

Guidelines for preparing IOP Conference Series articles

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Abstract. This document provides guidelines for preparing articles using the IOP Conference Series Word template. **Authors must not change the page size or margins in the template, and must not add headers, footers or page numbers.** IOP Publishing will add these components during production, but will not make any other changes to the text or layout, and will not send out author proofs. The submitted PDF must be in the final form ready for publication. More detail on the requirements is provided in the online author guidelines available at <https://conferenceseries.iop.org/content/authors>.

1. Introduction

The file IOP-ConfSer-template.docx contains the basic layout for an article, in line with the requirements for the IOP Conference Series titles. **Do not change the page size or margins, and do not add headers, footers or page numbers.**

Replace the placeholder text in the template with the details for your article. Organise the main text using section headings, and include any equations, figures, tables, lists.

General requirements for articles in IOP Conference Series titles are summarized in the sections below. Refer to the [online author guidelines](#) for more details.

The submitted PDF must be in the final form ready for publication. **Make sure you proofread your article before submitting it.** Information on how to submit your article will be provided by the conference organizer.

2. General requirements

2.1 Page layout

The following points are set by the IOP-ConfSer-template file and **must be followed** to avoid problems in the production of your proceedings article:

- page size: European A4;
- top-margin: 4 cm; bottom-margin: 2.7 cm; left- and right-margin: 2.5 cm;
- no page numbers, no other page headers or footers;
- text is single-spaced, not double-spaced;
- all pages are portrait orientation.

In addition:

- all fonts must be embedded in the submitted PDF.

2.2 Article content

All articles must have a title, authors and affiliations, and an abstract.

The abstract must be a single paragraph providing concise information about the content of the article, including the main results obtained and conclusions drawn. The abstract **must not** contain any table numbers, figure numbers, references or displayed mathematics.

Leave 10 mm space below the abstract before starting the main text of your article on the same page. Organise the main text using section headings, and include any equations, figures, tables, lists etc.

Information on article length limit will be provided by the conference organizer.

The template file includes IOP-CS styles for headings, body text, captions, table content and reference text. To apply a style, select the text and choose the required option from the Styles panel.

2.2.1 Figures and tables

Figures and tables must be placed close to where they are mentioned in the text, **not all together at the end of the article**. All figures and tables must have a caption.

The template file includes placeholder text boxes for a figure and a table. Replace the placeholder information following the instructions in the template. Copy and paste the text boxes to add more tables or figures. **Delete the text boxes if they are not required.**

2.2.2 Equations

Insert equations and inline math expressions using MathType if available. Otherwise use the default Word equation editor. **Equations that are converted to images are not permitted.** Note that the Word auto-recover file will automatically convert equations to images. Save your file regularly to avoid needing to use the auto-recover file.

3. References

You can choose to use either the Vancouver (numbered) or Harvard (author-year) system for citing your references. Items in the reference list can be formatted in any style, as long as each item contains all the information needed to find the reference. The required details for some standard reference types are given below.

- **Journal article**
 - Authors, Year, Journal name, Volume number, Page/article number
- **Book**
 - Authors or editors, Year, Chapter title (if relevant), Book title, Volume details (if relevant), Publisher, Page number (if relevant)
- **Conference proceedings** (published in a conference series)
 - Authors, Year, Conference series name, Volume, Page/article number
- **Conference presentation** (unpublished)
 - Authors, Year, Presentation title, Conference name, Conference date and location

- **Preprint**
 - Authors, Year, Preprint service name, Preprint number
- **Thesis**
 - Authors, Year, Thesis type, Institution
- **Website**
 - URL, Date of access
- **Data**
 - Authors, Year, Dataset title, Repository name, URL (DOI if available)
- **Software**
 - Authors/Organization responsible, Year, Software package title and version, Repository name (if relevant), URL (DOI if available)