



Publications Requirements for IFAC PapersOnLine

Guidance for Editors of IFAC Events

June 2009

The development of digital publishing technologies and the universal availability of high-speed Internet connections have opened a wide range of opportunities for the publication of technical papers. IFAC is moving to the leading edge of electronic publishing, following a Council decision in September 2006 to move all its technical publications, including fully reviewed papers presented at IFAC technical meetings, to electronic support on the Internet.

This decision heralds profound changes in the way IFAC meeting publications are handled. Printed Proceedings volumes are being replaced by collections of papers available on a web site, called [IFAC-PapersOnLine, which became operational at the time of the 17th IFAC World Congress in July 2008](#). This web site provides open access to all fully reviewed papers presented at IFAC events. This dramatically changes the limited distribution provided by the former Proceeding volumes, as it will allow instantaneous visibility of all IFAC technical work across the entire world. Excitingly, in contrast to the current practice of other engineering societies, papers can be viewed and downloaded by individuals at no cost, which makes IFAC publications truly universally accessible. The new site supports the capability to search for papers based on the paper characteristics or content, and each paper is uniquely identified by a DOI (Digital Object Identifier) number, the current standard for making electronic papers citeable.

This is probably the most important change in IFAC policies in recent years, and is expected to have a substantial impact on the number and the quality of papers submitted to IFAC meetings, as authors will know that their work will be made available to anyone who is interested. However, it is not without risks. By openly exposing its technical work worldwide, IFAC is making a commitment to maintaining a high level of quality in all its technical events, in order to maintain the value of the "IFAC" brand. It is the joint responsibility of the IFAC Technical Board, the Technical Committees, and the International Programme Committees of all IFAC events to rise to this challenge and to ensure that only high-quality material is published under the IFAC banner.

The new publishing scheme also poses new challenges to the organizers of IFAC events, and especially to event Editors who now have the additional responsibility for the technical aspects of the electronic publication process. This document has been written as a guide for event Editors in order to help them to get acquainted with the new publication procedures and the technical requirements for the electronic paper files which are to be collected from the authors.

1. Introduction

The purpose of this document is to provide a set of guidelines about the IFAC requirements which must be met by the organizers of IFAC Technical meetings in order to have the papers presented at the meeting published on the [IFAC-PapersOnLine](#) web site.

The preparation of the materials for publication is the main responsibility of the event Editor, who must work in close cooperation with the NOC (National Organizing Committee) and the IPC (International Program Committee) in order to ensure that all the publications-related activities of the event organization comply with IFAC Publications Requirements. The Editor is appointed by the NOC, in agreement with the Technical Committee(s) sponsoring the event. The Editor must also work in close cooperation with the Editor-in-Chief of IFAC PapersOnLine and the Editors-in-Chief of IFAC Journals, as described below.

2. IFAC meeting publications

A paper submitted and accepted to an IFAC meeting may only be published in electronic form on the [IFAC-PapersOnLine](#) web site (www.IFAC-PapersOnLine.net). This is the only publication which may result from an IFAC event.

The organizers of an IFAC meeting may provide preliminary materials including the papers to be presented at the meeting, and they can distribute or sell them freely, but these materials (traditionally called *preprints* in IFAC) can only be produced as support for the meeting and may not carry any kind of identification that enables them to be considered publications in any way, e.g. ISBN, code bars, or the words *published by...*

Additionally, an expanded version of a paper which has been presented at an IFAC meeting may be published (by order of priority):

- In a special section or a standalone paper in one of the IFAC Journals, following recommendation by the IPC and the agreement of the Journal editor.
- In a special section or a standalone paper in one of the IFAC Affiliate Journals, following recommendation by the IPC and the agreement of the Journal editor, provided that the paper is not being considered for publication in one of the IFAC Journals.
- As a paper submitted independently to the author to one of the IFAC Journals or IFAC Affiliated Journals.
- As a paper submitted independently by the author to a non-IFAC Journal, provided that neither any of the IFAC Journals nor IFAC Affiliated Journals have shown interest on the paper within three months after the end of the meeting. In this case, the paper must carry a reference to the IFAC meeting where it was originally presented and, if the paper has appeared on the website www.IFAC-PapersOnLine.net, also a reference to this publication.

The copyright of all papers submitted to IFAC meetings must be transferred to IFAC at the time of the final paper submission. The IFAC Secretariat will provide appropriate Copyright Transfer forms to the organizers for distribution to the authors or,

alternatively, IFAC will set up an electronic Copyright Transfer mechanism on the IFAC- PapersOnline site.

