

Journal of Physics: Conference Series

Agreement

The 2nd International Conference on Research and Learning of Physics (ICRLP 2019)
9-10 August 2019, West Sumatra, Indonesia

MEMORANDUM OF AGREEMENT made this 07 June 2019, between IOP Publishing Ltd, of Temple Circus, Temple Way, Bristol BS1 6HG, UK (hereinafter called 'the Publisher') and Department of Physics, Faculty of Mathematics and Natural Sciences, Universitas Negeri Padang 25131, West Sumatra, Indonesia (hereinafter called 'the Organiser').

Whereby it is agreed between the parties and their assignees or successors as follows:

The Publisher shall publish refereed and accepted papers (hereinafter called 'the Work') presented at The 2nd International Conference on Research and Learning of Physics (ICRLP 2019), 9-10 August 2019, West Sumatra, Indonesia ('the Conference') as an open access volume of *Journal of Physics: Conference Series* (hereinafter called 'the Journal') within a reasonable time of their delivery. In this clause and hereafter 'publish' means electronic publication of the issue on the Publisher's Web server, with HTML headers and linkable references and full-text PDF files of articles. The Publisher will provide access to the Work free of charge via the Publisher's web server.

1. The Organiser shall deliver the refereed and accepted papers to the Publisher in the specified electronic format not later than 31st October 2019 (hereinafter called the "Submission Date"). Provided all papers are delivered to the Publisher by the Submission Date, and provided those papers are prepared in full accordance with the Journal's *Author Guidelines* and IOP's *Peer Review Policy* and supplied to the Publisher using the procedures in the Journal's *Submission Guidelines for Conference Organisers* (these guidelines are referred to in Appendix A), the Publisher shall publish the Work in the Journal within three months of delivery. The Organiser acknowledges that the Publisher will invoice the Organiser for the agreed number of papers on the Submission Date.
2. Except by prior agreement, should the submission of the Work to the Publisher be delayed by more than 6 months after the agreed Submission Date, the Publisher reserves the right to post the following notice on the Publisher's website:

"We are awaiting submission of the proceedings papers, please contact the conference organisers for the latest status and updates. Upon submission to IOP Publishing the proceedings are typically published online within 4 weeks. Authors who provide an email address will receive notification shortly after the proceedings are published."
3. Copyright in the Work will not be assigned to the Publisher but retained by individual authors or their employers. The Publisher will be granted a licence to publish on the terms set out in Appendix B to this Agreement ("the Proceedings Publication Licence"). The Organiser is responsible for bringing to the attention of the community the fact that by submitting an article for publication in the Journal an author is assumed to accept the terms of the Proceedings Publication Licence. The Organiser shall do this by using prominent wording in an appropriate and suitable position on the conference web site, including it in all emails or documents which issue a call for papers, emailing all potential authors to notify them of the Proceedings Publication Licence and its conditions, emailing them again where possible on submission of a paper and all other appropriate means.

4. The Publisher shall supply the Organiser with detailed instructions concerning the supply of electronic files including text and illustrations, and preparation of any supplementary material. For submission of the work via FTP (to ftp://jpconf@ftp.iop.org) the FTP username is jpconf, the FTP password is proceedings. For the preparation and naming of the files (as discussed in the Submission Guidelines for Conference Organisers) the short-form title for the conference is ICRLP 2019.
5. The Publisher reserves the right to publish the Work at a later date if the complete Work is not delivered to the Publisher by the Submission Date, or if the Work is, in part or as a whole, not prepared as specified in the guidelines referred to in Appendix A or otherwise not in conformity with this Agreement. Any papers in the Work which are not prepared in accordance with the Publisher's guidelines or requirements may be returned to the Organiser for correction or amendment, which will result in publication delays.
6. Unless otherwise agreed in writing, the papers in the Work shall be full proceedings papers. If the Work contains more than 5% of abstract-only or 1-page poster paper submissions the Publisher reserves the right to decline, or delay, in whole or in part, publication of the Work. The Organiser may be asked to resubmit the Work with the unsuitable papers removed.
7. The Publisher reserves the right to exclude any papers from the Work if in its opinion, or those of its advisers, any papers are considered inappropriate for publication by the Publisher. Such reasons shall include, but not be limited to, papers which infringe third party rights, contain libellous or unlawful statements or have not been peer reviewed in accordance with the Peer Review Policy referred to in Appendix A. The Organiser shall indemnify, defend and hold Publisher harmless against any loss, damage, cost, liability or expense (including reasonable attorneys' fees) which arises from any action or claim of a third party that the Work contains libellous or unlawful statements or that publication of the Work infringes the copyright or other intellectual property right of such third party.
8. In the event of the Publisher excluding individual papers from the Work, the Publisher shall be entitled to charge the Organiser a fee of GBP 40 per excluded paper. If the Publisher decides to exclude all the papers in the Work, the fee charged shall be 50% of the total fee agreed between the parties for the publication of the Work. The parties agree that these amounts are genuine pre-estimates of the work undertaken by the Publisher to review the papers and are not intended as a penalty.
9. Papers submitted to the Journal must have been peer reviewed in accordance with the Journal's *Peer Review Policy referred to in Appendix A*, have been checked by the Editors and authors and be in final form ready for publication. The Organiser must ensure that those conducting peer review abide by the Journal's *Peer Review Policy*.
10. The Work shall contain the following published "Statement of Peer Review":

