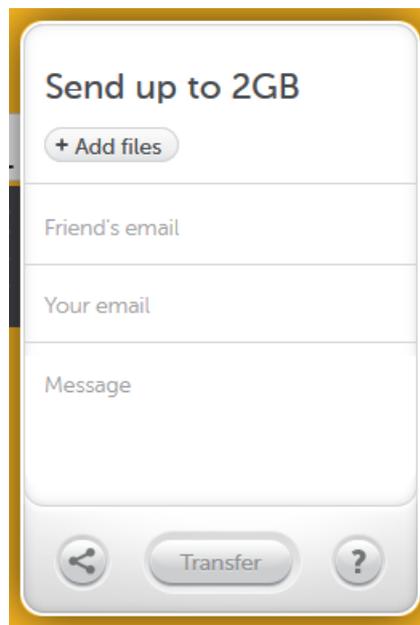
Firstly, **please do not send files by e-mail** – either as a single file or as multiple smaller files. Please use the methods described below.

Using an online file transfer service

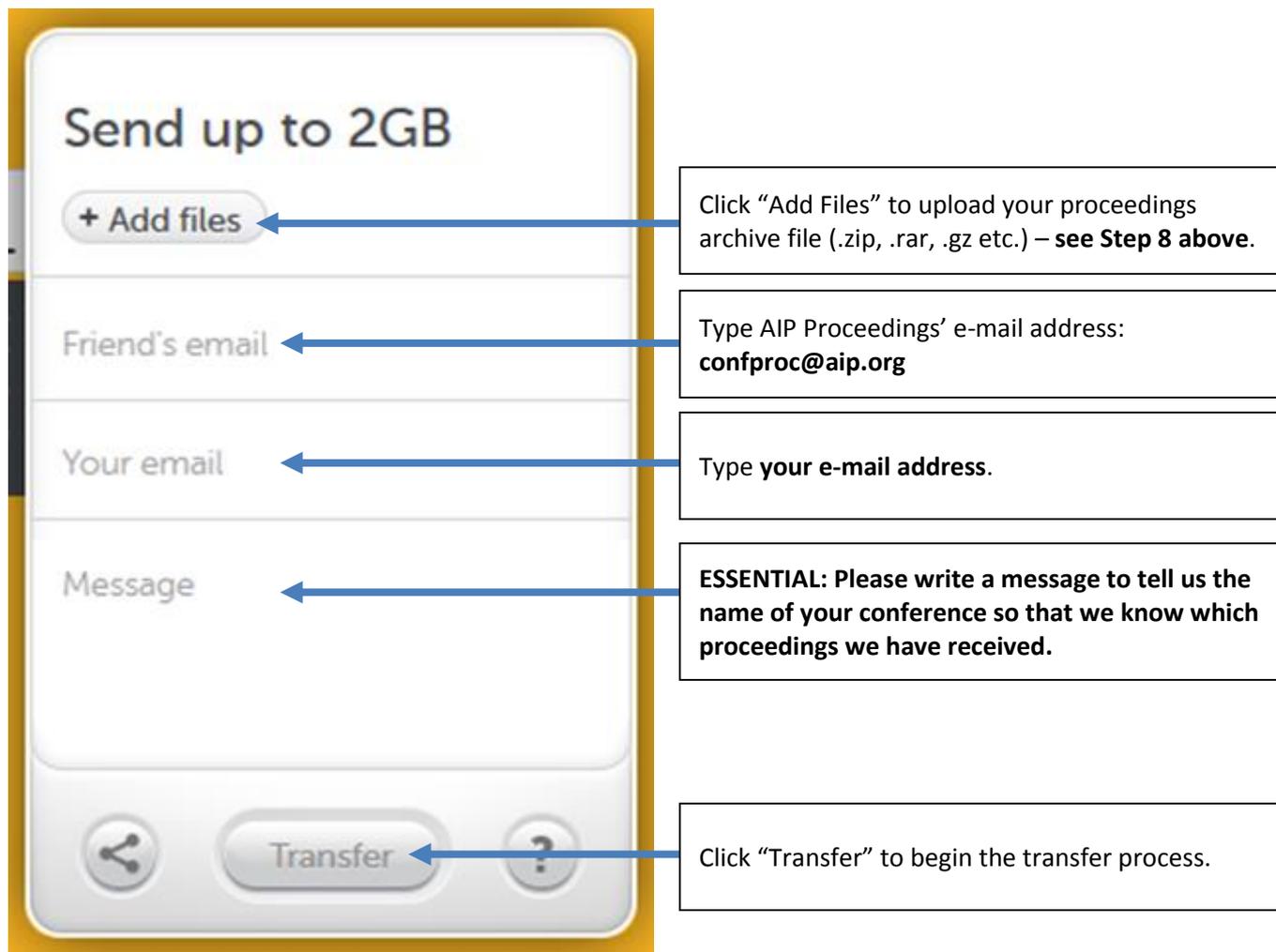
Today there are many online sites which offer free file-transfer services. For ease and simplicity AIP Publishing currently recommends WeTransfer. At the time of writing, WeTransfer does not require you to register with their service, and transfers up to 2GB (gigabyte) are free.

Service URL: <https://www.wetransfer.com/>

On the WeTransfer web site you should see a box similar to the following:



Here's what you need to do



The image shows a mobile interface for sharing files via email. At the top, it says "Send up to 2GB". Below this are four input fields: "+ Add files", "Friend's email", "Your email", and "Message". At the bottom, there are three buttons: a share icon, a "Transfer" button, and a question mark icon. Blue arrows point from each field and the "Transfer" button to a corresponding instruction box on the right.

Click "Add Files" to upload your proceedings archive file (.zip, .rar, .gz etc.) – **see Step 8 above.**

Type AIP Proceedings' e-mail address: **confproc@aip.org**

Type **your e-mail address.**

ESSENTIAL: Please write a message to tell us the name of your conference so that we know which proceedings we have received.

Click "Transfer" to begin the transfer process.

What happens next?

AIP Publishing will receive an e-mail with a link to download the files. You will also receive an automatic confirmation e-mail telling you when AIP Publishing has downloaded your files.