

INSTRUCTIONS FOR AUTHORS AND EDITORS OF IAU SYMPOSIA

Dear Authors and Editors,

Please find here the instructions for preparing your paper(s) and the Proceedings volume of your IAU Symposium. For this purpose, carefully read and observe this document and download all the relevant files mentioned.

These instructions are divided into three chapters:

- 1. General Information and Responsibilities** for Authors and Editors
- 2. Instructions for Authors and Editors** (especially note reference format)
- 3. Specific Instructions for Editors**

In case of questions, please approach the Assistant General Secretary:

Jose Miguel Rodriguez Espinosa

IAU_AGS@iap.fr

Should a conflict arise during the publication process, it should be brought to the attention of the IAU General Secretary, who, as Chief Editor of all IAU publications, will decide on the actions to be taken.

1. GENERAL INFORMATION AND RESPONSIBILITIES

1.1. THE IAU PUBLISHER

The IAU continues to aim for a high quality and timely publications series. The official IAU publisher since 2004 is Cambridge University Press (hereafter referred to as "the Press").

The Press publishes, in electronic form and as hardback copies, the Proceedings of
IAU SYMPOSIA

IAU ASTRONOMY IN FOCUS (new from 2015, containing Focus meetings from the GA)
TRANSACTIONS OF THE IAU

The online IAU Proceedings are available at <http://journals.cambridge.org/IAU> and are made freely available 18 months after publication. All volumes are also indexed by the Press in the NASA ADS abstracting service.

Annual subscriptions to the IAU Proceedings (either print, online, or print + online) can be purchased at <http://journals.cambridge.org/IAU/subscription> and Individual hardback volumes can be ordered at <http://www.cambridge.org/iauissues>

The IAU does not require that manuscripts of individual papers for the Proceedings have to be refereed. Editors are free to do so if they wish, e.g., with the help of their SOC as referees, as long as this does not delay the publication of their Proceedings.

1.2. IAU / CAMBRIDGE UNIVERSITY PRESS POLICY

Timely publication is of paramount importance as the Proceedings are sold on a subscription basis and an individual volume basis, and individuals/libraries have often paid for a copy well in advance of the symposium itself. In the contract between the IAU and the Press, it is stipulated that the Proceedings of an IAU Symposium will be published within six months after that Symposium. Since the Press needs three months for its processing of a complete Proceedings manuscript, the Editors have the first three months after their Symposium to complete their editing task. This requires that all Authors have to deliver their completed manuscripts to their Contact Editor as soon as possible after the Symposium. Authors who wish to make revisions can submit a revised version of their manuscript to the Contact Editor within four weeks after the Symposium. In principle, the "Contact Editor" is the first Editor listed on the IAU webpage for the Symposium, in the case of several co-editors.

1.3. ONLINE SUBMISSION SYSTEM

For the convenience of Editors, the Press provides the option of using an online submission system (for Symposia only). In advance of the Symposium, the Press will contact the Contact Editor to provide further details about this option, and instructions for how to proceed. It is imperative that a consistent approach is used for a given Symposium: either all submissions must come through the system, or all should be handled manually via email submission. It is entirely at the Contact Editor's discretion which of these approaches to use.

1.4. AUTHOR RESPONSIBILITIES

The **Author** of an IAU symposium paper is responsible for the following:

- (1) To submit to the Symposium editor, **as soon as possible following the Symposium**, a copy of the paper to be published, written clearly in English, using the LaTeX style files provided, and following the IAU style for references as detailed further below in this document.
- (2) To respond to Editor's requests for correction/alteration in a timely manner

1.5. EDITOR RESPONSIBILITIES

The **Contact Editor** of an IAU symposium is responsible for the following:

- (1) To decide whether or not to make use of the online submission system provided by Cambridge University Press, and to instruct authors accordingly on which method of submission to use (i.e. either the online system or email).
- (2) To collate and check the individual contributions from authors and submit those contributions to the Press **within 3 months** of the date on which the symposium ended, along with a running order, organising committee details, list of participants, cover illustration, and any instructions for colour printing (see section 2.4 below). If not using the online system, the files submitted to the Press should be sent with an individual folder devoted to each manuscript (containing LaTeX source files, PDF, and any figure files). If using the online system, papers should be 'accepted' for exporting to the Press only if all files have been uploaded by the author.
- (3) To check the proofs of the proceedings within a two-week period when provided by the Press.
- (4) To complete a 'bulk order form' (see section 3.3 for further details) and send that form to the Press along with, or in advance of, the collection of author files. A key part of this process is to provide a full list of the symposium delegates, with a full postal address and email for each (note that this list is **not** required for symposia held as part of a General Assembly). Upon publication of the Proceedings, the Press will send an email to all delegates providing online access, as well as a hardcopy to those delegates that ordered and paid so in advance. .
- (5) To provide the Press with full details of whom to invoice for the cost of the delegate copies, and to ensure that the invoice is settled promptly (again, this is **not** required in the case of General Assembly symposia).