"All papers published in this volume of *Journal of Physics: Conference Series* have been peer reviewed through processes administered by the Editors. Reviews were conducted by expert referees to the professional and scientific standards expected of a proceedings journal published by IOP Publishing."
11. Pre-publication approval and proofs
 - a. **For online publication:** prior to electronic publication of the Work, the Organiser, or their appointed representative, will be supplied with a username and password to log in to the Publisher's servers to check and approve the Work. For security and privacy

reasons this username and password must not be distributed to the proceedings Authors.

- i. On submission to the Publisher, all papers in the Work must already have been checked by the Editors and authors and be in final form ready for publication.
 - ii. If the Organiser or appointed Editor request substantial amendments or changes to the Work at the proofing stage, the Publisher reserves the right to make a charge to cover the Publisher's staff time.
 - iii. Subject to other terms of this Agreement on final approval by the Organiser the Publisher will publish the Work onto its public servers.
12. Authors will not be sent proofs of their papers. After submission of the accepted papers it will not normally be possible to include amended or corrected papers in the Journal.
13. Post-publication changes to the Work will be made at the sole discretion of the Publisher. If the Organiser becomes aware of any request or need to make post-publication changes, the Organiser agrees to inform the Publisher without delay. If agreed by the Publisher, any such changes or amendments will be conducted with appropriate reference to the conventions, guidelines and practices of scientific publishing in recognition that the Work has become part of the record of science. By way of example, the Organiser is advised that it is not normally possible to simply replace a paper after it has been published in the Work, nor is it normally possible to remove papers, except under exceptional circumstances, once they have been published. In the event that any papers published in the Work should require replacement and/or amendments after their submission, the Publisher reserves the right to charge a fee equivalent to GBP 40 per paper as an administration fee.
14. The Editors of the Work shall be
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 - a. ensuring that all files are submitted in the appropriate format(s);

- b. informing authors about the Journal's guidelines, manuscript templates and the need for correct preparation of their PDF files. The journal's web site contains detailed advice on preparing PDFs, which must be brought to the attention of all authors;
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 - f. ensuring all papers are peer reviewed in accordance with the Publisher's Peer Review Policy referred to in Appendix A;
 - g. providing a table of contents, as outlined in the Appendix.
16. This Agreement covers online publication only. Should the Organiser wish to purchase copies of the Work or copies of the Work on CD, a separate agreement will be negotiated for this purpose.
17. The Organiser shall pay the Publisher the following sums:
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For the avoidance of doubt, the fees payable by the Organiser shall be calculated on a per submitted article regardless of whether that article is published in the Work in accordance with this Agreement.
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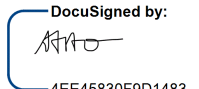
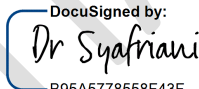
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18. The Organiser will provide, if requested, free exhibition space and one free Conference registration for an IOP Publishing member of staff to attend the Conference. The Organiser will

also make arrangements, if requested, for promotional material, supplied by the Publisher, to be inserted in the delegates' packs.

19. The Agreement shall be governed and interpreted in all aspects in accordance with the Laws of England and the parties submit to the exclusive jurisdiction of the English Courts.

The Organiser accepts the terms stated above

AS WITNESSED THE HANDS OF THE PARTIES

Signature 	Signature 
Date June 11, 2019 08:00 BST	Date June 11, 2019 04:52 BST

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Appendices

Appendix A: Summary of important documentation

The Organiser's attention is drawn to the following documents that form part of this Agreement and which the Organiser (or Editors) must comply with.

