



International Federation for Medical and Biological Engineering

Affiliated with the International Union for Physical and Engineering Sciences in Medicine

IFMBE PROCEEDINGS SERIES

GUIDELINES FOR CONFERENCE ORGANIZERS

Revised version

June 2013

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IFMBE PROCEEDINGS SERIES

Guidelines for Conference Organizers

1. Title and Numbering

The main title of this series of publications is: **IFMBE Proceedings**.

The title is complemented by volume number, year of publication, and conference name. The volume number started with Volume 1 for Medicon 2001 conference, and since then has been continuously increasing by 1. The numbering does not start from the beginning with the new calendar year. If the proceedings volume contains more than one book, the different books are numbered as "Volume No./Part No." with the numbers being Latin numbers starting with "1".

Example:

IFMBE PROCEEDINGS

ISSN 1680-0737

Volume 14, 2006

World Congress on Medical Physics and Biomedical Engineering 2006

WC2006

Volume 14/1

2. ISSN and ISBN Numbers**2.1 ISSN**

An International Standard Serial Number (ISSN) is issued to the series. Serial is a publication in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely. The record for this serial is then added to the international ISSN register, enabling global access to the serial.

Each volume of the IFMBE Proceedings has the same ISSN Number:

ISSN 1680-0737 for printed Proceedings

ISSN 1727-1983 for online Proceedings

which identifies it as part of the series of IFMBE Proceedings.

2.2 ISBN

Additionally, the volume must also have at least one ISBN which identifies it as the unique Proceedings of a specific conference.

The International Standard Book Number (ISBN) is a system of numerical identification for books, pamphlets, educational kits, microforms, electronic and online media, and Braille publications. By assigning a unique thirteen-digit number to each published title, the system provides the title with its own, unduplicated, internationally recognized "identity". Publishers, booksellers, libraries and other participants in the book industry use ISBN to identify publications in order to facilitate their handling and retrieval. ISBN ensures that ordering, inventory control and accounting are executed more efficiently.

2.2. Getting an ISBN for the Proceedings in the IFMBE Proceedings series

The ISBN(s) for Conference Proceedings published within the IFMBE Proceedings Series will be provided by the Publisher.

3. Indexing services

Sending of relevant information to indexing services is the task of the Publisher, Springer. Since 2009, the IFMBE Proceedings Series is being cited in the following bibliographic databases: SCOPUS, ISI-Proceedings -The Institute of Scientific Information-Proceedings, SpringerLink, Google Scholar. In addition, several applications are in the process. Please, visit <http://www.springer.com/series/7403> for detailed information.

4. Proceedings Editors

Each Volume of the IFMBE Proceedings is edited by (Volume) Editor or Editors. The Editor(s) collaborate closely with the IFMBE Proceedings Series Editor(s).

The Editor(s) of a particular Volume are appointed by the BME Society which is organizing the Conference. The responsibility of the Editor(s) is primarily the scientific evaluation of the papers submitted for the conference and the reviewing process.

IFMBE Proceedings need to have an appropriate layout, attractive for the eye. Therefore, the proceedings Editors must follow the rules set by IFMBE and the Publisher in regard to the proceedings layout.

Based on the experience in publishing the IFMBE Proceedings Series from 2006 to 2009, it has been noticed that in a certain number of papers submitted to the conference organizers, the authors made similar or the same errors in formatting the papers.

The Volume Editors need to:

- Instruct the authors to use the delivered template (MS Word or La Tex)
The correct paper size to be set in the word processor is A4 (210x279mm)
- Instruct the authors to send/upload PDF- and source files identical in format to the original papers in MS Word or LaTeX
- Make sure there are no differences between the titles and authors' names in the header of the paper and in the Table of Content (TOC)
- Recommend using abbreviations of the first names in the papers (and in the TOC). Example: J.C.H. Goh, C.Y. Yeh
- Instruct the authors to check the order and completeness of figures and tables in the paper
- Instruct the authors to save each figure as a separate file before inserting it into the text editor
- Instruct the authors to use the style-file for figures of the template;
or use just the MS-Word-menu: insert – graphic – from file
please use just the line break: “with text in one line”, when formatting a figure

Important notice on production of Table of Content, Author index and Subject index:

- When creating **Table of Content**, use paper numbers (submission numbers) and **not page numbers**. The publisher is making final text editing and corrections and paper numbers will be replaced with page numbers
- Author index and Subject index are created on request by the Publisher

5. Design of Cover Pages

The design of the cover pages is provided by the by the publisher. It requires that the conference logo and the names of the editors are supplied to the publisher.

5.1. Book

All Proceedings published as a book have the same design of the cover page such as shown in Appendix 1A. The volume number, year of publication, conference name and venue are adapted accordingly. The front cover page contains the conference logo. The Conference organizers can also include an image provided that the design and colour match the overall design of the cover page.

5.2. CD-ROM/DVD

All Proceedings published as a CD/DVD are using the same design of the cover page of the jacket such as shown in Appendix 1B. The volume number, year of publication, conference name, date and location are adapted accordingly. The jacket contains the conference logo and the Conference organizers can also include an image provided that the design and colour match the overall design of the cover page.

