
Preparing proceedings for publishing with LNICST/SPRINGER using the EAI camera-ready uploading system CONFY

Before you start

Make sure that:

- ⤴ All papers to appear in the proceedings have been uploaded in the correct camera-ready format, including PDF copies plus LaTeX/Word source materials, including figure files.
- ⤴ Duplicate camera-ready submissions have been removed.
- ⤴ All papers have been validated by the publications chair. Please make sure in particular that the title and author details entered in Confy match those in the uploaded papers.

Getting started

Go to your conference's home page on Confy. Click on the **Proceedings** link in the Publications menu. *If you do not see the Proceedings link, contact conference support to ensure that you have been assigned the correct permissions.*

You'll be invited to enter a name for the new proceedings you want to create. For now, enter any name (e.g. "My Conference Proceedings") and click the **Create proceedings** button. You will now be taken to the proceedings creation page.

Preparing your conference proceedings

In the proceedings creation page you will find a number of tasks to complete. Click on a task name to work on that particular task.

For each task you should often **Save** your work in progress. When the work is complete, tick the box "Mark this item as complete" before clicking **Save**. A green tick will appear next to completed tasks in the checklist. If you discover that a task has incorrectly been marked as complete, you can click the button **Mark as Incomplete** to re-open the task and work on it further.

Individual tasks in the checklist are discussed below.

Title of the proceedings

This is the official title of the proceedings as it will appear on the LNICST book cover, and has the following form:

[General Conference Series Title]
[Individual conference and acronym]
[Place and dates of conference]
Revised Selected Papers

So for example, the formal title of MOBIQUITOUS 2010 (the 7th International ICST Conference on Mobile and Ubiquitous Systems: Computing, Networking and Services) is:

Mobile and Ubiquitous Systems: Computing, Networking and Services
7th International ICST Conference, MOBIQUITOUS 2010
Sydney, Australia, 6-9 December 2010
Revised Selected Papers

Proceedings preface

This should be a short (1-2 page) introductory article to the proceedings, written by the General Chair(s) and/or Technical Programme Committee Chair(s). It should be titled "Preface". Please upload both a PDF copy together with a Word (.doc, .docx) or LaTeX (.tex) source file.

A sample LNICST Preface prepared using LaTeX is available from Springer at:

<ftp://ftp.springer.de/pub/tex/latex/lnicst/editor/templates/preface.tex>

Your conference coordinator can also provide you with example documents from earlier conferences.

Table of Contents

The Table of Contents for your proceedings should provide a complete list of the papers to appear in the proceedings, in the order in which they are to appear. We recommend that you divide the Table of Contents into thematic sections (e.g. corresponding to conference tracks, workshops, etc.).

To create a section in the Table of Contents, click the button **New Group** and enter the title for the section. The new section will appear in a list on the left-hand side of the page.

To add papers to a section, click on that section title and then select the desired papers one by one

from the submissions list on the right-hand side of the page. You can filter the submissions by title to make it easier to find the papers you are looking for.

Make sure to regularly **Save** your changes to avoid losing your work. You can click on **Preview Saved** to view the whole of the most recently-saved version of the Table of Contents.

Conference organization credits

This document should be titled "Conference Organization" and should include a complete list of all groups and individuals involved in the conference organization. This includes the Steering Committee, Organizing Committee, Technical Programme Committee, all Workshop Committees and all other groups and individuals deserving of credit.

Like the Preface, the Conference Organization document should be uploaded in PDF format **and** in Word (.doc/.docx) or LaTeX (.tex) source.

A sample LNICST organization credits document prepared using LaTeX is available from Springer at: <ftp://ftp.springer.de/pub/tex/latex/lnicst/editor/instructions/lnicst2de.zip>

Your conference coordinator can also provide you with example documents from earlier conferences.

Credits of volume editors

The Editors of a proceedings volume are by default the General Chair(s) and Technical Programme Chair(s) of the conference, plus any other individuals you would like credited in this capacity.

For each Editor please provide their full name and affiliation, *including full postal address and email address*. Editors should be listed in the order you wish them to be credited on the cover of the LNICST proceedings volume.

Volume number

Each proceedings volume published in LNICST will have a corresponding volume number, provided by Springer. In order to request a volume number, please first make sure that the proceedings title and the credits of volume editors have been correctly entered. Once this is done, please contact ICST customer support, who will contact Springer and put a volume number in place.

Proceedings export

When all your checklist tasks have been marked as complete and saved, the **Proceedings distribution** task list will appear. (If it does not appear straight away after all checklist tasks have been completed and saved, please hit the Refresh button in your browser.)

First, please click on the **Generate proceedings** button to generate the publisher-ready conference proceedings. This may take a little time to complete. When it is done, you will see a link to download a zip file containing the proceedings.

Download this file and confirm that all the required items listed in the Proceedings Distribution task list are present and correct. If any of the items are not present or are incorrect, please ensure they are corrected:

- ⤴ If author names or paper titles are incorrect in the Table of Contents, or if author names are listed in the wrong order, this means that paper authors have not provided correct metadata. To resolve this **Unvalidate** these papers and ask authors to correct the information. (*Does the Publications Chair have the right to edit submissions and correct them him/herself?*)
- ⤴ If there are missing or incorrect details in the Preface, Table of Contents or Organization Credits, please mark these items in the Proceedings Checklist as incomplete (see the previous section, "Preparing your conference proceedings") and correct them yourself.
- ⤴ If there is a problem with an individual paper, **Unvalidate** this paper and ask the authors to upload correct files and metadata.

Once all errors have been corrected, please hit **Generate proceedings** again to generate a new file and check again that it meets the listed requirements. Once you are sure your paper is free of errors, please hit **Mark as Final Version** to lock the file and contact your conference coordinator, who will take care of submitting the material to the publisher.