3. Editorial tasks

3.1 Initial tasks

The following actions must be carried out by the event Editor as soon as the event has been approved by IFAC:

- Read, sign and return the Publications Agreement letter from the IFAC Secretariat accepting the conditions for preprint and proceedings production, including the statement *'Preprints must not carry an ISBN, Bar Code, cataloguing details or the words "published by...".'*
- Contact the Editor-in-Chief of IFAC-PapersOnLine in order to get up-to-date instructions for authors and organizers. Any instructions that may have been passed on from previous meetings must be discarded.

The current Editor-in-Chief of IFAC-PapersOnLine is:

Prof. Juan A. de la Puente
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Universidad Politécnica de Madrid, UPM
E-28040 Madrid, Spain
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3.2 First announcement and call for papers

The editor must check that the call for papers includes:

- The official IFAC Copyright conditions statement (see appendix D).
- Pointers to up-to-date instructions for authors.
- Instructions for draft paper submission.

Notice that full draft papers must be reviewed by the IPC in order to be acceptable for publication on IFAC-PapersOnLine. Abstract-based review is only acceptable if no publications are to be produced (e.g. IFAC may agree that papers presented at some workshops are not published).

Although some meetings have accepted in the past draft papers in free style, it is highly recommended that compliance to IFAC paper layout and file format be requested from the beginning. In this way, both authors and reviewers can have a closer idea of the appearance and extension of the final paper. Moreover, possible difficulties with layout or format conformance are better detected at this stage, with time ahead for solving them before the final submission is done.

Notice that this implies that only PDF files complying with the IFAC style rules and PDF requirements are admissible. This must be explicitly stated in the event Call for Papers.

3.3 Paper review and selection

The paper review and selection process is the responsibility of the IPC. The outcome of this process is a list of accepted papers and a set of review comments to be sent to the authors, possibly requesting them to make some modifications before submitting the final version of the papers.

3.4 Final paper submission

Paper files

Paper files must be submitted as PDF files. The organizers must provide the means for the authors to submit their paper files in a convenient way, e.g. by setting up a web site where paper files can be uploaded.

The instructions for final paper submission must include the requirement that the paper files comply with the IFAC standards and PDF file properties, as detailed in the instructions to authors. Paper file compliance is the authors' responsibility, as it is very difficult, and most often impossible, to modify an incorrect PDF file after it has been produced.

The event editor and the organizers must provide the means for ensuring that all the submitted files are compliant to the IFAC regulations. Some possible approaches include:

- Visual inspection of the files: Mostly for checking that the IFAC layout style is used and that no page numbers, headings or footers are included.
- Checking PDF properties with some appropriate tools.

Depending on the size of the event some checking methods may be more appropriate than others. Some submission services include tools that the authors can use to check PDF compliance before submitting a paper.

Metadata

An important issue for the availability of papers on the IFAC PapersOnLine site is the *metadata* which are attached to the paper file in order to facilitate the search by keywords, authors, event names, and other keywords. The organizers must provide the means for collecting metadata from authors in appropriate format. The metadata format specification will be posted on the IFAC and the IFAC-PapersOnLine sites.

Copyright forms

The copyright of all papers must be transferred to IFAC before they can be accepted for presentation at the event. Authors must either fill in a copy of the IFAC Copyright Transfer Form or use an electronic transfer form as provided for the event. No paper may be included in IFAC-PapersOnLine unless its Copyright Transfer Form has been received.

3.5 Preprints and other material

The organizers of an IFAC event may provide *preprints*, i.e. collections of the accepted papers for distribution to the meeting participants, either in printed (e.g. a preprints volume) or electronic (e.g. a CD or DVD with PDF files) form. Preprints and other associate materials can be also sold or distributed outside the meeting, provided they do not carry any text or mark that enables them to be considered a publication or cited in any way. In particular, the event organizers must ensure that the preprints do not have any of the following:

- ISBN (International Standard Book Number) or any related identification number;
- Bar code;
- DOI (Digital Object Identifier);
- Cataloguing details;
- The words "published by..."

3.6 Publishing the papers

The final collection of presented papers is published on the PapersOnLine site. Therefore there is no physical Proceedings volume, but a set of files which can be read or downloaded from the site. The event Editor must compile the collection of the final PDF files, excluding the papers which are not presented at the meeting, on an appropriate digital support as instructed by the Editor-in-Chief of IFAC-PapersOnLine. The Editor must also supply:

- An XML metadata file compliant with the specification posted on the IFAC PapersOnLine site.
- A PDF file with front matter, including:
 - Meeting title, location, dates, and Editor name(s)
 - Preface or presentation, as appropriate
 - List of NOC and IPC members
- A plain text file for each paper, with the references contained in the paper.

