



## Author Instructions for the *Proceedings of the 6th IUPAP International Conference on Women in Physics*

Thank you for preparing a contribution to the proceedings volume. We hope we have addressed your questions with these instructions. **If in doubt, ask! Send questions to [icwipproc@gmail.com](mailto:icwipproc@gmail.com).**

With best wishes,  
The Proceedings Editors  
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### Contents

- Deadlines
- Content guidelines
- Review
- Submitting files (accessing Conference Maker)
- Manuscript format
- Recommendations for figures
- Recommendations for mathematics

### 1. Deadlines

	<b>Length</b>	<b>Submission Deadline (all 2017)</b>
Science papers* due	2-4 pages	June 30
Country papers due	2-4 pages	June 30
Plenary papers due	1-5 pages	August 15
Workshop reports due	2-4 pages	September 15
Science paper reviews due		August 14
Science paper reviews to authors		~September 1
Science paper revisions due		~September 22

\*Participants who will present a poster (or posters) or invited talk are eligible to submit a science paper on the same topic.

***Deadlines are firm. No late papers will be accepted!***

## 2. Content Guidelines

### Country Paper Content

A country paper (2-4 pages) should report on social aspects of physics; scientific advances should be reported in scientific papers.

- A country paper should report on the changes in the environment affecting women in physics over the last 3 years, initiatives that have been taken within the country, and their outcomes.
- The paper should be coordinated by the country team, who are encouraged to contact and include people who have made contributions in the last 3 years.
- Where a country is represented at this conference for the first time, the country paper should also briefly describe the history of physics in the country, with particular reference to women, and describe the current experiences of women in physics in the country.

### Science paper content

A science paper (2-4 pages) must be based on a poster or invited talk presented during the meeting. If you are presenting two science posters, you may submit a science paper on each poster presented.

## 3. Review

All papers will be copyedited by a professional scientific manuscript editor in the United States. The editor will

- Edit the paper for clarity, completeness, and mechanical issues (spelling, grammar, punctuation),
- Finalize formatting, and
- Email you the edited file for review. *Please read the edited paper carefully and reply promptly.*

The editors of the proceedings will review all papers before publications. The manuscript editor may contact you a final time for clarification of any issues identified by the proceedings editors.

All **scientific** papers will, in addition, be reviewed by an expert in the field. Following review, scientific papers will be

- Accepted outright,
- Accepted with minor changes, or
- Rejected outright.

The editors will make the final decision to accept (or not) on the basis of the recommendation from the reviewer. Appeals should be made directly to the editors. **Please note:** Scientific papers requiring extensive English editing will be rejected without review.

We have chosen to request papers before the meeting so that reviewers can talk with paper authors during the meeting. We expect to provide review comments around **September 1**. Revisions will be due 3 weeks later, around **September 22**.

#### 4. Submitting Files

We are using a conference management system called Conference Maker to manage submission and review of papers. You must prepare your paper according to the publisher's formatting guidelines. An overview of these guidelines is presented here, but full information is in the author's information package from the publisher.

1. [Download author information package](#) The author information package contains

- AIPP Word template file
- Sample paper
- Sample references showing style
- Copyright release form (will also be available at conference)
- Permission forms for any copyrighted material in your paper
- Photo release forms (for signature by photo subject AND photographer)

2. Prepare paper according to template and obtain releases for previously published copyrighted material and for photos. For photographs, you must obtain releases from the subjects of the photo *and* the photographer. You may submit the paper while waiting for releases; make a note to this effect along with submission. Completed releases will be required before publication. **Before uploading your file, review the file "Article Preparation Checklist."**

3. [Create a Conference Maker login](#)

You'll get a confirmation email with an initial password. You can change this password on your first login. Please retain this login information for use during the review process. Any co-author may create the login and upload the paper

5. [Log in to the ICWIP6 Conference Maker Site to upload paper](#)

- Authors.
- Area. Country and invited papers: Choose "Unassigned submission." Science papers: Choose a topic area. We will use this area to select reviewers and to categorize your scientific paper in the proceedings.
- Type of presentation. "Poster Session."
- Submission. You can either enter the URL of the paper on your own website or upload a PDF file (maximum size 3MB).

5. Send rights forms (permissions for copyrighted material and photo subject/photographer release forms) to the managing editor at [icwiproc@gmail.com](mailto:icwiproc@gmail.com).

