

# Style guide for conference organisers and authors

This guide provides conference organisers and authors with IOP Publishing layout requirements for their papers as well as providing guidance on reference styling.

A note for Conference Organisers:

Please ensure that all authors have prepared their papers using Microsoft Word or LaTeX, according to the [guidelines and templates provided](#), and that they conform to the following:

## Paper format

- The paper size is European A4.
- Margins are 4cm (top), 2.5cm (left and right) and 2.7cm (bottom).
- There are no page numbers, headers or footers within the paper.
- Text is single spaced, *not* double spaced.
- All fonts are embedded.
- All pages are portrait (landscape pages should be rotated).
- The abstract text should be indented 25 mm from the left margin and there should be 10 mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract.

## Paper content

- The paper includes the author name(s) and affiliation(s) (full address including country).
- All articles *must* contain an abstract.
- Papers must use inclusive language. At IOPP we follow these industry-wide [Guidelines on Inclusive Language and Images in Scholarly Communication](#).
- All figures and tables should be numbered in numerical order. Please ensure that figure/table numbers are *not* duplicated or missed.
- Figures are legible and placed within the text, *not* collected at the end of the document.
- If section headings are numbered, ensure that they are numbered numerically, and no numbers are duplicated or missing.
- Displayed equations should follow a naming convention in numerical order, i.e. (1), (2), (3) etc or by section, i.e. (1.1), (1.2) etc. Ensure every displayed equation has its own number and none are duplicated or missing.
- Reference lists are checked for accuracy. **References can only be linked via CrossRef if they are correct and complete.**
- If numbering references (Harvard system) ensure that references are numbered numerically, every reference has its own number and no numbers are duplicated or missing.
- Ensure that all references are cited in the text and that all citations have a corresponding reference.
- Finally, please ensure that the paper is thoroughly proofread to check the standard of English and ensure wording is clear and concise.

## Conversion to PDF

- The PDF file is editable and *not* password protected.
- The PDF is free of formatting errors (e.g., corrupt equations, missing or poor-resolution figures), since conversion from Word to PDF can introduce formatting errors.
- There are no blank pages.

**It is important to ensure that when you submit your paper, it is in its final form ready for publication, and has been thoroughly proofread. IOP do not copy edit or reformat papers and**

**will not send out author proofs prior to publication. We will extract the author names exactly as they appear on the submitted PDFs.**

## Reference styling

Conference papers must use Harvard or Vancouver reference systems.

A reference should give your reader enough information to locate the article. Where possible a permanent or persistent web link such as a Digital Object Identifier (DOI) should be used in a reference.

Listed below are the most common reference types. We have included details of how they should be styled and the mandatory elements they should include.

## Journal articles

References to journal works should include:

- Author(s): surname(s) and initial(s)
- Year
- [Title of article (optional, but see below)]
- Standard abbreviated journal title (in italics)
- Part of journal (e.g., A, B, etc, if appropriate)
- Volume number (in bold)
- Page number, page range or article number
- [DOI (optional)]

Example:

- Cantillano C, Mukherjee S, Morales-Inostroza L, Real B, Cáceres-Aravena G, Hermann-Avigliano C, Thomson R and Vicencio R A 2018 *New J. Phys.* **20** 033028

If a DOI is available for an article then it should be linked to the volume number and article number/page reference. If the latter elements are not available the DOI link should be added in brackets at the end of the reference.

For more than ten authors, the name of the first author should be given followed by *et al.*

If no individual is named as the author, the reference may be by a collaborative group of authors or by a corporate body, e.g.:

- The ASDEX Upgrade Team 2002 Theory-based modelling of ASDEX Upgrade discharges with ECH modulation *Nucl. Fus.* **42** L11

If a collaboration is appended to one or more authors, the name of the collaboration must come before the year, e.g.:

- Nakamura K (Particle Data Group) 2010 *J. Phys. G: Nucl. Part. Phys.* **37** 075021

## Books

References to a book should include:

