



## ***Procedia IUTAM***

Dear Guest Editor,

Thank you for co-ordinating the submission of conference proceedings to *Procedia IUTAM*.

In order to make your publishing experience as successful and simple as possible, we are providing you with the following guidelines:

**A. Use of the Proceedings Manuscript tracking form**

**B. Submitting the proceedings manuscripts**

We hope this information will be of assistance to you during the preparation of your proceedings.

Yours sincerely,  
***Procedia IUTAM***

### **A. How to use the Proceedings Manuscript Tracking Form**

The Proceedings Manuscript Tracking Form provides a format to record all required information for each of the articles that will be included in your upcoming proceedings.

The form should:

- 1) Aid you in tracking each manuscript throughout your Editorial process.
- 2) Aid the Publisher in verifying the receipt of each manuscript intended to publish in the Proceedings.

The instructions below should help you complete the Proceedings Manuscript Tracking Form. If you have any questions, please contact [ProcediaPCC@elsevier.com](mailto:ProcediaPCC@elsevier.com)

### **How to fill out the Proceedings Manuscript Tracking Form**

Please fill in the respective rows at the top of the form (Figure 1) with the following information:

**Journal Title:** Procedia IUTAM

**Special Issue Title:** The full title of the Conference Proceedings.

**Guest Editor:** Your name as you would like it to appear in related material.

**Guest Editor Email:** Your preferred email address for contact regarding the proceedings.

**Guest Editor Phone Number:** Your preferred phone number (including all codes) for contact regarding the proceedings.


1	<b>Special Issue Manuscript Tracking Form</b>		
2			
3		<b>Journal Title:</b>	
4		<b>Special Issue Title:</b>	
5		<b>Guest Editor:</b>	
6		<b>Guest Editor Email:</b>	
7		<b>Guest Editor Phone No.:</b>	

Figure 1. The top of the Proceedings Manuscript Tracking Form

Instructions for filling out each section of the Proceedings Manuscript Tracking Form are imbedded within the section title. Simply hover over the section title to view the instructions (Figure 2).


1	<b>Special Issue Manuscript Tracking Form</b>				
2					
3		<u>Journal Title:</u>			
4		<u>Special Issue Title:</u>			
5		<u>Guest Editor:</u>			
6		<u>Guest Editor Email:</u>			
7		<u>Guest Editor Phone No.:</u>			
8					
9	<u>Ms ID #</u>	Enter the manuscript identification number (Ms ID #) of the manuscript.  <b>NOTE:</b> Upon acceptance, please include the manuscript number in the filename of the electronic files of the manuscript.	<u>Article Type</u>	<u>Corresponding Author Name</u>	<u>First Author Name</u>
10					
11					
12					
13					

Figure 2. Hover texts in the Proceedings Manuscript Tracking Form

The white and green shaded titles represent information that should be filled in during the submission and review process (Figure 3). The orange shaded titles represent information that should be filled in at the time the manuscript is accepted and files are uploaded to Elsevier FTP site.

<u>Date of First Decision to Author</u>	<u>Date Final Revised Ms Returned</u>	<u>Accept Date</u>	<u>No. of supplementary files</u>	<u>Order of appearance in the special issue</u>	<u>Corresponding Author mailing address</u>	<u>No. of pps (Accepted article)</u>	<u>Total of files</u>

Figure 3. White, orange and green shaded titles in the Proceedings Manuscript Tracking Form

### What to do upon accepting the final manuscript for the proceedings

Note that all manuscripts are handled as camera-ready-copy [CRC]. This means that no corrections or changes to the lay-out is possible after the files are transferred to Elsevier.

Please make sure that the publication order of the manuscripts is properly recorded in the "Order of appearance" section (Figure 4).

Once you have recorded the information for the final manuscript in the form:

- 1) Please make sure that your email address and phone number as listed at the top of the form is current.
- 2) Email the completed / verified form to [ProcediaPCC@elsevier.com](mailto:ProcediaPCC@elsevier.com)

<b>Order of appearance in the special issue</b>	Enter the number that represents the order in which the manuscript should appear in the special issues. For example, if the first listed manuscript should appear as the 3rd article in the issue, enter a "3".  If you do not have a preference, please enter "N/A".

Figure 4. The "Order of appearance" section in the Proceedings Manuscript Tracking Form

## B. Online Licence Transfer

Elsevier now requires the Authors to complete the Procedia exclusive licence agreement, which can be done online.

Herein the Authors retain the copyright but allow Elsevier the exclusive right to publish and distribute the work as outlined in the Assignment of Publishing Rights section of the contract. And the example of the online form sent to the authors is in Annex B of the contract.

As soon as Elsevier receives the final article, an acknowledgment letter containing a hyperlink to the Procedia exclusive licence agreement transfer page is sent to the Authors. Authors are requested to assign their licence within 3 days of receiving the acknowledgement letter.

The subject line of the message sent to the author will be in English for *Procedia IUTAM*.

## C. How to use FTP.ELSEVIER.COM to send the Proceedings Manuscripts to Production

*General Instructions regarding uploading of manuscripts:*

Each manuscript should be provided in Word and PDF version and the name of the Word and PDF file should have the manuscript reference number. This is to accommodate the 'Camera-Ready-Copy' workflow where PDFs alone are used.

For each manuscript, please save the source files in its own directory folder. Please label each folder with the manuscript reference number. Zip files of no more than 50 papers (e.g. if there are 500 papers to upload, please upload 10 zipped files of 50 papers).

Please label these files with the Proceedings name and a sequential number (e.g. the first zipped file should contain the first 50 papers as they should appear in the final online issue, the second zipped files should contain the next 50 papers etc).

The name of the individual Word and PDF files should have the manuscript reference number.

## Login

Url ftp site: <ftp.elsevier.com>  
Username: procedia  
Password: procedia  
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## Uploading Instructions

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You cannot download, delete, rename or overwrite files and directories in the "elsevier-in" area.

## Please Note

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