

Instructions for Submission of Contributions

Register as Author:

- Please, at first register as contributing author by clicking on ‘Registration’ in the grey box at the left side. A form will open, where you can fill in your data.

Writing and Submitting your Contributions:

Writing and Preparing a Contribution:

- In the grey box on the left side of the INDICO-page with the ‘Call for Contributions’ to this report you find templates which you have to use for writing your contribution, so that all contributions will have a uniform lay-out. You have the possibility to choose between Word or LaTeX. If you use LaTeX, you have to download also the file with the document-class JACoW-GSI.cls and save it in your folder with the LaTeX-file, too. If the Word-template opens as write-protected, which may happen, you first have to save it under a new name before you can edit it.
- The contributions should be single-page papers. If you want to submit a contribution with more than one page, the exception should have well specified reasons. But before extending your contribution to more than one page keep in mind that you have the possibility to submit more than one contribution and you may distribute the different results, you want to report about, into several single-page papers.
- If you have the possibility to create a PDF from you contribution, please submit it together with your contribution.
- *Word-Users:* Please Upload your Word-file with the contribution and if possible also a PDF of it.
- *LATeX-Users:* Please upload at least the ps-File with your contribution and if possible also a PDF of it, preferred is if you upload the Latex-document with your contribution together with the pictures it includes, the ps-file and a PDF for example in one zip-file.
- In general it would be useful if you name the uploaded files with your contributions in a way one can assign them to the author or subject.

Uploading Contributions:

- For uploading your files containing the contributions click on ‘Submit a new Contribution’ in the box on the left. At first a field will appear asking you to log in. People who have a GSI-Web account can log in with its username and password. For all others a local INDICO Account can be created under ‘**If you don’t have a GSI Weblogin account, you can create an Indico local account [here](#)**’. A form will appear with some mandatory fields, most important is the field with your E-mail address. You **choose a login name and password by yourself**, which you have to confirm with the ‘Confirm button’ below. After that a mail will be sent to your E-mail address with a

link, by clicking onto this link, you can activate your INDICO account. If you have already once registered to a conference or workshop at GSI via an INDICO web-page, where login-name and password were necessary, you can use these also for login here.

- Afterwards you can upload one or several contributions. If you scroll down the page that opens, you find a field 'Attach a file', where you can upload your contribution, after having done this, you will be asked if you want to 'attach another file'. You could so create a list of files uploaded together with the parameters you name in the mandatory fields above. - Please be not surprised by these fields you have to fill in. These INDICO pages originally were created for organizing conferences and this section usually is for uploading Abstracts for talks, so were it says 'Abstract' it is meant 'Contribution', for this a system given link, it can not be changed.
- Please write in the field 'Title' the title of your contribution. In the field 'Content' enter the names of all authors and the affiliation of the authors. We will be using this information as metadata for deriving the 'List of Authors', 'List of Institutes' and 'Table of Contents' from. – Ignore the field 'Summary'.
- For the submitter who is logged in is not necessarily the main author, please note in the field 'Primary author' the first author of the contribution.
- It is strongly recommended to upload via 'Submit a New Contribution' each contribution separately, even if you can upload a list of files at once! - Make use of this possibility to assign several files to one title and list of authors only when uploading a word-file together with its PDF or for submitting a latex-file together with its ps- and pdf-file plus the picture-files, instead of submitting them in one ZIP-file.
- If you belong to the persons who intend to submit the contribution also for the 'GSI Scientific Report 2018'* you have to (cross)reference that. It is important that you then add a foot note to the contribution for the GSI Scientific report: 'This report is also submitted to the report 'News and Reports from High Energy Density generated by Ion and Laser beams 2018' (or what the instructions for the GSI Scientific report ask you for referencing) and also put a footnote to your contribution in this report: 'This report is also submitted to the GSI Scientific Report 2018' to avoid copyright problems.

*At the moment a call for contributions to the 'GSI Scientific Report 2018 is not yet out.