- Peer Review Policy

Available from

[http://conferenceseries.iop.org/content/quick_links/Peer Review Policy](http://conferenceseries.iop.org/content/quick_links/Peer_Review_Policy)

- Submission Guidelines for Conference Organisers

Available from

<http://conferenceseries.iop.org/content/organisers>

- Questionnaire for Organisers

We would be grateful if organisers could find time to complete this questionnaire and return to us on submission of the manuscripts. An interactive PDF is available from

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- Author Guidelines

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Appendix B: the Proceedings Publication Licence

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where Journal Title is one of:

Journal of Physics: Conference Series

IOP Conference Series: Materials Science and Engineering

IOP Conference Series: Earth and Environmental Science

Appendix C: Summary of the key stages in publishing your proceedings

The following table lists the key stages in a typical proceedings publication and offers some helpful suggestions and advice.

<p>Call for papers</p>	<ul style="list-style-type: none"> • Inform authors of publication arrangements and provide information on the Journal's author templates and guidelines. • Inform authors about the IOP Publishing Proceedings Publication Licence.
<p>Post guidelines on conference webpage (including of the IOP Publishing Proceedings Publication Licence)</p>	<ul style="list-style-type: none"> • On request the Publisher can supply the Organiser with publication instructions for authors (in standard HTML) that can be added to the conference web site.
<p>Preparation of papers and peer review</p>	<ul style="list-style-type: none"> • Refer to the author guidelines. • Peer review: see clauses 8 and 9 of this Agreement.
<p>Preparation of editorial material to appear in the proceedings</p>	<ul style="list-style-type: none"> • List of possible items for the editorial section of the Work: <ul style="list-style-type: none"> ○ Preface/introduction (optional but usually included) ○ Conference or sponsor logo(s) (optional) ○ List of committees (optional) ○ Photograph (optional) – high resolution! ○ For multiple editorial items please inform us of the order you want them to appear in the proceedings.
<p>Final check of manuscripts</p>	<ul style="list-style-type: none"> • Are all author names correct? • Correct article files (latest, revised version)? • Any articles missing or duplicated? • Are all articles in the right order? • Are all files correctly named?
<p>Submission to IOP</p>	<ul style="list-style-type: none"> • Files can be supplied to IOP via our FTP server or on CD. See <i>Submission Guidelines for Conference Organisers</i> <p>What to submit:</p> <ul style="list-style-type: none"> • A PDF file for each accepted article • Table of contents (doc) • All editorial material (see above) • Address list for shipping, if applicable <p>To submit by FTP:</p>

	<ul style="list-style-type: none"> • Using your FTP software, log on to ftp://jpconf@ftp.iop.org with the following username and password: <ul style="list-style-type: none"> ○ username: jpconf ○ password: proceedings
<p>Pre-publication checking and approval of the proceedings</p>	<ul style="list-style-type: none"> • Approximately 3 weeks after submitting the accepted papers, the Organiser (or an Editor) will receive a username and password to login to the Publisher's servers so that the Work can be checked and approved by Organiser (or an Editor) prior to publication. • It is extremely important that the Organiser (or an Editor) carefully check the Work at this time and inform the Publisher of any corrections or amendments that may be required. Post-publication changes should be avoided wherever possible because these can be time-consuming and costly (please refer to clauses 11 and 12). • In particular, please check: <ul style="list-style-type: none"> ○ that all accepted papers have been submitted ○ the correct versions of all papers have been submitted ○ there are no duplicate papers ○ any additional supplementary material (e.g., multimedia) has been submitted and appears with the correct article

Appendix D: Table of contents

We ask for a table of contents (TOC) file to provide a document which we can use and refer to during the publication process. Conference organizers are free to choose the order in which the papers are published online. There are many ways to do this, for example, grouping papers by

- presentation type (plenary, invited, contributed, oral)
- conference session
- topic or subject area

If you would like your proceedings to have the papers grouped and arranged under headings within the TOC please make sure that these headings are included in the TOC supplied to us. The TOC should be supplied as an Excel spreadsheet. The following tables show the information we require in the file containing the table of contents.

- For tables of contents without topic headings:

First Author Surname	Paper title
Wessel	Mixing two sets of noisy measurements changes the N-dependence of resolution to a fourth-root power law
Rossani	Generalized kinetic equations for a system of interacting atoms and photons: theory and simulations

- For tables of contents with papers grouped by topic:

	First Author Surname	Paper title
Topic heading 1		
...		
Topic heading 2		

For example:

	First Author Surname	Paper title
Nanostructured Surfaces	Hallberg	Spin-orbit coupling and electron spin resonance for interacting electrons in carbon nanotubes
	Kelires	A constrained-equilibrium Monte Carlo method for quantum dots
Silicon Carbide	Winkelmann	Electron diffraction methods for the analysis of silicon carbide surfaces and the controlled growth of polytype heterostructures
	Schulze	Growth of SiC polytypes by the physical vapour transport technique

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