- Author(s): surname(s) and initial(s)
- Year

- Full title (in italics, the initial letter of each significant word should be upper case; note that if a word is hyphenated then both parts should have an initial capital letter; for example, Non-Classical Mechanics)
- Town of publication
- Publisher

Example:

- Whelan C T 2018 *Atomic Structure* (Bristol: IOP Publishing)

References to a book may include (optional):

- Chapter title (lower case roman; caps only for first word and proper nouns)
- Edition (e.g., 1st edn) (if any)
- Volume number (if any, given after the contraction 'vol')
- Editor(s) (if any, initials before the surname(s) and preceded by the contraction 'ed' [no full point] even if more than one editor)
- Chapter and/or page number(s) (if appropriate)

Example:

- Leung C-W and Ng C-K 2018 Spectra of commutative non-unital Banach rings *Advances in Ultrametric Analysis (Contemporary Mathematics vol 704)* ed A Escassut *et al* (Providence, RI: American Mathematical Society) p 91

## Conference proceedings

References to conference proceedings should include:

- Author(s): surname(s) and initial(s)
- Year of publication
- Title of conference (in italics, initial letter of each significant word should be upper case)

Example:

- Mahanta N K and Abramson A R 2012 *13th Intersociety Conf. on Thermal and Thermomechanical Phenomena in Electronic Systems*

References to a conference proceeding may include (optional):

- Paper title
- Place and date (month and/or year) of conference (in italics and within parentheses, separated by commas)
- Volume number
- Editors
- Town of publication
- Publisher
- Page numbers/other paper designations

## IOP conference series titles

References to IOP-owned conference series titles *Journal of Physics: Conference Series* (J. Phys.: Conf. Ser.), *IOP Conference Series: Earth and Environmental Science* (IOP Conf. Ser.: Earth Environ. Sci.) and *IOP Conference Series: Materials Science and Engineering* (IOP Conf. Ser.: Mater. Sci. Eng.), should be set as journal references, e.g.:

- Barry R Holstein 2009 *J. Phys.: Conf. Ser.* **173** 012019
- V V Kramarenko et al 2016 *IOP Conf. Ser.: Earth Environ. Sci.* **43** 012029
- S Adarsh et al 2016 *IOP Conf. Ser.: Mater. Sci. Eng.* **149** 012141

See the entries below on how to cite unpublished *Conference Series* papers.

## Theses

References to theses should include:

- Author surname and initials
- Year
- [Title (optional)]
- Type of thesis
- Institution

Examples:

- Roberts P 1970 *MSc Thesis* University of Manchester
- Dobson C T J 1968 Magnetic transport in reaction–diffusion phenomena *PhD Thesis* Brunel University, London

## Works to be published (In preparation/submitted/accepted)

### *In preparation*

If the journal to which the work is to be submitted is not yet known, the reference should be cited in the list as unpublished or in preparation:

Examples:

- Cena K and McLaren F G 2018 Article title here (in preparation)
- Cena K and McLaren F G 2018 Article title here (unpublished)

### *Submitted*

If the details of publication are known the word ‘submitted’ may be used following the journal name:

Example:

- Smith G, Jones B and Wright C 2016 *New Physics Today* submitted
- Martin K *et al* 2022 *IOP Conf. Ser.: Earth Environ. Sci.* submitted

### *Accepted*

References can also be cited as ‘accepted’ where appropriate. The term ‘at press’ or ‘in press’ should always be replaced by ‘accepted’. If a DOI/arXiv number/PMID number is available, this link should be included in brackets at the end of the reference:

Examples:

- Jones B *et al* 2022 *IOP Conf. Ser.: Mater. Sci. Eng.* accepted
- Smith G, Jones B and Wright C 2016 *New Physics Today* accepted (<https://doi.org/10.1088/1367-2630/aa0000>)
- Jones R and Brown A 2011 *Class. Quantum Grav.* accepted (arXiv:0912.1470)
- Greig G and Thomas A 2020 *Phys. Med. Biol.* accepted (PMID: 12345678)