The **Contact Editor** of a **Focus Meeting** is responsible for the following:

- (1) To collate and check the individual contributions from authors and submit those contributions to the Assistant General Secretary **within 3 months** of the date of the Focus Meeting, along with a running order and any instructions for colour printing (see section 2.4 below). Each manuscript should have its own designated folder (containing the LaTeX source files, PDF, and any figure files).
- (2) To check the proofs of the Focus Meeting proceedings within a two-week period when provided by the Press.

Further information for both authors and editors is provided in the remainder of this document.

2. INSTRUCTIONS FOR AUTHORS AND EDITORS

2.1. AUTHORS STYLE FILE

The IAU wishes to have a fixed appearance of its Proceedings and so it is not allowed to change font sizes and layout in the author's style file. To facilitate the production process authors are strongly recommended to use the graphicx package and EPS files for figures. The LaTeX template files are found in the file directory for Authors:

http://www.iau.org/static/scientific_meetings/authors/

2.2. PAGE ALLOCATION PER MANUSCRIPT

The Proceedings of an IAU Symposium should provide a comprehensive overview of the field, rather than a collection of short papers that provide snapshots. Thus, the IAU encourages the Editor(s) to publish primarily review and invited papers of typically 10-20 pages each that summarize the main developments in the subfield over the past decade and list outstanding questions. An optional Discussion can be added. Review and invited speakers should be informed at the time of invitation of these publication requirements. If space allows, a (selected) number of contributed papers of typically 4-6 pages each can be included as well. The total should not exceed 600 printed pages.

The Press will paginate the papers appropriately, following a running order provided by the Editor. Editors are free, of course, to use (parts of) pages for illustrative photographs and other art work representative of their IAU meeting.

Posters should not be included in the published Proceedings (for space reasons or otherwise) but they can be provided as 'supplementary information' in electronic format only, of typically 2 pages each. The same holds for any contributed papers that are not selected to be included in the printed version. As such they will be posted alongside the review/invited oral presentations on the Press website. In this case the Editors must provide a 'poster index' for the printed volume that lists the titles and authors of all the posters (no page numbers), accompanied by a note stating that the posters are available online at <http://journals.cambridge.org/IAU>. The posters online will be associated with this 'index' file so that they are easily found.

Editors should note that there is no requirement for each article to begin on a right-hand page. The Press will, however, start new sections on a right-hand page when appropriate.

2.3. REFERENCES /JOURNAL ABBREVIATIONS AND STYLE

Authors and Editors are requested to use the following abbreviations in journal references:

\textit{AJ} Astronomical Journal
 $\textit{ARA\&A}$ Annual Review of Astronomy & Astrophysics
 \textit{ApJ} Astrophysical Journal
 \textit{ApJS} Astrophysical Journal Supplement Series
 $\textit{Applied Optics}$ Applied Optics
 $\textit{Ap\&SS}$ Astrophysics and Space Science
 $\textit{A\&A}$ Astronomy & Astrophysics
 $\textit{A\&AR}$ The Astronomy and Astrophysics Review
 $\textit{A\&AS}$ Astronomy and Astrophysics Supplement Series
 \textit{AcA} Acta Astronomica
 $\textit{Adv. Sp. Res.}$ Advances in Space Research
 $\textit{AIP-CP}$ American Institute of Physics Conf. Proc.
 $\textit{ASP-CS}$ Astronomical Soc. of the Pacific Conf. Series.
 $\textit{Astron. Lett.}$ Astronomy Letters
 \textit{AN} Astronomical Notes (Astron. Nachrichten)
 $\textit{Astron. Rep.}$ Astronomy Reports
 $\textit{Ap. Lett.}$ Astrophysical Letters

`\textit{AZh}` Astronomicheskii Zhurnal
`\textit{BAAS}` Bulletin of the AAS
`\textit{JA&A}` Journal of Astrophysics & Astronomy
`\textit{JRASC}` Journal of the RAS of Canada
`\textit{MemRAS}` Memoirs of the RAS
`\textit{MNRAS}` Monthly Notices of the RAS
`\textit{MemSAIt}` Memorie della Societa Astronomica Italiana
`\textit{Nature}` Nature
`\textit{New Astron.}` New Astronomy
`\textit{New Astron. Revs}` New Astronomy Reviews
`\textit{Observatory}` The Observatory
`\textit{Phys. Rev. A}` Physical Review A.: General Physics
`\textit{Phys. Rev. Lett.}` Physical Review Letters
`\textit{PASA}` Publications of the Astron. Soc. Australia
`\textit{PASP}` Publications of the Astron. Soc. Pacific
`\textit{PASJ}` Publications of the Astron. Soc. Japan
`\textit{PAZ}` Pis'ma Astronomicheskii Zhurnal
`\textit{QJRAS}` Quarterly Journal of the RAS
`\textit{Rev. Mexicana AyA}` Revista Mexicana de Astronomia y Astrofisica
`\textit{Science}` Science
`\textit{Solar Phys.}` Solar Physics
`\textit{S&T}` Sky and Telescope
`\textit{Soviet Astron.}` Soviet Astronomy
`\textit{Space Sci. Revs}` Space Science Reviews
`\textit{Vistas in Astron.}` Vistas in Astronomy
`\textit{ZfA}` Zeitschrift für Astrophysik

