

Submission guidelines for conference organizers providing PDFs to the publisher

We recommend that authors use the *EPJ Web of Conferences* Microsoft Word or LaTeX2e templates to prepare their documents. They have to follow carefully the instructions for authors available at the website of the journal (www.epj-conferences.org). Extra care should be taken when preparing reference lists. Indeed, online references will be linked to their original source, only if possible.

Please indicate clearly to your authors:

- The format of the articles (17 x 25 cm 1-column or A4 2-columns, depending of your choice);
- The type of files they have to supply: print-ready PDF

Authors are asked to submit their documents directly to the conference organizers.

1. What the organizers need to supply to EDP Sciences

- A print-ready PDF for each article/contribution;
- A license agreement signed by the author(s) for each article;
- The Statement of Peer Review signed by the editors of the proceedings;
- The table of contents;
- A document with:
 - the title of the conference, the location and the date of the conference, the names of the scientific editors;
 - a text of presentation of the conference (10-20 lines), only for the printed proceedings;
- An image (free of rights), which represents the conference (poster of the event, logo...);
- Optional: the list of participants, committees, sponsors, etc.

Before submitting print-ready PDF files, please check the quality of the final PDF documents at <http://pdf-analyser.edpsciences.org/>.

Remember that:

- Fonts have to be embedded in all PDF files,
- The quality of the digital images should be at least 300 dpi for figures that will be published in a paper version and at least 150 dpi if it's only an online version,
- No correction will be made by the publisher.

2. The table of contents

First of all, you have to decide the sequence in which the papers are to appear in the proceedings. If the papers are to be arranged under topic headings within the table of contents, please make sure that these headings are included in the table of contents supplied to us.

In the table of contents, for each contribution, we require the title of the paper, the list of author names and the number of the articles. The number of the articles should be 5-figure numbers XXYYY.

XX corresponds to the topic heading number:

00 = no topic heading or paper outside topic headings

01 = first topic heading

02 = second topic heading

YYY corresponds to the sequence of the paper in the topic heading.

Please include in the table of contents all the editorial material. Please see below one example of table of contents.

Contents

00001 Preface

00002 Opening address

Dense matter

01001 Thermal-statistical model
J. Cleymans and F. Gelis

01002 Color Glass Condensate and initial stages of heavy-ion collisions
J. Cleymans, F. Gelis and T. Hallman

01003 Effective Field Theories for Hot and Dense Matter Color
D.E. Blaschke, J. Cleymans, F. Gelis and T. Hallman

Heavy-Ion Collisions

02001 Results and Perspectives of RHIC experiments
T. Hallman

02002 Heavy-ion collisions at LHC: The Alice Experiment
A. Marin

3. Preparing files

PDF files should be named according to the table of contents sequence:

<short-form conference title>_<table of contents sequence>

Examples for the conference DM2008:

Dense matter

dm2008_01001.pdf

dm2008_01002.pdf

dm2008_01003.pdf

Heavy-Ion Collisions

dm2008_02001.pdf

dm2008_02002.pdf

4. Getting the files to EDP Sciences

We need to receive all the electronic files (including all the papers, any editorial material, the table of contents, all license agreements) in a single batch before production can begin.

Please upload via FTP as a single compressed file the complete set:

- Prepare and name all files in accordance with previous sections,
- Combine all the files into a single archive using tar/gzip, named <short-form conference title>.tar.gz
For DM2008: DM2008.tar.gz
- Log on to <ftp://colloques:fah7see4@ftp.edpsciences.org/incoming>,
- Upload your single compressed file,
- Please send an e-mail to isabelle.houlbert@edpsciences.org to confirm that the file has been uploaded.

If you require further assistance please send an e-mail to isabelle.houlbert@edpsciences.org or isaline.augusto@edpsciences.org