

# Organiser Guidelines for Proceedings

**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. **Send our a) author guidelines and b) Word/Latex templates to all authors** (see attachments)

## 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. **Send our [peer review guidelines](#) to your editorial board**
3. **Ensure a diverse and international editorial board with experts in the field and list the members on the conference website**
4. **Ensure that only papers that are in the scope of the conference are accepted**
5. **Ensure that articles with extreme remarks and discriminatory content are not accepted**
6. **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. Spot check the manuscripts if authors have complied with the author guidelines
2. Provide the source files (Word or LaTeX) and a PDF for each paper
3. Make sure all papers in their final accepted version are included
4. Make sure no duplicate papers are included

**5. Changes after submission may be difficult, expensive or impossible!**

## 2. Fill out the 2 attached metadata excel sheets

1. *Proceedings\_committees-editors-metadata.xlsx*: list all conference organisers
2. *Proceedings\_papers-metadata.xlsx*: list all chapters with correct metadata and in the final order

## 3. Create a Peer Review statement: a Word template is attached

## 4. Only if you ordered print files:

1. Provide a logo of the conference or involved institutions or societies
2. Provide a front and back cover
3. Use image quality of at least 600dpi

## 5. Submit

1. Ideally submission should not take place later than 9 months after the conference took place
2. Send an email to [contact@atlantis-press.com](mailto:contact@atlantis-press.com) to get details on where to upload them.
3. Upload **finalised and complete** files i.e.
  1. Manuscript files (Word or LaTeX and PDF)
  2. The 2 Excel meta data sheets
  3. Preface (see previous slide)
  4. Peer Review and Ethics Statement (see above)
  5. Logos of the conference and institutions (only if you ordered print files)
  6. Front and back covers (only if you ordered print files)
  7. Provide title of the volume and make sure you include the terms “Proceedings”, “Meeting”, “Conference”, “Symposium”, “Seminar” or “Workshop”
4. Send an email to [contact@atlantis-press.com](mailto:contact@atlantis-press.com) once you are finished to confirm upload

## Step 5 Editorial Checks and Production

- 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.
- Corrections:** If our editorial and production team asks you for corrections please return them as soon as possible.
- 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.**
- Expected turn-around time:** generally we will return our comments within 3-5 working days, provided that the material is prepared according to our template and instructions.

Change request during preview	Procedure	Additional fee
Minor metadata correction	Please send the exact correction requests to the production manager.	N.A. (after 7 days fees may apply)
Major metadata correction	If major corrections of the metadata are necessary due to insufficient preparation of the data and files by the organizer, additional costs occur and will be added to the final invoice.	1st hour of work = 100 €, each additional hour = + 50 €
Replacing the PDF	Article replacements should be avoided at this stage. If the organizers consider them absolutely necessary, they send the new versions of the PDFs to the production manager. The number of pages has to be identical and no substantial changes can be made to the content. The organizers clearly mention which elements have been changed.	150 € / article
Adding a paper	Adding articles should be avoided at this stage. If the organizers consider them absolutely necessary, they send the additional articles to the production manager (including their order and sessions, if applicable). The papers will be added at the end of the proceedings.	300 € / article
Removing a paper	The organizer should send the exact reasons for the removal of the paper to the publisher who then handles the request. If the request is accepted, the proceedings have to be repaginated and the ISBN info has to be changed.	300 € per removal (if accepted)

## Step 6 Preview

- What we will do:** After we have finished editorial checks and production, we will email you and offer you a final look (“preview”) of your work on our web portal. **It is not officially published yet:** DOIs will not work and papers are not sent for indexation.
- 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.**
- Corrections:** **This is the very last opportunity for any changes. However, corrections will result in additional fees and additional delays:**

# Step 7 Publication

- 1. What we will do:** 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 at preview stage.
- 4. Conference website:** Keep the conference website available after publication – it is used by readers and indexation services



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