

INSTRUCTIONS FOR AUTHORS – Please read

The proceedings of the 14th Gravitational Waves Data Analysis Workshop are being co-published as a special issue of *Classical and Quantum Gravity* and a special volume of *Journal of Physics: Conference Series*. We are looking forward to publishing your work. Please read this information sheet carefully to ensure your article can be processed smoothly.

Format of the proceedings

All the plenary talks and a limited number of the parallel talks will be considered for a special issue of *Classical and Quantum Gravity* (CQG). The remaining talks from the symposium will be published in a companion volume of *Journal of Physics: Conference Series* (JPCS). The Guest Editor for both will be Professor Fulvio Ricci.

Selection of which parallel talks will be submitted to CQG and which to JPCS will be made by the Guest Editors, who will notify authors accordingly. All contributions will be refereed, with the peer review for CQG papers being handled by the journal and the review for JPCS contributions being handled by the Guest Editors.

INSTRUCTIONS FOR AUTHORS SUBMITTING TO CQG

Peer Review

CQG is a peer-reviewed journal, and so has different quality requirements for proceedings contributions than some other publication venues do. The peer review shall be conducted to CQG's usual high standards of scientific quality, whilst taking into account the conference nature of the issue. This means that background papers and articles reviewing progress in an area will be considered more favourably than if they were submitted as regular research papers. However, articles which have already appeared in substantially similar form elsewhere in the peer-reviewed literature cannot be considered. In case of doubt, please contact either the Guest Editors or the Publisher.

Length

Contributions to the CQG issue should be as concise as possible and aim for a maximum length of 10 journal pages. Please try to respect the page limit the organisers have agreed as if many articles exceed their page limits significantly then the issue will exceed its total page budget and additional costs to the conference will be incurred.

All articles will be reformatted and typeset into CQG's house style, so to estimate what the length of your finished article would be in our journal's printing style please use the following guide:

$$\begin{aligned} & \dots \text{ words per line (excluding abstract \& references sections)} \\ \times & \dots \text{ lines per page} \\ = & \dots \\ \times & \dots \text{ manuscript pages of text} \\ = & \dots \\ \div & 600 \text{ (for B5 format pages)} \\ = & \dots \text{ **journal pages**} \\ + & \dots \text{ (number of tables divided by 2)} \\ + & \dots \text{ (number of figures divided by 2)} \end{aligned}$$

- + 1 (for the title, abstract and references section)
- = **journal pages in total (please round up to nearest whole number)**

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As colour printing is more expensive, we will normally charge a fee if you request any of your figures appear in colour in the printed version. Unless you specify that you are willing to pay the fee, we will print all figures in greyscale / B&W in the printed version.

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Submission procedure for CQG

If your contribution is for the CQG special issue, please send your files direct to the journal using the procedure outlined below.

The submission deadline is **30 April 2010**. *Please try to submit in good time before this deadline. If an article is submitted late it risks missing the special issue.

◆ What files to submit

When submitting your CQG contribution it is important that you send, directly to us at the Journal, your original source code. Please note that PDF or PS files of your article are not sufficient on their own, as these file formats cannot be used in our production process.

We can accept any common variant of TeX or LaTeX. We can also accept MS Word files. Please do not forget to include your figure files as well. Our preferred graphics format is Encapsulated PostScript (EPS) although PostScript (PS) figures may also be submitted.

More detailed guidelines on file formats, style files, and requirements about the content of your article can be found at: <http://authors.iop.org>

◆ How to submit (Online / WWW method)

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◆ **How to submit (e-mail method)**

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You will be sent an acknowledgement e-mail within a few days to confirm your files have been safely processed. If you have any questions regarding the submission process please contact us at cgg@iop.org

INSTRUCTIONS FOR AUTHORS SUBMITTING TO JPCS

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Submission procedure for JPCS

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