Organiser Guidelines for Proceedings

ATLANTIS PRESS

Dear Organisers and Editors,
Many thanks for publishing with Atlantis Press!
This guide explains the publication process of your proceedings volume.

It is carefully designed to
- improve your content
- speed up the publication process
- reduce issues with indexation

Step 1 Author Submissions

1. **Try to attract diverse, international and highly-cited authors**
2. **Forward the link to the [author instructions](), [code of conduct]() and other files that our colleagues will send you after contract signing**

Step 2 Peer Review

1. **Consider screening submissions for plagiarism because**
    1. reviewers don't waste time on plagiarised and therefore unacceptable submissions and
    2. you avoid delays and fees during our own plagiarism checks (see step 4)
    We can give you access to our anti-plagiarism portal (€100 for set-up and €5 per paper).
2. **Ensure a diverse and international editorial board with experts in the field and list the members on the conference website**
3. **Ensure that only papers that are in the scope of the conference are accepted**
4. **Ensure that articles with extreme remarks and discriminatory content are not accepted**
5. **Consider using a submission and reviewing system (eg. EquinOCS, Easy Chair, Editorial Manager, etc.)**

Step 3: Write a Preface

1. **You are free to write a nice preface to explain the context and contents of the conference and proceedings volume**
2. **It is however essential that the first two paragraphs include the following information:**
    1. Time, date and place of the conference
    2. Mention if the conference was held virtually
    3. Aims and scope of the conference

Step 4 Submit to Atlantis Press

1. **Prepare and finalise manuscript files**
   1. Provide the source files (Word or LaTeX) and a PDF for each paper
   2. Make sure all papers in their final accepted version are included
   3. Make sure no duplicate papers are included
   4. **Changes after submission may be difficult or impossible!**
2. **Fill out the organiser and editor list**: please use our the Excel template
3. **Create a Peer Review statement:** you can use and edit our Word template
4. **Fill out the table of content:** please use our the Excel template
5. **Submit**
   1. Ideally submission should not take place later than 9 months after the conference took place
   2. Our colleagues will send you a link to the Springer Nature manuscript upload portal to submit your manuscript
   3. Upload **finalised and complete** files i.e.
      1. Manuscript files (Word or LaTeX and PDF)
      2. Permission forms for any third party content your authors have used
      3. The organiser and editor list
      4. The table of contents
      5. Preface (see previous slide)
      6. Peer Review and Ethics Statement (see above)
      7. Provide title of the volume and make sure you include the terms "Proceedings", "Meeting", "Conference", "Symposium", "Seminar" or "Workshop"

Step 5 Editorial Checks and Production

1. **What we will do:** We will carry out a number of checks to ensure good quality and compliance with COPE publishing ethics e.g. layout, typos, grammar, plagiarism and if the scope of the papers fits with the scope of the conference and our series.
2. **Corrections**: If our editorial and production team asks you for corrections please return them as soon as possible.
3. **Refusal**: We will not publish papers that are out of scope, contain plagiarism or violate publishing ethics principles. We will charge half the fee for refused papers.
4. **Expected turn-around time:** generally we will return our comments after 5-7 working days at latest, provided that the material is prepared according to our template and instructions.

Step 6 Proofs

1. **What we will do:** After we have finished editorial checks and typesetting, we will email you the proofs for your approval.
2. **You have now 7 calendar days for a final check**. If we don't hear from you after 7 calendar days we assume you are happy with the outcome and we will publish the whole proceedings.
3. **Corrections**: This is the very last opportunity for any changes. However, we will only be able to implement minor changes to the content at this stage

Step 7 Publication

1. **What we will do:** Your proceedings volume will be published on atlantis-press.com. We register ISBNs and DOIs, list it as a published work and submit it to indexation services. Your work is now officially part of the academic literature!
2. **Corrections:** The rules of academic publishing do **not** allow us to make any changes or remove or add papers unless they comply with COPE guidelines.
3. **Invoice:** The invoice is usually sent within one week after the publication but sometimes also during production stage.
4. **Conference website:** Keep the conference website available after publication – it is used by readers and indexation services

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