Conference Proceedings: Author guidelines

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.
- Figures and table should be included in the appropriate places within the main text.
- All poorly formatted papers, , <u>will be rejected without review</u>.

Paper Submission:

The **abstract submitter** should upload:
1. A **correctly formatted PDF** version of the paper onto the conference webpage before the deadline

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 <u>PDF file </u>on your computer → **Create Resource**
5. Repeat step 4 until all relevant files for a submission has been uploaded.
6. Click **Submit**

Review procedure:

- After the submission deadline the PDF of each 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.