The ISSN number 1727-1983 appears on the face of the CD-ROM, on the jacket cover, and on the first page viewed when the CD-ROM/DVD is accessed:

The following copyright statement must appear on the first page viewed when the CD-ROM is accessed:

© International Federation for Medical and Biological Engineering 20xx (CH in following text). Personal use of this material is permitted. However, permission to reprint/republish this material for advertising or promotional purposes or for creating new collective works for resale or redistribution to servers or lists, or to reuse any copyrighted component of this work in other works must be obtained from the CH.

In addition, the following copyright notice must appear on the face of the CD-ROM and inside the jacket:

© CH 20xx

5.3. Online Publication

The hosting and presentation of the online publication is provided by the publisher.

6. Front matter

The first pages of the publication carry roman page numbers and they make the front matter:

- Prelims (pages i-iv),
- Information about sponsors
- Foreword(s)
- Preface
- Table of content
- Reviewer list
- Etc

The front matter is identical for the book, the CD/DVD and the online publications.

6.1 Content of Second Page (ii)

The second page is split in two parts. The upper part gives the information about IFMBE and the second part of the page is the list of Previous Editions of IFMBE Proceedings Series.

The upper part of the fourth page contains the information about the Conference Editor(s). The lower part contains relevant bibliographic data including the ISSN and copyright statement.

Introductory pages start with the 5th page, usually a welcome message by the Conference organizer. The second introductory page gives information about the IFMBE. Third introductory page gives information about the Conference Committees. The remaining introductory pages make the Proceedings Content.

6.2. Sponsors

The front matter can contain one page of logos and information about conference sponsors. The required material must be provided together with the peer reviewed articles.

6.3. Preface

It is strongly recommended to include a preface to the proceedings. The left border at the end of the preface states the place and date of its writing while the editors' names are placed at the right border.

The publisher must be provided with the preface together with the peer reviewed manuscripts.

6.4. Table of contents

The structure of the proceedings is reflected in the table of contents and must be provided by the proceedings editors. It contains section numbers and titles, subsection number and titles, and titles and numbers of the papers in clear table structures.

The layout of the table of contents and the pagination of the proceedings is generated by the publisher.

The table of contents must be provided together with the peer reviewed manuscripts.

7. Layout of Papers

The layout of papers should follow the template given in Appendix 3.

Figures containing colours are reproduced in all electronic media, e.g. CD/DVD and online documents. In printed media (i.e. print books) the figures are displayed in grey scales.

8. Reference for Citation

On the first page of each paper there should be a footer giving the reference for citation (Vancouver style):

IFMBE Proc. 2002; 3(1): 1-2.

Meaning: *IFMBE Proceedings, Volume 3, part 1, pages 1-2, 2002.*

9. Review by Journal Editor

Before printing, the Proceedings must be reviewed and approved for consistency with the Proceedings Series by the IFMBE Proceedings Editor(s) and by the Conference Organizers.

10. Paper Submission and Copyright

Papers for the IFMBE Proceedings can be submitted in two formats: MS Word or LaTeX. IFMBE and the Publisher provide templates for authors. Authors should be requested to upload their paper in PDF format as well. The PDF is used for double checking of the papers layout before printing.

An example of a Paper Submission and Copyright Form is given in Appendix 4.

Conference Organisers are obliged to collect signed copyright forms from all authors whose papers are to be published in the Proceedings. In case the transfer of copyright is provided electronically, the IFMBE and the Publisher should be consulted and must approve the procedure.

The signed copyright forms shall be sent to IFMBE permanent office for archiving.

11. Peer Review

All papers will be peer reviewed (at least two reviewers). The paper is accepted or rejected.

1. The Organizers have the responsibility to get peer reviews from two reviewers.

2. The instructions to the authors at the website must indicate that all papers shall be reviewed by at least two reviewers.

3. The organizers of the IFMBE conferences which will have their proceedings within IFMBE Proceedings series must provide a list with the names of the reviewers of the papers to be published in the IFMBE Proceedings series. The proof of double peer review for each published paper must be kept for at least 3 years.

A template for the review form is given in Appendix 5. In case the organizers use electronic submission and review system, the system should adopt the principles presented in the review form, Appendix 5.

