# International Conference on Physics Education (ICPE-SAIP-WITS 2018) Conference Proceedings: Author guidelines, submission and review procedures

## Author guidelines

The paper submission for the ICPE-SAIP-WITS 2018 conference is **now open**. Only authors/co-authors who present their contributions (invited plenaries, single oral, posters and workshop presentations) during the conference are invited to submit their papers. The proceedings of the International Conference on Physics Education will be published in the Open Access **Journal of Physics: Conference Series (JPCS)**, which is part of IOP Conference Series. All papers published in IOP Conference Series are fully citable and upon publication will be free to download in perpetuity. An example of a typical JPCS paper is available online at: iopscience.iop.org/1742-6596/510.

## Instructions for Paper Submission

IOP Conference Series uses author-supplied PDFs for all online and print publications. Authors are asked to prepare their papers using Microsoft Word or LaTeX, according to the journal guidelines and templates, and then convert these files to PDF. Full instructions on preparing your paper, along with templates, can be found on the IOP Conference Series website (see author guidelines).

## What you need to provide

- When preparing your paper ensure that you follow the author guidelines. Please check the following:
    - Paper size is European A4.
    - Margins are at least 25 mm all round.
    - The paper includes the author name and affiliation (full address including country).
    - There are no page numbers, or headers and footers, within the paper.
    - The PDF is free of formatting errors (e.g. corrupt equations, missing or poor resolution figures), since conversion from Word to PDF can introduce formatting errors.
    - Text is single spaced, not double spaced.
    - The PDF file is editable and not password protected.
    - All pages are portrait (landscape pages should be rotated).
    - Reference lists are checked for accuracy. References can only be linked via CrossRef if they are correct and complete.
    - Figures are placed within the text, not collected at the end of the document.
    - A thorough proof read is conducted to check standard of English and ensure wording is clear and concise.
    - Ensure that your paper includes an abstract.
    - **ALL PAPERS SHOULD BE A MINIMUM OF 6 PAGES AND A MAXIMUM OF 12 PAGES IN TOTAL!! (MAKE SURE TO STRICTLY ADHERE TO THIS!)**

- **Multimedia files you wish to publish online**: JPCS encourages authors to submit multimedia files to enhance the online versions of published research articles.

# IOP NOTES: AFTER REVIEW AND FINALISATION OF PAPERS

- IOP strongly recommends that as part of the peer review the papers are proofread and checked to ensure they follow our formatting requirements. Editors should adhere to our Peer Review Policy.
- Once the final papers (after reviews) are ready they will be submitted by the Editors of ICPE-SAIP-WITS 2018 Conference to IOP in CAMERA-ready format (i.e. PDF format, ready for publication). IOP will not perform a copy editing/proof reading stage, and authors will not see a proof of their paper after submission to IOP.
- **It is important to ensure that when you submit your paper, it is in its final form ready for publication, and has been thoroughly proofread. IOP does not edit papers and will not send out author proofs prior to publication.** Please note: post-publication changes are not usually permitted, unless there are exceptional circumstances, so please ensure your paper has been checked for errors.

## Content guidelines

- Submitted papers are expected to contain evidence of some new results, to be free of plagiarism and to not unduly duplicate previously published material.
- All papers should have sufficient physics content to justify being considered as a contribution to the proceedings.
- Consideration will be given to research work undertaken within large collaborations.
- Review papers will not be considered appropriate for the conference proceedings.

## Author responsibilities

- By submitting a paper, the author and co-authors are assumed to agree with the terms and conditions as outlined in this document.
- Only papers presented at the conference will be considered and an author or co-author must present the paper.
- If the primary author is a student, he/she must obtain permission from his/her supervisor/promoter at the time of submission.
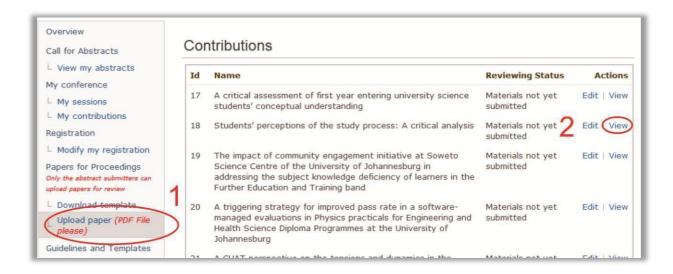
## Deadlines for Submission

- Deadline for submission: **04 November 2018**.

# Online Paper Submission

Please go to the conference website: http://events.saip.org.za/event/ICPE-SAIP-WITS-2018.

1. Login (using the username and password that you created during abstract submission) into the SAIP INDICO system and browse to *Papers for Proceedings* => *Upload paper*
2. Choose *View* next to the relevant abstract
3. Choose *Upload Paper => Upload Paper*
4. *Browse =>* Choose the PDF file on your computer *=> Create Resource*





# Review procedure

- After the submission deadline, the PDF of each paper will be distributed to reviewers.
- All authors/co-authors with a PhD are expected to assist in the reviewing process.
- At least two subject specialists will be chosen to review and report on each paper.
- A final decision, or a request for revision, will be communicated to the corresponding author.
- Once the review process is completed and after all necessary corrections have been made by authors, it is planned to publish the full proceedings by **end May 2018.**

# Conference Proceedings Enquiries

General enquiries should be directed to: ICPE2018 Proceedings Enquiries.