

## 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 contributions should be submitted in PDF format following strictly the A4 style templates (for either Microsoft Word or LaTeX2e) as provided by the IOP, Journal of Physics Conference Series website.

Guidelines and templates:

- Templates (either MS Word or Latex) available under the 'Guidelines & Templates' menu item at the online SAIP Indico event page
- 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: **See online event pages**
- All badly formatted papers, or papers which are not between 3 and 6 pages long, will be rejected without review.

Submission:

- The corresponding author should upload a correctly formatted PDF version of the paper onto the conference webpage before the deadline. (Once uploaded, if you need to modify the paper, be sure to remove the previous version.)
- Login to the SAIP Indico system and choose for which abstract (If you submitted more than one) you would like to upload your short paper.
- Browse to near the bottom of the page and choose: Add Material.
- Choose the PDF file of your short paper (via the Browse button) and also select Material Type as Paper and click Add Resource.

Upload Material

Basic Advanced

Location  Local file  External resource (hyperlink)

Browse...

Convert to PDF (when applicable)

Material type Paper

*This will be the first resource of type Paper. Please select who will be able to access this material type:*

Same people as parent Contribution (currently open to everyone, but can change)

Only me and the users I specify

Everyone

Create Resource

Review procedure:

- After the deadline the PDF of each sort paper will be distributed to various reviewers for a blind review process.
- 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.

Once all the necessary corrections have been made to the accepted papers, the proceedings will be made available for downloading from the conference webpage. A compact disc containing the same proceedings will also be mailed to each corresponding author. Procedures on how to claim the subsidy from the DOE via your University administration will be communicated to corresponding authors.