**Author guidelines for conference proceedings**

.

Preparing your proceedings paper

IOP Conference Series uses author-supplied PDFs for all online and print publication. Authors **must** prepare their papers using Microsoft Word or LaTeX, according to the [guidelines and templates](https://publishingsupport.iopscience.iop.org/questions/templates-and-guidelines-for-proceedings-papers/), and then convert these files to PDF.

**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 do not copy edit or re-format papers and will not send out author proofs prior to publication.** Post-publication changes are not permitted, so please ensure that your paper has been checked for errors.

As a general rule we would advise that an author does not submit more than two articles to a conference. This includes papers that they have co-authored.  
Our guidance on what constitutes authorship is available here: <https://publishingsupport.iopscience.iop.org/questions/ethics-of-authorship/>

By submitting a paper an author and all co-authors are assumed to agree with the terms of the [IOP Proceedings Licence](http://conferenceseries.iop.org/content/quick_links/IOP_Proceedings_Licence).

**Do not submit your papers directly to IOP Publishing; please contact your conference organizer for submission instructions.**

Paper format

* The paper size is European A4.
* Margins are 4cm (top), 2.5cm (left and right) and 2.7cm (bottom).
* There are no page numbers, headers or footers within the paper.
* Text is single spaced, *not* double spaced.
* All fonts are embedded.
* All pages are portrait (landscape pages should be rotated).
* The abstract text should be indented 25mm from the left margin and there should be 10mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract.

Paper content

* The paper includes the author’s name(s) and affiliation(s) (full address including country).
* All articles *must*contain an abstract.
* Papers must use inclusive language. At IOPP we follow these industry-wide [Guidelines on Inclusive Language and Images in Scholarly Communication](https://assets.pubpub.org/jcnh8c3v/71666271791414.pdf).
* All figures and tables should be numbered in numerical order. Please ensure that figure/table numbers are *not* duplicated or missed.
* Figures are legible and placed within the text, *not*collected at the end of the document.
* If section headings are numbered, ensure that they are numbered numerically, and no numbers are duplicated or missing.
* Displayed equations should follow a naming convention in numerical order, i.e. (1), (2), (3) etc or by section, i.e. (1.1), (1.2) etc. Ensure every displayed equation has its own number and none are duplicated or missing.
* Reference lists are checked for accuracy. **References can only be linked via CrossRef if they are correct and complete.** Check the [templates and guidance page](https://publishingsupport.iopscience.iop.org/questions/templates-and-guidelines-for-proceedings-papers/) for further reference styling information.
* If numbering references (Harvard system) ensure that references are numbered numerically, every reference has its own number and no numbers are duplicated or missing.
* Ensure that all references are cited in the text and that all citations have a corresponding reference.
* Finally, please ensure that the paper is thoroughly proofread to check the standard of English and ensure wording is clear and concise.

Conversion to PDF

* The PDF file is editable and *not* password protected.
* 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.
* There are no blank pages.

Templates and guidelines for proceedings papers

These are our templates and guidelines for proceedings papers, they are there to help you prepare your work.

**Essential guidelines**

Please follow these essential guidelines when preparing your paper:

* [**Basic guidelines for preparing a paper**](https://cms.iopscience.iop.org/alfresco/d/d/workspace/SpacesStore/ac424614-d325-11e0-adda-5d01ae4695ed/simpleinstructions.pdf)
* [**Style guide for conference organisers and authors**](https://publishingsupport.iopscience.iop.org/wp-content/uploads/2023/07/Style-guide-for-conference-organisers-and-authors.pdf)

**Templates**

Authors must prepare their papers using our Microsoft Word or LaTeX2e templates, and then convert these to PDF format for submission:

* [**Microsoft Word templates**](https://cms.iopscience.iop.org/alfresco/d/d/workspace/SpacesStore/f67538ae-18b2-11e4-831a-29411a5deefe/WordGuidelines.zip)
* [**LaTeX2e class file**](https://cms.iopscience.iop.org/alfresco/d/d/workspace/SpacesStore/a83f1ab6-cd8f-11e0-be51-5d01ae4695ed/LaTeXTemplates.zip)

**Multimedia**

If you would like to submit multimedia to accompany your paper, you might find these guidelines useful:

* [**Multimedia guidelines**](https://cms.iopscience.iop.org/alfresco/d/d/workspace/SpacesStore/543c25b6-cd8f-11e0-be51-5d01ae4695ed/Multimedia%20guidelines.pdf)

How to cite an IOP Conference Series paper

The following information is intended to provide an overview of how to cite articles published in the IOP Conference Series titles. Please note that the full publication record for all IOP journals and proceedings can be found in [IOPscience](http://iopscience.iop.org/).

