

Author Instructions

AIP Conference Proceedings

Manuscripts

8.5 x 11 inch format
double column



**AMERICAN
INSTITUTE
OF PHYSICS**

Melville, New York, 2004
AIP CONFERENCE PROCEEDINGS

Author Instructions – AIP Conference Proceedings 8.5 x 11 inch, double column format

General Information

AIP will publish your paper as received – this is different from journal publications. AIP does not copyedit or typeset your paper. Therefore it is imperative that you double check your paper carefully before submitting it to your volume editor. Contact your volume editor or conference chairperson regarding content, page limits, acceptable formats, and scheduling of your manuscript.

[Microsoft Word templates](#) and [LaTeX](#) style guides for the 8.5 x 11 inch, double column format are available. If you do not wish to use these guides, please follow the [sample paper](#) provided in pdf format.

If you have questions regarding page layout, color artwork, permissions, or copyright, you may contact the AIP Special Publications and Proceedings Department in Melville, New York, USA via email at skessler@aip.org or mflikop@aip.org.

Consult the [AIP Style Manual](#) if you need further information on standard symbols, abbreviations, and the SI units, or guidance regarding the structure and style of a technical paper.

Manuscript Preparation

- Follow your volume editor's specifications regarding length of your paper, deadline, and submission options.
- Figures: provide black-and-white figures if they should be printed in black-and-white. Some color figures can be printed in black-and-white, but generally only with some loss of information. Check your figure legends carefully and remove any mentioning of color if the figure is to be printed in black-and-white. All color figures will be printed in black-and-white unless you make arrangements with your volume editor or AIP for color printing. If you accept the color page charge, AIP will need a letter or email from you, including complete contact information, accepting the additional charges. If required by your institute, AIP will need a purchase order number as well.
- Figures and tables must be inserted in the text (as close as possible to their first mention in the text, preferably at the top or bottom of the page) and may not follow the Reference section.
- Please supply keywords and PACS codes for your article.

Keywords should describe the main topics of the research reported in the article, with 3-8 keywords typically being sufficient. Very general terms are not necessary (e.g., "physics" or "astronomy"); keywords should instead describe specific topics and thus help someone searching for articles in these subject areas.

PACS is a hierarchical scheme for categorizing physics and astronomy research articles. There are 4 levels to the hierarchy; generally the most-specific possible PACS codes should be chosen, but the higher-level terms must also be consistent with the subject of the article. Typically 2-4 terms are sufficient to describe the most important topics covered by an article. More specific instructions and the scheme itself may be found at AIP's PACS website (<http://www.aip.org/pacs>).

- Follow the [sample paper](#) or use the [MS Word templates](#) or [LaTeX guides](#) provided.
- Print on white paper, single-spaced, and on one side of the paper only.
- If you submit an electronic file, make sure to embed all fonts when saving your file.

Forms

- Your paper must be accompanied by a signed [Transfer of Copyright](#) form.
- Complete the [Offprint Order Form](#), if you wish to order offprints of your paper.

Permissions

- Permissions: To use previously published material from a book or journal, you must obtain written permission from the owner of the rights to the material (the original publisher and/or author). **It is your responsibility** to obtain permission to use copyrighted material. The executed permissions need to be sent along with the manuscript to your volume editor.

Write for permission as early as possible before your manuscript deadline. Publishers may be slow in responding to requests for permission, and it is possible that permission will be denied, or that you will be asked to also obtain the author's permission (in cases where the author controls sole rights, or joint rights with the publisher). In any case, it is in your own best interest to also ask the author of the original publication. If the author is difficult to locate, keep good records of your attempt.

Most publishers offer submission of permission requests online or via email, which may be the fastest and most convenient way of receiving a reply. Some examples with relevant links are:

Elsevier: <http://www.elsevier.com/locate/permissions>

Nature: http://www.nature.com/help/reprints_and_permissions/permit_form.html

Springer: <http://www.springer.de/rights/contacts.html>

Science: <http://www.sciencemag.org/subscriptions/permissions.dtl>

IEEE: <http://www.ieee.org>

Astronomy & Astrophysics:

<http://www.edpsciences.org/journal/index.cfm?edpsname=aa&niv1=inquiries&niv2=permission>

The Astronomical Journal: http://www.journals.uchicago.edu/AJ/permission_text.html

The Astrophysical Journal: <http://www.journals.uchicago.edu/ApJ/about.html>

You may also use the [Permission Request Form](#) to request permission to reprint text, tables or figures. You may complete this form and fax it to the publisher or author of the material you wish to use.

When the signed permission is returned to you, **please insert any necessary credit lines** in your figure or table legends.

You do need permission to:

1. Quote verse, either in whole or in part.
2. Reproduce tables, graphs, drawings, and photos, or any copyrighted features that are complete in themselves. *This is true even if it is "your own work" already published elsewhere.*

NOTE: The mere *redrawing of an illustration is not enough to make it original*. There must be alterations that are themselves copyrightable. Even when intellectual additions are present, you must obtain permission from the copyright holder to alter the table or illustration.

