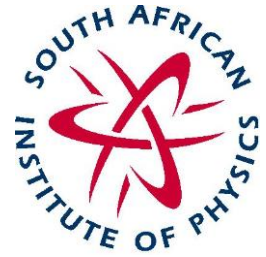


South African Institute of Physics (SAIP) Conference Proceedings: Author guidelines, submission and review procedures



Both poster and oral presenters at the SAIP conference are invited to submit short papers towards the conference proceedings. The *SAIP Conference Proceedings* use author-supplied PDFs for its online publication. Authors **must** prepare their papers in PDF format strictly following the A4 style templates (for either Microsoft Word or LaTeX2e) as provided on SAIP website.

The following points summarize the key issues you need to consider, or comply with, when preparing your paper for the *SAIP Conference Proceedings*.

Aim and scope:

- The purpose of the *SAIP Conference Proceedings* is to collect, in a volume, some of the latest, interesting and relevant research in physics and physics-related disciplines in South Africa and Africa.
- The *SAIP Conference Proceedings* is published as a general collection rather than as a discipline-specific periodical with the expectation that all papers will fall within one of the recognised [divisions](#) of the SAIP.

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 e.g. SKA, ATLAS, ALICE, etc.
- Review papers will not be considered appropriate for the conference proceedings.

Author responsibilities:

- By submitting a paper, the author and all 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 (and their supervisor) must complete and sign the Supervisor Agreement. The Supervisor agreement is required at the time of submission.
- Supervisors whose students submit papers will be required to act as reviewers.

Formatting guidelines and templates:

- Templates (MS Word and Latex) are available under the 'Guidelines & Templates' menu item at the online SAIP INDICO event page. The Supervisor agreement document can also be found here.
- The PDF version of the short paper must be A4 size and 3-6 pages in total length.
- Figures and table should be included in the appropriate places within the main text.
- Deadline for submission: 15 July 2016 (08h00 SAST)
- All poorly formatted papers, or papers which are not between 3 and 6 pages long, will be rejected without review.
- Examples of properly formatted and scientifically sound papers from past *SAIP Conference Proceedings* can also be found under the 'Guidelines & Templates' menu item. Please use these as the desired standard.

Paper Submission:

The **abstract submitter** should upload:

1. A **correctly formatted PDF** version of the paper onto the conference webpage before the deadline and
2. If the submitter is still a student / has a supervisor / promoter, also upload the completed Supervisor Agreement form (found at: **Guidelines and Templates**)

Upload Procedure (paper and agreement, if applicable):

1. Login to the SAIP Indico system and browse to **Papers for Proceedings** → **Upload paper**
2. Choose **View** next to the relevant abstract
3. Choose **Upload Paper**
4. Choose **Upload Paper** → **Browse** → Choose the PDF file on your computer → **Create Resource**
5. Repeat step 4 until all relevant files for a submission has been uploaded. *For student papers, before clicking **Create Resource**, choose more in the Upload Paper window to upload a PDF copy or scan of the signed Supervisor Agreement as an additional document.*
6. Click **Submit**

Id	Name	Reviewing Status	Actions
17	A critical assessment of first year entering university science students' conceptual understanding	Materials not yet submitted	Edit View
18	Students' perceptions of the study process: A critical analysis	Materials not yet submitted	Edit View
19	The impact of community engagement initiative at Soweto Science Centre of the University of Johannesburg in addressing the subject knowledge deficiency of learners in the Further Education and Training band	Materials not yet submitted	Edit View
20	A triggering strategy for improved pass rate in a software-managed evaluations in Physics practicals for Engineering and Health Science Diploma Programmes at the University of Johannesburg	Materials not yet submitted	Edit View
21	A GAT perspective on the tensions and dynamics in the	Materials not yet submitted	Edit View

Paper selection and submission

Upload paper 3.2

No paper uploaded

Submit Close

Upload Paper

Basic Advanced

Location: Browse... No file selected. more

4.1

4.2

Create Resource Cancel

Review procedure:

- After the submission deadline the PDF of each short paper will be distributed to reviewers
- At least two subject specialists will be chosen to review and report on each short paper
- A final decision, or a request for revision, will be communicated to the corresponding author.
- The call for reviewers will be under taken twice for each paper. At that point, if no suitable reviewers have been found, the paper will be rejected due to lack of review.

Once all the necessary corrections have been made to the accepted papers, the proceedings will be made available for downloading from the conference webpage.