

Technical information for Guest Editors of Proceedings and special issues in pss

1. General information

If available, please provide a **conference announcement** in the form of a poster or one-page ad, which we offer to print in pss as a free service to conference organizers. Please send a suitable file at least 4 months in advance of the abstract submission or registration deadline.

Please notify the authors on the conference/collaboration homepage or by e-mail about

- the **length restrictions** for Review/Feature, invited and contributed papers,
- the **submission deadlines**,
- the **destination** where to submit the manuscripts (online submission to pss, e-mail, or conference site), and
- if you require a **CD-ROM** and **hardcopies** for the refereeing process, e.g. during the conference, in addition to the electronic submission.

Electronic files should include either a Word + PDF/PS file or a LaTeX + EPS/PS figures + PDF/PS file of the entire manuscript including all figures/tables.

2. Manuscript preparation instructions and Word/LaTeX templates

General **author instructions** with links to the **template/style packages** valid for pss (a), (b), and (c) are available at

<http://www3.interscience.wiley.com/cgi-bin/jabout/102519628/instruct-c08.html>

You may link to this page directly from the conference/collaboration homepage.

Please ask **all authors** to use either the **Word** or the **LaTeX template**, especially for publication in **pss (c)**, since the articles will be produced from the **publication-ready manuscript files**. In addition, it is the easiest and most accurate way to check the **page limits**.

3. Instructions for manuscript online submission

You may publicise the "Instructions for authors" (attached to this email) on your website.

4. Editorial policy and refereeing

For publication as conference contribution in **pss (c)**, **one positive referee report** per paper is sufficient. Publication as Original Paper in **pss (a) or (b)** requires **double peer-review** by two referees.

For further instructions resp. information about refereeing procedure, please read the manual for Guest Editors (MANUAL_V3.6.pdf), which has been already sent to you.

The **front matter** (e.g. preface) may be prepared later. You will receive further information as soon as the editing of the submissions is almost complete.