See appendix C for a complete specification of the contents of the Proceedings package that must be sent to the Editor-in-Chief of IFAC-PapersOnLine. The material for publication must be sent by the event Editor to the Editor-in-Chief of IFAC PapersOnLine as soon as it is available, preferably at the time of the meeting.

4. Special cases

4.1 Industrial papers

An IFAC event may accept industrial papers, which are only reviewed on the basis of abstracts, and are not published on IFAC PapersOnLine.

4.2 Workshops

The organizers of a Workshop may decide not to publish the papers on PapersOnLine. In this case, no other publication of the meeting may be done. If preprints are distributed to the attendants, they may not be considered a publication, and the regulations in section 3.5 apply.

Although it is not required, IFAC recommends that Workshops publish their papers on IFAC PapersOnLine. In this case, all the regulations for IFAC publications apply to Workshops as well, including the requirement that full draft papers must be peer-reviewed.

Appendix A — IFAC paper style and layout

All papers submitted to IFAC technical meetings must comply with the new paper layout which is available on the IFAC web site. A summary of its main characteristics follows:

Paper length and file size

- Regular papers:¹ 6 pages, 1.5 MB
- Plenary papers: 12 pages, 3.0 MB
- Keynote papers: 18 pages, 4.5 MB

Page size and margins

- A4 paper (210 × 297 mm)
- Margins:
 - First page: top 35 mm, bottom 25 mm, left/right 15 mm.
 - Other pages: top 25 mm, bottom 25 mm, left/right 15 mm.
- Main text is two columns, with a 5 mm gap between columns.
- No headers, footers, or page numbers.

Title page

The title page must contain the following items, centred on the page with a left and right margin of 30 mm (i.e. a maximum width of 150 mm):

- Title, with a maximum of 10 words, 14 pt Times boldface.
- Author names, 10 pt Times boldface.
- Author affiliations, 10 pt Times italic.
- An abstract with 50–100 words.
- A list of 5–10 keywords, preferably taken from the official IFAC keyword list.

The abstract and keywords should be separated from the previous and following text by a pair of full width (150 mm) horizontal lines and an 8 pt vertical space.

The rest of the title page is body text, formatted in two columns as detailed below.

¹ Lecture or poster presentation, contributed or invited papers.

Text format

- Times Roman 10 pt, or equivalent font, unless explicitly stated otherwise.
- All paragraphs must be justified, if possible.
- Single line spacing.
- The first line of a paragraph should not be indented.
- 8 pt additional vertical space between paragraphs.
- Avoid hyphenation at the end of a line.

Section headings

- Section headings must be centred, in capital letters, and numbered consecutively, starting with 1.
- Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

Tables

- All tables should be numbered with Arabic numerals.
- Headings should be placed above tables, underlined and centred.
- Leave one line space between the heading and the table.

Illustrations

- All photographs, schemas, graphs and diagrams are to be referred to as figures.
- Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure.
- Figures should be placed at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper.
- Figures should be restricted to single-column width unless this would make them illegible.
- The figure number and caption should be typed below the illustration, left justified, with subsequent lines indented.

Equations

- Equations should be numbered with Arabic numerals.
- SI units should be used for physical magnitudes. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

References

- In the text the surname of the author and the year of publication of the reference should be given.

- Two or more references by the same authors published in the same year should be differentiated by letters a,b,c etc.
- For references with more than two authors, text citations should be shortened to the first name followed by et al.
- Only essential references, which are directly referred to in the text, should be included in the reference list.
- References must be listed in alphabetical order at the end of the paper. References to the same author(s) should be in chronological order.
- Journal references should include:
 - author's surname and initials;
 - initials and surnames of remaining authors;
 - year of publication (in brackets);
 - article title (where provided);
 - abbreviated journal title (in italics);
 - volume number and page numbers.
- References to books should include:
 - author's surname and initials;
 - initials and surnames of remaining authors;
 - year of publication (in brackets);
 - book title (in italics);
 - name of the publisher and place of publication.
- References to multi-author works should include after the year of publication:
 - chapter title (where provided);
 - "In:" followed by book title (in italics);
 - initials and name(s) of editors(s) in brackets;
 - volume number and pages;
 - name of the publisher and place of publication.

Appendix B — IFAC PDF specifications

PDF (Portable Document Format) is an open standard, developed by Adobe Systems, which has become the preferred format for electronic publishing on the Internet. PDF enables documents to be stored in a platform and device independent format, ensuring that the appearance of the document is the same when read on different computer systems. PDF documents can be read on a variety of freely available viewers, including Adobe Reader[®], Ghostview, and Xpdf, among others.

