

IFAC PapersOnLine

Publication requirements

November 2019

Proceedings of IFAC meetings are published online in partnership with Elsevier in the open access [IFAC-PapersOnline series](#), hosted on the ScienceDirect web service¹:

www.sciencedirect.com/science/journal/24058963

The web site provides open access to the full text of all reviewed papers accepted at IFAC events, and supports advanced searches based on paper attributes or content.

The whole proceeding series can be referred to by means of the [ISSN 2405-8963](#). Each paper is uniquely identified by a DOI (Digital Object Identifier), the current standard for electronic papers citation. IFAC proceedings are indexed by Scopus, the Web of Science (WoS), and Google Scholar.

Electronic publishing poses new challenges to the organizers of IFAC events, and especially to the event Editors, who have the responsibility for compiling the event proceedings. This document has been written as a guide for event Editors in order to help them to get acquainted with the IFAC publication procedures and the technical requirements for the electronic paper files that are to be collected from the authors. The use of a standard electronic system for handling the paper submission and review process, as well as the preparation of proceedings is required for all IFAC events.

Up-to-date information about the proceedings publications process can be found at

www.ifac-control.org/publications

If you have any questions or problems with the proceedings publication process please contact the editor of IFAC-PapersOnLine at the following address:

ifac-papersonline@ifac-control.org

Comments and suggestions about the format or the contents of this document are welcome at the above mail address.

¹ Proceedings up to 2014 are archived in the IFAC Proceedings Volumes series, available at <http://www.sciencedirect.com/science/journal/14746670>

IFAC Proceedings

Proceedings of IFAC meetings include all the papers accepted for presentation at the event. In order to ensure solid technical quality, IFAC requires that the papers are selected by the International Program Committee (IPC), based on peer review of full draft papers.

IFAC Proceedings are published in electronic form in the IFAC-PapersOnline series, hosted on the ScienceDirect web site. This is the only publication that may result from an IFAC sponsored event.

All the main IFAC events (World Congress, Symposia, and Conferences) must publish Proceedings. Workshop organizers may choose to publish Proceedings or not. In case they opt for no Proceedings it must be understood that there will be no publication resulting from the event.

Events where IFAC is not the primary sponsor may publish proceedings with IFAC or not, depending on the particular agreements that are reached with the main sponsoring organization.

The copyright of all papers submitted to IFAC meetings is held by the authors, who must grant exclusive publishing rights to IFAC under a Creative Commons license when they submit the final version of the paper. Electronic license agreement forms will be made available to the organizers for this purpose at the submission site.

Copies of the presented papers are usually distributed to the meeting participants by the organizers. Such copies must be identical to the papers published in the proceedings, and must include a copyright notice on the first page of each paper, as follows.

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Aside from the copyright notice, the copies of papers distributed to the participants must not carry any text or mark that enables them to be considered a publication or cited in any way, such as ISBN, bar code, cataloguing details, or the words “published by ...”.

The organizers are free to distribute other materials to the participants, including non-reviewed contributions, multimedia files, local information, etc., but these materials are not an IFAC publication and may not include any part of the IFAC proceedings.

IFAC paper style and layout

All papers submitted to IFAC technical meetings must comply with the [paper layout](#) which is available on the IFAC web site. [Template files](#) are also available for some common word processing tools.

A summary of the main layout characteristics follows:

Paper length and file size

Organizers are strongly advised to limit the length of regular papers² to 6 pages in the final version. PDF files will be limited to 1.5 MB in size.

A limit of 18 pages is suggested for plenary and keynote papers, but some flexibility can be applied at the organizers' discretion.

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 no more than 250 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.

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.

² Lecture or poster presentation, contributed or invited papers.

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 editor(s) in brackets;
 - volume number and pages;
 - name of the publisher and place of publication.

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 file properties

- A4 paper size (210 × 297 mm).
- PDF version 1.4 (Acrobat 5) or PDF/A.
- 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.
- The file must contain searchable text. Files resulting from scanning printed papers are not acceptable.
- All security settings (passwords, print or copy restrictions) must be removed.
- There must be no links or bookmarks in the file.

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®.

Introduction file

The editor of the event must send to the Editor-in-Chief a front matter file with the following contents:

- 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.

The introduction file must be in an editable format (MS Word or compatible) so that the editors and the production team can add the necessary codes (ISSN, DOI, etc.).

Templates for the front matter file can be downloaded from the IFAC web site.

IFAC Copyright conditions

All publication material submitted for presentation at an IFAC-sponsored meeting (Congress, Symposium, Conference, Workshop) must be original and hence cannot be already published, nor can it be under review elsewhere. The authors take responsibility for the material that has been submitted. IFAC-sponsored conferences will abide by the highest standard of ethical behavior in the review process as explained on the Elsevier webpage (<https://www.elsevier.com/authors/journal-authors/policies-and-ethics>), and the authors will abide by the IFAC publication ethics guidelines (<http://www.ifac-control.org/events/organizers-guide/PublicationEthicsGuidelines.pdf/view>).

Accepted papers that have been presented at an IFAC meeting will be published in the proceedings of the event using the open-access IFAC-PapersOnLine series hosted on ScienceDirect (<https://sciencedirect.com/>). To this end, the author(s) must grant exclusive publishing rights to IFAC under a Creative Commons license when they submit the final version of the paper. The copyright belongs to the authors, who have the right to share the paper in the same terms allowed by the end user license, and retain all patent, trademark and other intellectual property rights (including research data).

(Revised 25 November 2019)