

# Author Information Pack

## Before the submission

### Ethics in Publishing

Detailed information on ethics in publishing and ethical guidelines can be found at the relevant document which can be downloaded from the conference's homepage by following the link Downloads at the Main Menu.

### Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations. A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's work. The Conference Chairman may use such information as a basis for acceptance decisions and may notify the scientific committee if these conflicts are believed to be important to conference delegates.

### Submission declaration

Submission of an article to the Conference implies that

- the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis),
- that it is not under consideration for publication elsewhere,
- that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and
- that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

### Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts: Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the conference Chairman from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

### Copyright

Upon acceptance of an article, authors will be asked to complete a 'Copyright Transfer Agreement'. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Copyright Transfer Agreement' form which must be filled and faxed back to the conference secretariat. Note that authors keep the right to submit an extended full version of their paper to another journal.

### Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the

collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. If funding has been provided, all sources of funding must be declared. This declaration (with the heading 'Role of the funding source') should be made in a separate section of the text and placed before the References.

### **Language and language services**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who require information about language editing and copyediting services pre- and post-submission can apply for help by logging in at the conference's homepage and follow the link My Requests at the Authors Menu.

### **Submission**

Submission to the conference proceeds totally online and you will be guided stepwise through the creation and uploading of your files. All correspondence, including notification of the Chairman's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

## **Preparation**

### **Use of word processing software**

It is important that the file be saved in the native format of the word processor used. The Conference editorial team supports two document formats: doc and LaTeX. If authors use a different word processor, the submitted file must be saved in one of these two formats. By visiting the conference homepage and following the link Downloads at the Main Menu, you can download template files for both supported formats. To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammar-check" functions of your word processor.

### **Article structure**

- Introduction: State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
- Experimental: Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.
- Theory/calculation: A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.
- Results: Results should be clear and concise.
- Discussion: This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
- Conclusions: The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
- Appendices: If there is more than one appendix, they should be identified as A, B, etc.

### **Essential title page information**

- Title. Since titles are often used in information-retrieval systems they must be concise and informative.. Do not use abbreviations and formulae if possible.
- Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was

done) below the names. Indicate all affiliations with a number superscript immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name. Use a second lower-case superscript letter after the author's name and before the e-mail address of each author.

- **Keywords.** Immediately after the author's name and affiliation, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). These keywords are very important and will be used for indexing purposes.

Note here that the title, author's name and affiliation, keywords and abstract will be published in the book of abstracts. During the submission process, the system asks for a short cv of all the authors. This is optional and aims to present the academic profile of the authors.

### **Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. The abstract is presented separately from the article, since during submission process it is requested before the manuscript upload. Abstract must be able to stand alone and will be published in the book of abstracts. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

### **Graphical abstract**

A Graphical abstract is optional and should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. At this moment, then Electronic Submission Platform does not support Graphical Abstracts but it will in future events.

### **Classification codes**

At this time, classification codes are not requested by the authors.

### **Abbreviations**

Define abbreviations that are not standard in the first section of the article. If you believe that abbreviations that you use may complicate the reading of your paper, include a dedicated section at the beginning of the article where you explain the meaning of all used abbreviations. Ensure consistency of abbreviations throughout the article.

### **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

### **Math formulae**

Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y in order to keep the text flow smooth. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

## Footnotes

Footnotes should not be used since they will result in problems to the publisher. If footnotes are necessary, enclose them in parentheses and put them inline.

## Artwork

Figures (refer with: Fig. 1, Fig. 2, ...) also should be presented as part of the text, leaving enough space so that the caption will not be confused with the text. The caption should be self-contained and placed *below or beside* the figure. Generally, only original drawings or photographic reproductions are acceptable. Only very good photocopies are acceptable. Utmost care must be taken to *insert the figures in correct alignment with the text*. Half-tone pictures should be in the form of glossy prints. If possible, please include your figures as graphic images in the electronic version. For best quality the pictures should have a resolution of 300 dpi(dots per inch).

Color figures are welcome for the online version of the journal. Generally, these figures will be reduced to black and white for the print version. The author should indicate on the checklist if he wishes to have them printed in full color and make the necessary payments in advance.

Authors, can submit figures and artwork as different files under the folder Supplementary data. Original files can be easily handled by the publisher. Always have in mind, that the whole manuscript will be subject to a 20% size reduction which may eliminate thin lines or very small fonts from the figures (if they are given as bitmaps).