PDF has evolved with time, and different versions of the standard have been produced. Furthermore, there are optional settings that may affect portability, and some of the enhanced characteristics that have been added to the basic PDF format can make it difficult to read PDF files on some computer platforms. In order to ensure that the paper files stored in the IFAC PapersOnLine site can be read with the highest quality on all computer platforms, and that IFAC papers can be efficiently searched, PDF files containing papers submitted to IFAC meetings are required to comply with a set of specifications, which are listed below. Some PDF characteristics are required for the file to be published in IFAC PapersOnLine, while others are recommended for best quality presentation.

Required PDF properties

- A4 paper size (210 × 297 mm).
- Compatibility with PDF version 1.4 (Acrobat 5).
- All fonts must be embedded in the file. This also applies to so-called base 14 fonts (Times, Helvetica, Courier, Symbol and ZapfDingbats) or their equivalent (Times New Roman, Arial, Courier New, etc.).
- Only scalable fonts can be accepted. Type 3 (bitmap) fonts should not be used.
- Fonts that require non-English language support are not allowed.
- All security settings (passwords, print or copy restrictions) must be removed.
- There must be no links or bookmarks in the file.
- The file must not have any page numbers, footers or headers.

Recommended PDF properties

- Subset all fonts if less than a 100% of the characters are used.
- The file should be optimized for a faster viewing on the web.
- The print Resolution should be set to 600 dpi.
- Color/Grayscale Images: Bicubic Downsampling at 300dpi.
- Compression for Color Images: JPEG/Medium Quality.
- Monochrome Images: Bicubic Downsampling at 600dpi.
- Compression for Monochrome Images: CCITT Group 4.
- Compress Text and Line Art: Yes.

The file settings can be checked by opening the “Document properties” window in Adobe Reader[®].

Appendix C — PapersOnLine package

The full package that the event Editor must send to the Editor-in-Chief of IFAC-PapersOnLine consists of a number of files stored in a suitable computer readable media (CD-ROM or DVD). The IFAC web site contains a package with samples of every kind of file.

Manifest

The package must contain a *manifest*, i.e. a text file with the list of all the other files in the package. Paper files must be listed in the order they should appear in the Proceedings.

Metadata file

The package must also contain a *metadata* file. This file contains all the information about the event and each individual paper which is needed to provide efficient searching. It is an XML file complying with the XML schema posted on the IFAC web site.

Some submission services include tools for automatically generating metadata files from the submission data.

Front matter

The equivalent of the front matter in printed proceedings must be included in a PDF file with the following contents:

- Name, location, and dates of the event, names of the editors, as well as the IFAC logo and other institutional data.
- Copyright statement and other publication data.
- Names of the main organizers and sponsors, as needed
- List of the NOC and IPC members.
- Foreword or preface, as the editors may find it suitable.

A front-matter file template will be posted on the IFAC web site.

Paper files

Each paper must be provided as a separate PDF file complying with the requirements listed in appendix B.

All files should be numbered with a four digit unique numerical identifier, i.e. #####.pdf where ##### is a zero padded 4 digit number such as 0123.pdf or 0003.pdf.

Reference files

A plain text file must be provided for each paper with all the references made in the paper. Non-ASCII characters should be avoided, but if it is necessary to include some characters not included in the basic ASCII set, the Unicode UTF-8 must be used.

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Appendix D — IFAC Copyright conditions

The material submitted for presentation at an IFAC meeting (Congress, Symposium, Conference, Workshop) must be original, not published or being considered elsewhere. All papers accepted for presentation will appear in the Preprints of the meeting and will be distributed to the participants. Papers duly presented at the IFAC Congress, Symposia, Conferences and Workshops will be hosted on-line on the www.IFAC-PapersOnLine.net website. The presented papers will be further screened for possible publication in the IFAC Journals (*Automatica*, *Control Engineering Practice*, *Annual Reviews in Control*, *Journal of Process Control*, *Engineering Applications of Artificial Intelligence*, and *Mechatronics*), or in IFAC affiliated journals. All papers presented will be recorded as an IFAC Publication.

Copyright of material presented at an IFAC meeting is held by IFAC. Authors will be required to transfer copyrights electronically. The IFAC Journals and, after these, IFAC affiliated journals have priority access to all contributions presented. However, if the author is not contacted by an editor of these journals, within three months after the meeting, he/she is free to submit an expanded version of the presented material for journal publication elsewhere. In this case, the paper must carry a reference to the IFAC meeting where it was originally presented and, if the paper has appeared on the website www.IFAC-PapersOnLine.net, also a reference to this publication.

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