

# Check List for preparation of a “Wagga” Meeting’s on-line Proceedings

## **1. Prior to the Meeting:**

- (i) Include on the Meeting’s web site a separate invitation for all participants to submit their presentations as manuscripts for publication as a fully-refereed conference paper.

Something like:

*All participants are encouraged to submit a manuscript of their presentation for publication in the Meeting’s proceedings which will be peer-reviewed and published electronically on the website of the Australian Institute of Physics. The maximum number of pages is four for contributed papers and six for invited papers. A template is provided on this site. The deadline for submission is the first day of the Meeting. At that time, you are required to provide electronic WORD and PDF files plus 2 hard copies for each manuscript.*

- (ii) Provide the MANUSCRIPT TEMPLATE on the Meeting’s web site.

## **2. During the Meeting**

- (i) Assign two referees with appropriate scientific background for each manuscript.
- (ii) In those cases where the referees are in attendance, distribute the manuscripts and REFEREES REPORT FORMS to them for refereeing during the Meeting.

## **3. After the Meeting**

- (i) Purchase an ISBN number for the proceedings:
  - Obtain the ISBN APPLICATION FORM and instructions from the ISBN Australia web site (<http://www.thorpe.com.au/isbn/>).
  - Note that the publisher is the Australian Institute of Physics, and it has had an ISBN before (the last ISBN number for “Wagga” is given in the editorial note of the previous on-line proceedings).
  - Otherwise, all other details are those of the applicant (presumably the editor).
- (ii) Distribute PDF versions of the completed REFEREES REPORT FORMS to the corresponding authors.
- (iii) Check that the authors respond appropriately to the comments and suggestions made by the referees (where necessary, return the manuscript to the authors for further modification before making the final decision of acceptance or rejection).
- (iv) Prepare an EDITORIAL NOTE AND PROGRAM for the on-line proceedings
  - The program should be corrected for any changes made in the course of the meeting
  - Where appropriate, the authors, and their titles, affiliations and order of listing should be edited to match those given on the final versions of the accepted manuscripts.

- (v) Prepare a TABLE OF CONTENTS for the published manuscripts
- The authors, and their titles, affiliations and order of listing should match those given on the final versions of the accepted manuscripts.
- (vi) E-mail the following electronic files to the coordinator\* of on-line publications for the AIP national web site:
- PDF version of the complete corrected handbook  
(Note that this should now include all changes made in item iv above)
  - PDF version of the EDITORIAL NOTE AND PROGRAM
  - Text version of the TABLE OF CONTENTS
  - PDF versions of the individual MANUSCRIPTS
- \*This is currently Prof. Rob Elliman ([Rob.Elliman@anu.edu.au](mailto:Rob.Elliman@anu.edu.au)) at the Australian National University.

GAS 21 July 2010