Example journal paper:

`\bibitem[Krabbe, Genzel, Eckart, \etal\ (1995)]{Krabbe95}`
 {Krabbe, A., Genzel, R., Eckart, A., Najarro, F., Lutz, D., Cameron, M.,
 Kroker, H., Tacconi-Garman, L. E., Thatte, N., Weitzel, L., Drapatz, S.,
 Geballe, T., Sternberg, A., Kudritzki, R.-P.} 1995,
`\textit{ApJ}` (Letters) 447, L95

Example conference paper:

`\bibitem[Herrero (2003)]{Herrero03}`
 {Herrero, A.} 2003,
 in: K.A. van der Hucht, A. Herrero & C. Esteban (eds.),
`\textit{A Massive Star Odyssey, from Main Sequence to Supernova}`,
 Proc. IAU Symposium No. 212 (San Francisco: ASP), p.\ 1

2.4. COLOUR FIGURES and PHOTOGRAPHS

There will be no charge for colour figures embedded in the LaTeX files of papers. By default, colour figures will be reproduced in colour in the electronic version of the Proceedings. To reproduce colour figures in colour in the printed version of the Proceedings is an expensive process and the Press will charge the Author(s) **500 pounds sterling** (GBP) per colour page. If authors are not prepared to pay for this, their colour figures will be printed in black-and-white in the printed version of the Proceedings. Therefore, in case of colour figures with half-tones, authors should make sure that their figures will reproduce as desired in black-and-white, and there is no reference to colour in either text or captions.

Unless directly related to the subject matter of the contribution concerned, only a very limited number of photographs can be included in the Proceedings at the discretion of the Contact Editor. Purely 'social' photographs are discouraged. About 4 or 5 photographs showing participants and/or speakers would be appropriate, and the acceptable maximum is 10 pages of black and white photographs, above which a charge of 200 GBP per page may be made. If the number of

pages in the Proceedings exceeds 600 this charge will be levied. Colour photographs are subject to the same restrictions as colour figures.

If colour printing is required in any of the preliminary pages (eg conference photograph), The Press will invoice this directly to the **Contact Editor** of the Proceedings.

2.5. PROCEEDINGS COVER

The Contact Editor (for Symposia only) should supply the Press with a suitable image to provide on the front cover of the Proceedings (which will follow the usual design). The final printed cover will only have a maximum space of 7.5cm in height and 10cm in width for the image, so its suitability should be assessed with this in mind.

2.6. AUTHOR INDEX

The Press will produce an Author index for the Proceedings, based upon the running order provided by the Contact Editor.

2.7. DISCUSSION SESSIONS

In the Proceedings manuscript, for each paper presented at the Symposium, a record of the scientific discussion held after that paper is optional.

2.8. MAXIMUM NUMBER OF PAGES OF THE PROCEEDINGS VOLUME

For a Symposium, Editors should aim to keep the total number of pages below 600, including all introductory pages, all papers, and the author index. If Editors expect their Proceedings to have more than 600 pages, they should contact the Assistant General Secretary immediately. An excess page charge of 13 pounds sterling (GBP) per page may be invoked at the discretion of the AGS. In the case of Focus Meetings, Editors are asked to keep to a total of 60 pages. Again, Editors should contact the Assistant General Secretary if they feel it is necessary to exceed this limit.

2.9. COPYRIGHT

Copyright of the published articles is held by the IAU, and is administered on behalf of the IAU by Cambridge University Press. All Authors are required to complete an IAU Copyright Form, either a) on paper or b) online:

a) Download and print out the IAU Copyright Form at

<http://www.iau.org/static/publications/Copyright.pdf>

Send the completed form to the IAU Secretariat. The form can be posted by airmail, or faxed to +33 (0)1 43 25 26 16

b) Alternatively, complete and submit the online form at

<http://www.iau.org/science/publications/copyrightform/>

The signed form gives the IAU and Cambridge University Press permission to publish the article, and allows them to protect the article against unauthorised use.

