

## Submission guidelines for conference organizers providing text files to the publisher

We recommend that authors use the *EPJ Web of Conferences* Microsoft Word or LaTeX 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](http://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: text files (Microsoft Word or LaTeX).

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

### 1. What you need to supply

- A source file (Word or LaTeX) for each article. For LaTeX files, please provide also all the figures as ps or eps files, and the articles as PDF files;
- 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 printed proceedings,
- An image (free of rights) of the conference (poster of the event, logo...);
- Optional: the list of participants, committees, sponsors, etc.

### 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 XXYYYY.

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. 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 article files

Files should be named according to the table of contents sequence:  
<short-form conference title>\_< table of contents sequence

Example for the conference DM2008:

Dense matter

dm2008\_01001.doc or .tex

dm2008\_01002.doc or .tex

dm2008\_01003.doc or .tex

Heavy-Ion Collisions

dm2008\_02001.doc or .tex

dm2008\_02002.doc or .tex

### 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 agreement forms) 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](mailto: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](mailto:isabelle.houlbert@edpsciences.org) or [isaline.augusto@edpsciences.org](mailto:isaline.augusto@edpsciences.org)