NOTE: *Acknowledgment* of the source of material does not substitute for *obtained permission* to use the material. Always obtain permission when in doubt.

NOTE: It is a courtesy and it is in your best interest to *notify the original author* of your intention to reproduce his/her material. Many publishers actually require it.

You do not need permission to:

1. Use material from any AIP journal or magazine and also from select publications of constituent societies of AIP (please see the list of publications exempt from need of permission).
2. Use material in the public domain (material that is no longer or never has been protected by copyright, e.g. United States government reports, NASA publications, DOE publications). Note that a work which has passed into the public domain in the United States may still be protected under copyright in other countries. If so, you must obtain permission to use such material in order to enable AIP's worldwide distribution of your work.
3. Include material that falls within the Freedom of Information Act. This would include work done by a U.S. government employee and work published by the U.S. government.
4. Discuss another's *ideas* as long as that person's "literary expression" of the ideas is not used; you must keep in mind that the organization and selection of the material and its sequence are part of the "literary expression." When in doubt, obtain permission.
5. Include material when the use constitutes "fair use," such as quoting or paraphrasing copyrighted material for the purpose of scholarly comment, illustration, or criticism within a limited scope.

AIP AND MEMBER SOCIETIES' JOURNALS WHICH DO NOT REQUIRE PERMISSION REQUESTS

American Institute of Physics

*Applied Physics Letters
 *CHAOS
 *Computers in Physics
 *The Industrial Physicist
 *JETP Letters
 *Journal of Applied Physics
 *The Journal of Chemical Physics
 *Journal of Experimental and Theoretical Physics
 *Journal of Mathematical Physics
 *Journal of Physical and Chemical Reference Data
 *Low Temperature Physics
 *Physics of Fluids
 *Physics of Particles and Nuclei
 *Physics of Plasmas
 *Physics of the Solid State
 *Physics Today

*Review of Scientific Instruments
 *Semiconductors
 *Technical Physics
 *Technical Physics Letters

American Vacuum Society

*Journal of Vacuum Science and Technology A
 *Journal of Vacuum Science and Technology B
 *Surface Science Spectra

The American Physical Society

*Physical Review A
 *Physical Review B
 *Physical Review C
 *Physical Review D
 *Physical Review E
 *Physical Review Letters
 *Reviews of Modern Physics

The Acoustical Society of America

*The Journal of the Acoustical Society of America

The Society of Rheology

*Journal of Rheology

American Association of Physics Teachers

*American Journal of Physics
 *The Physics Teacher

American Crystallographic Association

*Transactions of the American Crystallographic Association-Proceedings from the Annual Symposium

If you will be involved in organizing a future conference...

Publishing your proceedings with AIP.

AIP provides timely, cost-effective publication and distribution services for conference proceedings. We would like to publish your important conference, symposium, workshop, meeting, or summer school.

We respond to your special needs.

- We can produce your conference proceedings in large (8.5" x 11") or small (approx. 6" x 9") formats, and in hard cover or soft cover bindings. AIP can also produce CD-ROMs that feature full-text and fielded searches and that are compatible with multiple platforms.
- All AIP proceedings are published virtually simultaneously in print and online for worldwide distribution, with abstracts incorporated into leading databases; thus, all AIP proceedings papers become integral parts of the technical literature and are easily found online.
- AIP will ship bound volumes approximately 3 months after the final manuscript and all required documents are received.

Ensure that your proceedings reach the widest audience.

- AIP gives your meeting worldwide visibility by marketing your published conference proceedings on an international scale - through regular ads in AIP's flagship magazine [Physics Today](#) (circulation of more than 125,000 worldwide) and other targeted publications, exhibits at dozens of trade shows and conferences, and through print and online catalogs.

Request a proposal and cost estimate.

To describe your conference, it will be helpful if you also provide:

- (1) the title, the location, and the dates of the conference;
- (2) the expected size of the printed volume (number of expected pages in either 6x9 inch or 8.5 x11 inch format);
- (3) the number of copies you expect to purchase for your organization/registrants.

We are always open to discuss any special needs or preferences. You will find a fast response with a cost estimate and publishing plan.

Contact information.

Sabine Kessler, Managing Editor
Special Publications and Proceedings
American Institute of Physics
2 Huntington Quadrangle, Suite 1NO1
Melville, NY 11747 USA
TEL: 516-576-2477
FAX: 516-576-2474
Email: skessler@aip.org

Maya Flikop, Director
Special Publications and Proceedings
American Institute of Physics
2 Huntington Quadrangle, Suite 1NO1
Melville, NY 11747 USA
TEL: 516-576-2460
FAX: 516-576-2488
Email: mflikop@aip.org