6. Return to your paper later as needed

- Log in with your username and password.
- At left, under "Papers," choose "My submissions"
- Click on paper ID number
- At the bottom of the window, click "Edit."
- **Include a note regarding any changes. If uploading a new file, use a version number.**

## 6. Manuscript Format

Please respect the length limit.

Please respect the AIPP format. To add your text to the AIPP Word template, paste the text using the *Edit/Paste Special/Unformatted Text* option. If you are not familiar with detailed formatting in Word, please approximate the headings and font, so that the length will be correct. After the review process, we will ask you for the original Word file and original graphics files so that we can ensure the format is followed.

Format references carefully and check the numbering. Example of common formats are supplied with this instruction package.

If you have figures:

- See detailed instructions in Section 6 for creating legible, effective figures. **NOTE: Figures will be in greyscale in the printed proceedings, so choose colors carefully** and test your figures on a black-and-white printer.
- Insert the figures in the text.
- Provide original figure files.
- Label your figure files to match the paper, e.g., “USA country paper Fig1.”

If you have equations:

- See detailed instructions in Section 7.
- Use the “Microsoft Equation 3.0” equation editor, which should be available through the menu option *Insert* ⇒ *Object*.

If you reuse copyrighted material:

- You must obtain permission to use it from the owner of the copyright and/or authors.
- Instructions and forms are supplied with this instruction package.
- Upload PDFs of the request and approval or e-mail them to [icwip@aapt.org](mailto:icwip@aapt.org). The proceedings editors will submit this information to the publisher.

## 7. Recommendations for Figures

### Legibility

The guiding principle is to think of your readers. Will they be able to read the text in very small graphics, especially scaled-down bitmap images? Try to consider readers who may have restricted vision. Generally, use the highest quality graphics possible, placed within your article at a sensible size so that the text is clear and legible. Here are some recommendations for raster images (halftones, line art/bitmaps):

- If you are scanning line art: use a minimum 600 dpi resolution.
- If you are scanning photographs or images (creating halftones): 300 dpi.
- Use 600 dpi for combinations line art halftones.
- Save line art as black/white bitmap, not greyscale.
- Save halftones and combinations as greyscale, not black/white bitmap.

### Color/greyscale

The online and CD versions of the proceedings will include color (at no cost to authors). However, in **the printed proceedings images will be in greyscale only**, so images should be planned with care.

Authors are advised that some colors do not reproduce well when converted to greyscale for printing. You are advised to print your color graphics on one or two reasonable-quality office laser printers to determine whether the colored elements are easy to read. Although this check is not fully scientific, it may highlight obvious problems. For example, if your graphics contain fine line art that uses lighter shades of yellow or green, these may become difficult to distinguish when printed.

### Placement

Figures, tables, and equations must be inserted in the text. We prefer that they be positioned where they are referenced, but if necessary the manuscript editor can handle positioning. Important: A miscount of figures, tables, or equations may result from revisions. Please double-check the numbering of these elements before you submit your paper. The sample paper gives more instructions about placing and referring to figures.

## 8. Recommendations for Mathematics

The following is some basic advice for formatting your mathematics. You should use the standard styles, symbols, and conventions for the field/discipline you are writing about.

### Format

Equations should be centered with equation numbers on the right-hand side (flush right). Achieving a pleasing layout of equations can be tricky in Microsoft Word. The sample paper includes some instructions and an equation that can be used as a template.

### Equation Editors

From Word 2007 onwards, Microsoft Word provides two “Equation Editors,” which, for ease of reference, we’ll call “Old Style Equations” and “New Style Equations.”

- **“New Style Equations”** (Word 2007 onwards): With Word 2007, Microsoft introduced a powerful new built-in Equation Editor that enables input of sophisticated mathematics typeset (usually) in the Cambria Math font. You access it from the Insert menu.
- **“Old Style Equations”** (Word 97–Word 2003): For versions of Microsoft Word between Word 97 and Word 2003, mathematical input was created by an add-in: Inserting and editing a “Microsoft Equation 3.0 object,” typically by *Insert* ⇒ *Object* and selecting “Microsoft Equation 3.0.”

**For technical reasons, the publisher prefers authors to use the “Old Style” Equation Editor because it is straightforward to adjust the size/style of the fonts it uses.** Newer versions of Microsoft Word (Word 2007 and onwards) still support the original “Old Style Equations” method of creating mathematics by inserting an equation via *Insert* ⇒ *Object* and selecting “Microsoft Equation 3.0.”