

Submit EMAC articles to ANZIAM Journal (E)

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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* do the following.

1. Read carefully the Instructions for authors.¹
2. Prepare your LaTeX manuscript, using the template as a guide.²
3. Before 17 November, 2017, 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 are the following.

- Your paper *must* be no more than ten A4 pages in length. If you need a longer paper, then submit as a regular article to ANZIAM J(E) (not to the EMAC proceedings).
- 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 author who submits a paper normally referees at least two other EMAC2017papers. A paper may be declined if an author has not reviewed their allocated papers.
- The journal 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, normally 10 pages max, 12 pt, A4, 14 cm text width.

1. Login to OJS and choose your role as **Author**.
2. Choose **Click here to start the submission process**.
 - (a) Select **Proceedings EMAC** from the drop down menu, and **Continue**.
 - (b) Fill in metadata, use lowercase, including ORCIDS, and **Continue**.

- (c) Upload the PDF paper, and **Continue**.
- (d) Possibly upload movies, code, or extra information as **Supplementary Files**, and **Continue**.
- (e) **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 \LaTeX source and figures—we only accept \LaTeX .
 - (f) Upload all source files as one *zipped* file via **Browse and Upload**
 - (g) Click the **Complete** email icon—essential.

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

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