The author is permitted (subject to conditions) to post the final published article immediately on his/her personal or departmental website, to post the submitted version of the article immediately on ArXiv or in his/her institutional repository, to make hard copies of the article and to use the article in any of their future works. The final published article may be posted on ArXiv or in an institutional repository no sooner than one year following publication, or earlier than this if they first seek the permission of Cambridge University Press. Cambridge University Press will automatically index all articles individually in the SAO/NASA ADS upon publication.

Full terms and conditions of are listed at the end of the form.

3. SPECIFIC INSTRUCTIONS FOR EDITORS

3.1. SUBMITTING PROCEEDINGS MANUSCRIPTS TO CAMBRIDGE UNIVERSITY PRESS

General Assembly:



If the Symposium in question is held within the IAU General Assembly, there is no requirement to supply a list of participants, or an invoice addressee. In case of doubt the Contact Editor should contact Elizabeth Woodhouse, ewoodhouse@cambridge.org.

File format:

All the files should be provided in LaTeX format and pdf format. The LaTeX files are for setting the Proceedings and the pdf files are used for checking.

Submission process:

If using the online submission system, individual contributions will be transferred to the Press automatically upon clicking the final acceptance (instructions on how to use the system will be sent separately to Contact Editors), Editors can then submit the running order and other required documents to the Press via email.

If not using the online submission system the preferred method for transferring the files is via ftp. Matthew Waters iauproduction@cambridge.org will be able to provide details of the ftp site and access. If ftp is not possible the files can be sent on a disk. It is ***imperative*** that the files are supplied with a separate directory provided for each individual paper, with the LaTeX files, pdf file, and any figure files for that paper contained in that folder.

Copy editing and proofs:

The Press will carry out minor copy editing, prepare first proofs, and send a pdf proof alert to the Editor. The Editor will then have two weeks to provide corrections to the typesetter, preferably with corrections marked on the PDF copy supplied. Alternatively a list of changes/corrections can be supplied, if each correction refers to a page and line number in the proofs for ease of reference.

IMPORTANT: The Contact Editor is the only point of contact with the Press. The Contact Editor should make sure that Authors do **NOT** communicate directly with the Press.

The primary contact at The Press for any questions regarding the Proceedings is:

Elizabeth Woodhouse <ewoodhouse@cambridge.org>

Editor, STM Journals

Cambridge University Press

The Edinburgh Building

Shaftesbury Road

CAMBRIDGE CB2 2RU

United Kingdom

When you submit your files, please email Elizabeth, and copy

Vince Higgs <vhiggs@Cambridge.org>, and

Cambridge Production <iauproduction@cambridge.org>

As well as the IAU AGS:

Jose Miguel Rodriguez Espinosa, Assistant General Secretary IAU_AGS@iap.fr

3.2. GENERAL LAYOUT OF THE VOLUME

The table below gives the style files and sample files provided by the Press for the Proceedings of your IAU Symposium, and found in the file directory for Editors: http://www.iau.org/static/scientific_meetings/editors. Other preliminary pages (such as copyright page, etc) will be inserted by the Production team at the Press, along with the table of contents and the author index.

01-coverl.tex -- cover picture legend

02-prefac.tex -- preface

03-socloc.tex -- SOC, LOC, sponsors

04-confph.tex -- conference picture

05-partic.tex -- list of participants

06-locad.tex -- LOC address (optional)

07-socad.tex -- SOC address (optional)

08-paper.tex -- sample paper

3.3. BULK PRICES OF PROCEEDINGS OF IAU SYMPOSIA

The cost of a copy of the symposium proceedings is included in the registration fees at a special discounted bulk rate. This price includes access to the online version as well as delivery of a hardback copy of the proceedings to those that have requested so in advance. . Upon publication, details of how to access the online version will be sent from The Press to the conference delegates.

The bulk price of Proceedings of Symposia for the participants is fixed each year after negotiations between the Press and the IAU. This price, in pounds sterling (GBP), can be found on the [bulk order form](#).

In order to ensure timely and reliable delivery of the bulk copies, the **Contact Editor** is required (except in the case of symposia held during a General Assembly) to provide The Press with a complete list of delegate's addresses and emails. This information should be entered into the respective section of the [bulk order form](#), which can be found in the file directory for Editors. It is of utmost importance that all addresses provided by the Editors are accurate and valid at the time of publication, in order to reduce potential problems during shipment of the Proceedings to the participants.



Based on his/her inventory of the desired number of Proceedings copies pre-ordered by the participants and organizers, the Contact Editor should complete the bulk order form and send it to Elizabeth Woodhouse at the Press: ewoodhouse@cambridge.org

Note that the bulk order form also requests information to aid the promotion and marketing of the proceedings. Editors should therefore still complete these sections of the form, even when there is no requirement to supply a list of participants (ie for a General Assembly symposium).

Upon publication of the Proceedings (except in the case of a General Assembly), an invoice will be generated and sent to the Contact Editor by email (unless he/she has previously indicated an alternative contact person for the invoice). Payment can be made via bank transfer.