

# Submit CTAC articles to ANZIAM Journal (E)

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December 10, 2010

The ANZIAM Journal will publish the conference proceedings as a special part of the Electronic Supplement. To submit a written version of your conference paper, then you must

1. Read carefully the Instructions for authors.<sup>1</sup>
2. Prepare your LaTeX manuscript, using the template as a guide.<sup>2</sup>
3. Before 31 January, 2011, upload a pdf version of your proposed paper to the journal website.
4. After you receive the referee reports, and assuming your paper is accepted, make any necessary changes, and upload again.

Some key points to note are

- Your paper must be no more than twelve pages in length, although we prefer ten pages.
- Before you can submit your paper, you must register with the ANZIAM Journal as both an *Author* and a *Reviewer*, or already be registered.
- Each person who submits a paper must referee two other CTAC2010 papers.
- All referee reports must be uploaded before 30 April, 2011.
- The journal strictly enforces its Instructions for authors, and “reserves the right to return to authors poorly presented material for appropriate revision, or even to reject a paper on TeXnical grounds”.

## 1 Submit full articles as a new submission

Prepare PDF, 10–12 pages max, 12pt, A4, 14 cm text width.

1. Login to OJS and choose your role as **Author**.
2. Choose **Click here to start the submission process**.

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<sup>1</sup><http://anziamj.austms.org.au/ojs/index.php/ANZIAMJ/about/submissions>

<sup>2</sup><http://anziamj.austms.org.au/ojs/index.php/ANZIAMJ/article/view/1554>

- (a) Select **Proceedings CTAC** from the drop down menu, and **Continue**.
- (b) Fill in metadata, use lowercase, and **Continue**.
- (c) Upload the PDF paper, and **Continue**.
- (d) Continue until **Finish** of the submission.

## 2 When requested, review articles

- Expect to review a couple of articles by others, you will be sent emails with an active link,
- alternatively, anytime, login and choose role of **Reviewer**, select article via the title.
- Click email icon to agree to do the review.
- Download PDF and review.
- Either upload a file with your report, or paste report into a text box, or both.
- Select a **Recommendation**.
- then click **Submit Review to Editor**.

## 3 Submit PDF, upload LaTeX only when asked

1. For reviewing we only use PDF, do not yet upload source.
2. If and when an article is finally accepted, only then will you be asked for the source.
  - (a) Login and choose **Author**.
  - (b) Click the title of your article.
  - (c) Click to go to the **Editing** web page.
  - (d) In *Initial Copyedit* will be a link to an annotated PDF indicating things you must improve.
  - (e) Improve your  $\text{\LaTeX}$  source and figures—we only accept  $\text{\LaTeX}$ .
  - (f) Upload all source files as one *zipped* file via **Browse and Upload**
  - (g) Click the **Complete** email icon—essential.