## Tables

Tables (refer with: Table 1, Table 2, ...) should be presented as part of the text, but in such a way as to avoid confusion with the text. A descriptive title should be placed above each table. Units in tables should be given in square brackets [meV]. If square brackets are not available, use curly {meV} or standard brackets (meV).

## References

Citation in text. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style given below and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication.

Web references. As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

Reference to arXiv. As with unpublished results and personal communications, references to arXiv documents are not recommended in the reference list. Please make every effort to obtain the full reference of the published version of an arXiv document.

Reference style Text: References are cited in the text just by square brackets [1]. (If square brackets are not available, slashes may be used instead, e.g. /2/.) Two or more references at a time may be put in one set of brackets [3,4]. The references are to be numbered in the order in which they are cited in the text and are to be listed at the end of the contribution under a heading *References*, see our example below.

### References

- [1] Dj.M. Maric, P.F. Meier and S.K. Estreicher: Mater. Sci. Forum Vol. 83-87 (1992), p. 119
- [2] M.A. Green: *High Efficiency Silicon Solar Cells* (Trans Tech Publications, Switzerland 1987).
- [3] Y. Mishing, in: *Diffusion Processes in Advanced Technological Materials*, edited by D. Gupta Noyes Publications/William Andrew Publishing, Norwich, NY (2004), in press.

- [4] G. Henkelman, G.Johannesson and H. Jónsson, in: Theoretical Methods in Condensed Phase Chemistry, edited by S.D. Schwartz, volume 5 of Progress in Theoretical Chemistry and Physics, chapter, 10, Kluwer Academic Publishers (2000).
- [5] R.J. Ong, J.T. Dawley and P.G. Clem: submitted to Journal of Materials Research (2003)
- [6] P.G. Clem, M. Rodriguez, J.A. Voigt and C.S. Ashley, U.S. Patent 6,231,666. (2001)
- [7] Information on <http://www.weld.labs.gov.cn>

### **Supplementary data**

The Conference editorial team accepts electronic supplementary material to support and enhance your scientific research. Supplementary files are used by the chairman, the session organizers and the reviewers to get a better understanding of your work. At this time, the Conference does not publish supplementary data.

## **After Acceptance**

### **Use of Digital Object Identifier**

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. The correct format for citing a DOI is shown as follows (example taken from a document in the journal Physics Letters B):

doi:10.1016/j.physletb.2010.09.059 When you use the DOI to create URL hyperlinks to documents on the web, they are guaranteed never to change.

### **Proofs**

Articles will be published in conference proceeding book as they submitted by the authors. Any changes that you might want to include to the final article, must be send to the conference secretariat until the last day of the conference.

### **Offprints**

All registered conference delegates will receive a volume of the produced conference proceedings book.

## **Author Inquiries**

For inquiries relating to the submission of articles (including electronic submission where available) please visit the conference's homepage. You can track the status of your article(s) by login in the Conference homepage and follow the link My Submissions at the Authors Menu. E-mail alerts have been setup to inform you of when an article's status has changed. Also accessible from there is information on copyright, frequently asked questions and more. Contact details for questions arising after acceptance of an article, especially those relating to proofs, will be provided by the publisher.

## Electronic Submission Platform

### The Authors Menu

After logging in the Electronic Submission Platform, the user has access to the *Authors Menu*. From here

- users can submit their papers, pay on-line for conference fees, send conference organizers requests and edit their profile
- session organizers can manage their sessions, assign reviewers, decide for the acceptance of papers
- reviewers can prepare their reviews

The platform has been designed in order to be simple and effective. For any comment, do not hesitate to contact the Conference secretariat or the web administrator.

### My Submissions

Selecting My Submissions in the Authors Menu, the user can see a list of his papers. Information about a paper includes the title, the abstract ( limited in size ), the keywords, the status of the paper, the links to reviewers comments ( if they exist ) and finally all the dates related to the paper submission. Each paper has a set of actions that the user can take:

- Download is selected to download the full submission
- Edit is selected to alter paper details
- Authors is selected to edit paper authors list
- Session is selected to select the session that the paper is submitted to
- Upload is selected when the user is ready to upload his files
- Submit is selected when the user is ready to submit his paper and
- Remove is selected when the user wants to remove his submission

Note here that depending on the status of the paper, not all the above actions are enabled.