* All proceedings in IOP Conference Series are published as a single volume of the relevant title. Typically, each volume has just a single issue but very large volumes may be split into two or more issues for ease of reading and navigation.
* Papers published in IOP Conference Series titles use an article numbering system that means that papers should be cited by using the six-digit article number in place of a page number (see examples below).
* Every article has its own unique identifier called a [Digital Object Identifier](http://www.doi.org/) (DOI).
* Articles can be linked via the [Crossref system](http://www.crossref.org/).
* The pages in the PDF file of each article are numbered from 1. These page numbers should not normally be included in a reference. However, if it is desirable to indicate the length of an article, this can be done by including the number of pages, in parentheses, after the article number.

**Examples of citations to conference proceedings**

References to conference papers should include:

* Author(s)
* Year of publication
* Title of conference (in italics, initial letter of each significant word should be capital)

Example:

* Mahanta N K and Abramson A R 2012 Thermal conductivity of graphene and graphene oxide nanoplatelets *13th Intersociety Conf. on Thermal and Thermomechanical Phenomena in Electronic Systems*

**Examples of citations to conference series**

* Barry R Holstein 2009 *J. Phys.: Conf. Ser.* **173** 012019
* V V Kramarenko *et al* 2016 *IOP Conf. Ser.: Earth Environ. Sci.* **43** 012029
* S Adarsh *et al* 2016 *IOP Conf. Ser.: Mater. Sci. Eng.* **149** 012141

**Proceedings peer review policy**

The peer review of papers published in the IOP Conference Series titles is managed by the organizers and proceedings editors.

The detailed procedures will vary from event to event according to the custom and practice of each community. Our publishing agreements require peer review to be undertaken in accordance with the principles outlined below.

All organizers/editors must complete a form describing how the papers were peer reviewed. This information will be published as part of the proceedings.

Peer review must be conducted through our platform unless another method is agreed with the journal team. IOP Publishing reserves the right to request peer review reports at any time.

All conferences are requested to adhere to the following minimum standards:

* Unbiased consideration is given to all papers. Papers are considered regardless of the race, gender, religious belief, ethnic origin, citizenship or political philosophy of the authors
* No terminology will be used that, in the opinion of IOP Publishing, is offensive or might be perceived to be offensive to others
* Authors and Editors agree to comply with our [ethical policy](https://publishingsupport.iopscience.iop.org/ethical-policy-journals/)
* IOP Publishing has the right to investigate any suspicions and/or allegations of misconduct
* Submission and peer review must be conducted in English.
* Reviewers shall give a clear statement of recommendation for each paper. Comments must be included to support their recommendation. These comments should be suitable for transmission to the author
* Editors and Organisers shall only accept papers where there is clear support from the reviewers

Conference papers must meet all the usual standards of quality for an IOP Publishing publication. However, reviewers will take into account the nature of conference papers. Review papers are also welcomed and accepted. Reviewers will consider background papers more favourably than would be normal for a regular paper. These allowances shall not go so far as to approve papers of low scientific standard. Papers that have been published in written form elsewhere should not be considered.

Reviewers should consider the following key points related to scientific content, quality and presentation of the papers:

Technical Criteria

* Scientific merit: notably scientific rigour, accuracy and correctness
* Clarity of expression; communication of ideas; readability and discussion of concepts
* Sufficient discussion of the context of the work, and suitable referencing

Quality Criteria

* Originality: Is the work relevant and novel?
* Motivation: Does the problem considered have a sound motivation? All papers should clearly demonstrate the scientific interest of the results
* Repetition: Have significant parts of the manuscript already been published?
* Length: Is the content of the work of sufficient scientific interest to justify its length?

Presentation Criteria

* Title: Is it adequate and appropriate for the content of the article?
* Abstract: Does it contain the essential information of the article? Is it complete? Is it suitable for inclusion by itself in an abstracting service?
* Diagrams, figures, tables and captions: Are they essential and clear?
* Text and mathematics: Are they brief but still clear? If you recommend shortening, please suggest what should be removed
* Conclusion: Does the paper contain a clear conclusion. The conclusion should summarise what has been learned and why it is interesting and useful?