

CHECK LIST FOR THE EDITOR

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1. PLANNING AHEAD

Set a clear deadline for authors to submit their papers. Announce it early and repeatedly

Work back from the overall deadline of submitting the whole collection to AIP, as stated in the Publishing Contract. How much time will you need for your quality control of the individual manuscripts (format and content) and how much time for revision, if any? Set the author deadline accordingly and repeat it often. Show it on your website. For many conferences, papers are due at the time of presentation. This will give the editor sufficient time to collect, review, and revise papers, if necessary.

Give instructions for manuscript preparation to authors well in advance

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Send the complete manuscript to AIP by the agreed-upon deadline

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Table of Contents: Provide all information and submit the electronic WORD file to AIP. AIP will double check all information, typeset the table of contents, and generate the author index.

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- Provide full title of each paper and names of all authors, exactly as they appear on the paper. Use initials for first and middle names only, no affiliations, please.
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