

Explanations on the Submission of your Paper on EM

(Updated 11 October 2024)

Submission of your Full Paper

No Abstract submission is requested any more. You should upload directly your full paper through the item : *Manuscript, by January 15th the latest each year (with the other necessary files listed in the Instructions).

Your full paper submission should follow the paper template online: on 2 columns and 4.5 pages, including the figures, under pdf format only (4 pages for the body and 0.5 page for the references).

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Once you have uploaded your file(s), don't forget to click on "next" in order to validate your files and ask for the conversion into pdf (even if your file has already been uploaded in pdf format – it is a compulsory step to validate your submission). The conversion depends on the file(s), and takes usually about one minute. Once the file is converted into pdf, you receive an email asking you to view it in order to check it and then accept the converted submission. You will receive another email confirming that the submission has been well recorded.

Font size and length of the full paper

Please follow the "Instructions to the authors". Choose font Cambria 9 or Times 9.5 for your text and 8 for references. If you follow the instructions (above all the number of words), you will be fine with the 4.5 pages final proof of the typesetters before publication.

Revised Submission of your Full Paper

To submit your revised version after acceptance of your paper by the Editorial Committee (by April 1st): please keep your layout on two columns with the figures inserted into the text, so that the typesetters can follow your layout.

This time you have to upload your source file for the "manuscript", under Word format or any other source file, and upload your pdf version as a "supplementary file" for the type-setters to check your layout if needed.

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Layout: For your **final submission**, the type-setters will work on your **source file** (Word or any other source file), so don't worry about the layout of your converted source file into pdf format if not correct - is not a problem for the type-setters.

If something remains unclear, you are welcome to ask us for more information at the CIRP Office:
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Kind regards,
Chantal Timar-Schubert