



GUIDELINES TO EDITORS OF PROCEEDINGS

1. Templates and guidelines related to proceedings are online at:

<http://www.metsoc.org/com2011/organizer-login.asp>

2. Appointment of Editor(s) and Organizing Committee Members

Editor(s) and/or an Organizing Committee must be appointed by the sponsoring section(s). The duties of the Editor(s)/Organizing Committee are to contact the authors regarding papers and their acceptance, and to appoint Session Chairs for the Symposia.

Normally, the papers are accepted on the basis of the abstract, and only in exceptional circumstances would a manuscript be accepted on the basis of its abstract and submitted on time to be ultimately rejected on the basis of its subject matter. Thus, the editorial duties are mainly to receive all manuscripts from the authors, to edit them as required to conform to the publisher's requirements, and to transmit the completed volume in paper and electronic form, as outlined in the details below. Prospective Editor(s) are advised that this task is usually time-consuming and is on a tight schedule.

The Editor(s)/Organizing Committee may elect to review each manuscript, in which case more Editor(s) or a Review Committee may be required for review on the basis of technical content, as well as on the publisher's requirements. The Editor(s) and /or Organizing Committee will be identified in the proceedings.

3. Contacting the Publisher

Proceedings of Symposia at the Conference of Metallurgists will be published by the MetSoc of CIM. The conference committee, through the Proceedings Chairman, will contact the publisher and printer and will sign appropriate contracts on your behalf. It is imperative that you adhere to the terms of the contract, especially the deadlines imposed. Please note that a contractual penalty applies for late submission or poor quality copy (e.g., graphics) that takes the form of increased costs or publication delays.

4. Publicity for the Volume

Editor(s) will be required to co-operate with the publisher in the preparation of advance publicity for their volumes. The publicity will take the form of short technical summaries and biographical information about the Editor(s).

5. Author's Instructions

Each primary author will receive from The Metallurgical Society of CIM Headquarters a copy of the Instructions to Authors for manuscript preparation along with a firm reminder of the obligation to deliver the manuscript on time in paper and electronic form. If you have not received copies of the Instructions to Authors please visit the website: <http://www.metsoc.org/com2011/authors.asp>.

Although the bulk of the Editor's work load starts in May and ends in July, constant contact with the authors is necessary and aids in simplifying and assembling the proceeding as a whole. A complete list of authors with their emails is emailed to you as needed (to get an updated list contact rsaunders@cim.org).

6. Expediting Manuscripts

It is recommended that the Editor(s) and /or Organizing Committee finalize the sessions as soon as possible so that Session Chairs can be appointed.

MetSoc of CIM has an FTP site to centralize all manuscript files and to also facilitate formatting and editing.

Authors are instructed to upload their manuscripts to the Program Master System in a Microsoft Word Doc file. All editing of manuscripts will be via our Program Master System and ftp site.

All manuscripts MUST be uploaded to the Program Master System and FTP site.

All Editors are asked to contact Ronona Saunders at (514) 939-2710, ext. 1327 to review the Program Master System features. Please have your user name and password ready (user names and passwords have been emailed to you).

7. Final Manuscript Preparation

Editor(s) must emphasize to the authors that it is their responsibility to ensure their manuscripts are submitted in proper English, and conform to the Instructions to Authors supplied to them. Manuscripts having poor quality figures or photographs, or figures and tables not fitting within the specified margins, or requiring re-typing, will be returned to the authors for revision. Because of the tight production schedules, significantly non-conforming papers may have to be rejected. **A maximum of \$500 is permitted for translation, grammatical editing, re-typing and revising of figures, only if a third party is employed for these services.** MetSoc recommends that Editors take advantage of the funds permitted for word processing, etc. and focus instead on the content of the manuscripts. Such incurred costs will be subtracted from the profits or losses before division between MetSoc and the sponsoring sections(s).

Once the technical content of the submitted manuscript is considered acceptable and all relevant issues (if any) are resolved with the principal author, the Editors may choose to make the editorial changes themselves (particularly if they are minor) or send the manuscript to the principal author for corrections. However, it is the Editors' responsibility to ensure that all manuscripts conform to the Instructions to Authors and are ready on the Shared files server for the Metallurgy and Materials Society of CIM Headquarters.

8. Organizing the Proceedings Volume

After all the manuscripts for the proceedings volume have been finalized by the Editors, the following tasks need to be done by the Editors before submitting the volume to the MetSoc:

- decide on the order of manuscripts in the proceedings volume – usually it is the same as in the technical program, arranged in consecutive sessions
- prepare a **Table of Contents** for the “complete body of manuscripts” as illustrated in the sample provided – sample supplied on the Shared files server in your “other” folder
- prepare a **Title page for the proceedings volume** – most importantly, the title page must contain the title of the volume, the names and affiliations of the Editors in the order they would like to be published – sample of these pages are supplied within a WORD file located on the Shared files server within your “other” folder
- prepare a **Forward page** (with appropriate acknowledgements), an **Editors' Biographies page** and a **Symposium Session Chairs page** for the proceedings volume – sample supplied on the Shared files server in your “other” folder
- LAST, prepare a **keyword index page** using the sample supplied on the “Organizers Login & Documentation section of the website: <http://www.metsoc.org/com2011/organizer-login.asp>

Be sure to include a copy of the final electronic files (Word and PDFs).

It is MetSoc's policy that Editor(s) undertake their responsibilities on a voluntary basis. No remuneration, royalty or honorarium shall be paid to the Editor(s).

9. Delivery of Manuscripts

All electronic file (Docs and PDFs) must be in finalized and available on the ftp site for the National Office of the MetSoc of CIM, **by July 1, 2011 (new deadline)**.

The National Office of the MetSoc of CIM and/or the Proceedings Chairman will advise you within one week of the receipt of the final volume in paper and electronic form whether additional work is necessary prior to printing. Please note that increased costs arise from late delivery of material. If work is necessary, the Editor(s) will decide in discussion with the National Office of the Metallurgy and Materials Society of CIM who will make the alterations.

Once the Editor(s) and National Office agree on the final version of the volume, no additional changes will be permitted as these greatly increase the cost of the volume.

10. Conference Publication Prices

The reduced conference price applies for volumes actually sold at the conference or through the conference. The price is the same for MetSoc members and non-members.

11. Complimentary Volume

Editor(s) each receive a complimentary copy of their volume.