

SPECIAL ISSUES AND PROCEEDINGS

INSTRUCTIONS/CHECKLIST FOR (GUEST) EDITORS (**Proceedings**)

The table below gives a summary of the important items and procedures prior to, during and after the Conference/Symposium/Workshop. We ask you to adhere as much as possible to the indicated time schedule to ensure a smooth and timely publication of the Proceedings.

Items marked with * can be found as separate documents on xxxx. Feel free to use any of the documents. Documents may be adapted to your specific requirements.

REQUIREMENTS	WHEN
For Refereeing/manuscript preparation <ul style="list-style-type: none"> - Instructions to authors (including Guide for Electronic Submission; see www.elsevier.nl/locate/nima) - How to determine paper length* - Manuscript transmittal form* - Information on colour figures 	Prior to the conference
Delivery of the manuscript <ul style="list-style-type: none"> - For Proceedings smaller than 300 typeset pp., the manuscript should be delivered in one complete batch - For Proceedings larger than 300 typeset pp. the manuscript may be delivered in several batches. (The table of contents should be provided with the 1st batch of papers; this toc need not be final). Arrangements should be made with the Publishing Editor or the Issue Manager at Elsevier. - All papers should be clearly marked as belonging to the Proceedings (e.g. by means of the Proceedings acronym on the title page) 	As soon as the papers have been accepted/according to the contract
What do we need? <ul style="list-style-type: none"> - A hardcopy and (matching!) electronic file of all accepted papers. (see manuscript transmittal form*) - A Table of Contents (giving the order of the papers, and (if applicable) a division in (sub)sections with (sub)section titles). - A Title page (including subtitle and all Guest Editors with addresses to be mentioned) - A list of Organising/Scientific committee and Sponsors (if applicable). - Conference photos (if any). - A List of Participants (if applicable; preferably with their e-mail addresses). - A Preface/Foreword/Editorial. - A conference Logo (if any) - Agreement on the desired number of extra copies - Agreement on whether a hardbound edition is to be made - Address labels for mailing of extra copies (optional) 	<ul style="list-style-type: none"> - with 1st batch of papers (need not be final) -at the latest with the last batch of papers - At the latest when the issue has been compiled (to be signalled by the Issue Manager)