

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, , will be rejected without review.

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

The image contains three screenshots illustrating the paper submission process in the SAIP Indico system:

- Top Screenshot:** Shows the 'Contributions' table with columns for Id, Name, Reviewing Status, and Actions. A red circle highlights the 'View' link in the Actions column for the second entry (ID 18). A red circle with the number '1' highlights the 'Upload paper (PDF File please)' option in the left-hand navigation menu.
- Bottom Left Screenshot:** Shows a 'Paper selection and submission' dialog box. A red circle with the number '3.2' highlights the 'Upload paper' button. A red circle with the number '3.1' highlights the 'Upload paper' button in the 'Call for papers' section.
- Bottom Right Screenshot:** Shows the 'Upload Paper' form. A red circle with the number '4.1' highlights the 'Browse...' button. A red circle with the number '4.2' highlights the 'Create Resource' button.

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.