In order to submit a new paper, the user must follow the relevant link. Submission is performed in four steps:

1. First, the title of the paper is entered. Title is limited to 256 characters.
2. Then by following the link Next, the user enters the paper authors. A new author is added by selecting the relevant link. The user can rearrange the order of the authors, mark an author as the presenter of the paper or delete an author.
3. In the third step, the user enters the paper details. These includes the paper abstract ( limited to 1500 characters ), the keywords ( limited to 256 characters ), the presentation type and the comments available to the editor ( limited to 1500 characters ).
4. finally in the fourth step, the user selects from the list of sessions, the one that wishes to submit the paper.

In every step of the submission process, the user can move to previous steps. When all steps are completed, the new paper is listed in the paper list but it has not been submitted yet. Action links are enabled, so the user can edit all the information related to the paper. The paper is submitted only when the user select the action Submit.

After acceptance of the submitted abstract, the author has to prepare and upload the Conference paper. Note here that the action Submit here is enabled only when the manuscript has been uploaded. After submitting a paper, the user can no longer perform any changes. To do so, the user should delete the paper and re-submit it.

## My Sessions

Selecting My Sessions in the Authors Menu, the user can see a list of the sessions that he has proposed to the conference. Anyone can apply for a new session by selecting the relevant link and enter the title of the proposed session ( limited to 256 characters ) and a short description ( limited to 4096 characters ). Proposed sessions pass through an evaluation process from the conference scientific committee. After that, a session can be approved and enabled. This means, that the session will be listed to the list of approved sessions, and users can submit papers to it.

For approved sessions, the user can perform a Manage action. By selecting this action, the list of papers that have been submitted to the session is displayed. For each paper, the title and the status is displayed. Moreover, the system displays a tip about what action should the organizer takes. For example, if a paper has the status Submitted, then the action pending is to assign reviewers.

Each paper can be moved in order to produce the desired order for the presentation. For each paper, the organizer can select the following actions:

1. Invited if the organizers wishes to make that paper the plenary one for the session (a plenary lecture is usually this that opens the session).
2. Assign, if the organizer wants to assign reviewers for the paper. Reviewers are selected from the list of registered users. In this list, for each registered user, his title and affiliation are displayed along with keywords of their submitted work and the number of reviews that have been assigned to them (try to assign uniformly the reviews).
3. Decide, if the organizer is ready to take a decision about the paper. In the first phase of submission (abstract), the organizer can decide only the acceptance or the rejection of the abstract. or re-submission of a revised version of the paper. In the second phase ( after a revised manuscript has been submitted ) the organizer can decide only for acceptance or rejection.
4. Download, if the organizer wants to download the manuscript.

## My Reviews

Selecting My Reviews in the Authors Menu, the user can see a list of the reviews that have been assigned to him. There are two groups of reviews, the submitted and the pending ones. Submitted reviews can only be displayed, while pending reviews can be edited and submitted. If the user does not want to act as reviewer in a paper, then simply ignores the assignment. Information about reviews are given in the document Instructions for reviewers that can be download from the conference web site.

## My Transactions

Selecting *My Transactions* in the Authors Menu, the user can pay the conference fees by selecting his favorite payment method. There are three payment methods:

Online. By choosing online payment, the user is redirected to a secure payment gateway where can enter the credit card details. The payment is processed immediately and an invoice is produced for that payment.

Bank Transfer. By choosing the bank transfer payment method, a form will be produced with the payment details. All necessary information will be available on this form. After the user make the money transfer, he or she must completes the form with the transaction id and fax it to the fax that is included in the form. The payment will be processed in the next 4 working days and an invoice will be produced that will be available online.

Offline. By choosing the offline payment method, a form will be produced with the payment details. The user must fill in this form the credit card details and fax it to the fax that is included in the form. The

payment will be processed in the next 2 working days and an invoice will be produced that will be available online.

### **My Requests**

Selecting *My Requests* in the Authors Menu, the user can submit to the conference organizing committee a request. Requests can be invitation letters for Visa, certifications, accommodation or transportation help, submission help and documentation or anything else that the user wants. Requests are served on a daily basis and the conference secretariat will communicate with the user by email

### **Edit profile**

Selecting Edit profile in the Authors Menu, the user can edit his profile

### **Logout**

Selecting Logout in the Authors Menu, the user exits the author's area ( the electronic submission platform ).