

# Proceedings Publication Instructions

This document contains guidance for conference organisers, authors and reviewers working to publish in IOPP Conference Proceedings. It provides essential guidance to support you throughout the publication process. Please read the policies outlined in this guide carefully and do not hesitate to reach out if you have any questions or need further assistance.

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## Conference Organisers

Working together with IOP Conference Series to publish a volume of proceedings will mean managing the peer review process which will include selection, review and acceptance of the papers.

We require Conference Organisers to adhere to our processes and communicate such requirements clearly to editors, reviewers and authors. We rely on this communication in order to maintain our reputation and the quality of our processes.

## Publishing License

Our proceedings are published under a Licence, and authors will retain copyright of the work. The terms of the Publishing licence can be read here:

<https://publishingsupport.iopscience.iop.org/questions/iop-proceedings-licence/>

## Peer review policy

The peer review process must comply with our Peer Review Policy, and conference papers must meet all the usual standards of quality for an IOP Publishing publication. The Peer Review Policy can be read in full here:

<https://publishingsupport.iopscience.iop.org/questions/proceedings-peer-review-policy/>

## Ethical policy

The integrity of our content is very important and IOP Conference Series adheres to recommendations from the Committee for Publication Ethics (COPE). We take ethical allegations very seriously and believe it is our responsibility to maintain the integrity of the scientific record as far as possible.

We don't encourage multiple submissions from the same authors to the proceedings volume, and apart from practices recognised in 'big science' collaborations, we recommend no more than two papers per author. In the event that this limit is exceeded, we require Conference Organisers to provide us with additional information regarding the specific role of each author within the papers.

In addition, we require Conference Organisers to be mindful of excessive self-citation and if possible request authors to provide more diverse bibliography.

Conference Organisers are required to communicate our Ethical Policy and this can be read in detail here:

<https://publishingsupport.iopscience.iop.org/ethical-policy-journals/>

## Preparing your proceedings

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, and then convert these files to PDF.

It is important to ensure that papers are submitted in their final form ready for publication, and have been thoroughly proofread. IOP do not copy edit or reformat papers and will not send out author proofs prior to publication. Post-publication changes are not permitted, so papers need to be checked for errors. Corrigenda may be permitted to be published for significant errors.

Detailed information about the preparation of the papers, including available templates can be found here:

<https://publishingsupport.iopscience.iop.org/questions/preparing-your-proceedings-paper/>

## Authors Guidelines

Papers must be prepared using Microsoft Word or LaTeX, according to the guidelines and templates, and then convert these files to PDF.

<https://publishingsupport.iopscience.iop.org/questions/templates-and-guidelines-for-proceedings-papers/>

Templates and guidelines can be found here:

<https://publishingsupport.iopscience.iop.org/questions/templates-and-guidelines-for-proceedings-papers/>

## Summary of guidelines

When preparing your paper you must make sure that:

- 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.

In addition, please make sure that:

- The paper includes the author 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.
- 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 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.

## Publishing Licence

You will retain copyright of your work, and you must agree to the terms of our Publishing Licence. This includes communicating the submission to all co-authors. The Publishing Licence can be read in full here:

<https://publishingsupport.iopscience.iop.org/questions/iop-proceedings-licence/>

## Ethical Policy

It's important that all authors agree prior to submission the authorship of their paper, the order in which author names are presented, and ensure all those, and only those, who meet this criteria are included as authors. We don't encourage multiple submissions of the same author in the volume.

You must have confidence in the integrity of the contributions of your co-authors. Please read our Ethical Policy for more information on *Authorship*:

<https://publishingsupport.iopscience.iop.org/ethical-policy-journals/#author-roles-and-responsibilities>

## Generative AI (including ChatGPT)

If you have used GenAI in any capacity, including scoping, planning, translating, and proof reading, this must be declared, in accordance with our policy:

*IOP Publishing does not accept or condone the use of generative AI, including large language models and AI chatbots such as ChatGPT, to write peer review reports, either fully or partially. By accepting a review invitation, a reviewer agrees to adhere to the ethical standards of IOP Publishing, including reporting any conflicts of interest, ensuring the manuscript under review remains confidential, and retaining their anonymity as a reviewer. Generative AI models are not subject experts as they lack the ability or comprehension to assume responsibility for work they have helped create and are therefore unable to adhere to the ethical standards set out by IOP Publishing. Furthermore, generative AI models do not have the legal personality to sign publishing agreements or licences. Please note that uploading any part of a submitted manuscript to a generative AI model may breach the authors' rights to confidentiality. If a manuscript contains personally identifiable information, it may also breach data protection rights.*

We provide a declaration form that needs to be submitted with the paper.

## Reviewers

### Assessing papers

There is no one perfect way to review a paper. What is most important is to clearly explain and justify your reasoning.

Editorial criteria vary across different conferences, and paper acceptance criteria vary. As a reviewer, you will be making a recommendation on whether the paper fulfils the requirements of that specific conference and community. At the same time, you will uphold the publication values that are held by IOP Publishing and agree to adhere to our Ethical Policy.

<https://publishingsupport.iopscience.iop.org/ethical-policy-journals/>

### Peer review policy

Our proceedings volumes are required to be peer reviewed in accordance with our Peer Review Policy.

Please read it in full here:

<https://publishingsupport.iopscience.iop.org/questions/proceedings-peer-review-policy/>

## Standards

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
- 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

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?