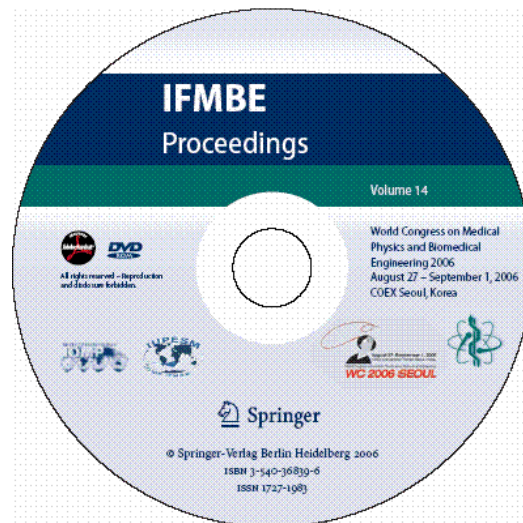
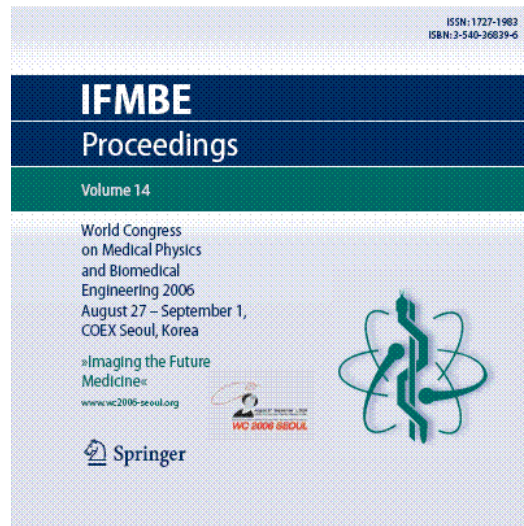
12. Exhibition

On request, the Conference Organizers must provide the publisher and the IFMBE with an exhibition space of at least 3x3 m². On request, the conference organizers must also provide at least two conference badges for the staff of the publisher.

Design Cover Pages – Printed Proceedings



Design Cover Pages – CD-ROM Proceedings



Second Page

The International Federation for Medical and Biological Engineering, IFMBE, is a federation of national and transnational organizations representing internationally the interests of medical and biological engineering and sciences. The IFMBE is a non-profit organization fostering the creation, dissemination and application of medical and biological engineering knowledge and the management of technology for improved health and quality of life. Its activities include participation in the formulation of public policy and the dissemination of information through publications and forums. Within the field of medical, clinical, and biological engineering, IFMBE's aims are to encourage research and the application of knowledge, and to disseminate information and promote collaboration. The objectives of the IFMBE are scientific, technological, literary, and educational.

The IFMBE is a WHO accredited NGO covering the full range of biomedical and clinical engineering, healthcare, healthcare technology and management. It is representing through its 58 member societies some 120.000 professionals involved in the various issues of improved health and health care delivery.

IFMBE Officers

For updated information on IFMBE and IFMBE Officers, please contact the IFMBE Secretary General.

<http://www.ifmbe.org>

Previous Editions:

For updated information on IFMBE Proceedings Series, please contact the IFMBE Proceedings Series Editor.

IFMBE Proceedings ICCE 2005 "The 7th International Conference on Cellular Engineering", Vol. 10, 2005, Seoul, Korea, CD

IFMBE Proceedings NBC 2005 "13th Nordic Baltic Conference on Biomedical Engineering and Medical Physics", Vol. 9, 2005, Umeå, Sweden

IFMBE Proceedings APCMBE 2005 "6th Asian-Pacific Conference on Medical and Biological Engineering", Vol. 8, 2005, Tsukuba, Japan, CD

IFMBE Proceedings BIOMED 2004 "Kuala Lumpur International Conference on Biomedical Engineering", Vol. 7, 2004, Kuala Lumpur, Malaysia

IFMBE Proceedings MEDICON and HEALTH TELEMATICS 2004 "X Mediterranean Conference on Medical and Biological Engineering", Vol. 6, 2004, Ischia, Italy, CD

IFMBE Proceedings 3rd Latin - American Congress on Biomedical Engineering "III CLAEB 2004", Vol. 5, 2004, Joao Pessoa, Brazil, CD

IFMBE Proceedings WC2003 "World Congress on Medical Physics and Biomedical Engineering", Vol. 4, 2003, Sydney, Australia, CD

IFMBE Proceedings EMBEC'02 "2nd European Medical and Biological Engineering Conference", Vol. 3, Parts 1 & 2, 2002, H. Hutten and P. Kroesl (Eds.), Vienna, Austria

IFMBE Proceedings 12NBC "12th Nordic Baltic Conference on Biomedical Engineering and Medical Physics", Vol. 2, 2002, Stefan Sigurdsson (Ed.) Reykjavik, Iceland

IFMBE Proceedings MEDICON 2001 - "IX Mediterranean Conference on Medical Engineering and Computing", Vol. 1, Parts 1 & 2, 2001, R. Magjarevic, S. Tonkovic, V. Bilas, I. Lackovic (Eds.), Pula, Croatia

For ordering Proceedings from the IFMBE Proceedings Series, please contact the IFMBE Secretariat at: office@ifmbe.org.

**Layout of Papers
Instructions for Authors**

Templates can be downloaded at IFMBE website.

See MSWord document “IFMBE_Proceedings_Template.dot”

or

LaTeX zipped folder IFMBE template LaTeX.zip

Paper Submission and Copyright Form

Paper Submission Form.doc

IFMBE CONFERENCE

Electronic paper submission forms should contain at least the following data:



PAPER SUBMISSION FORM

Please return this form directly to the Conference Secretariat by mail or fax
(to be edited by the Conference organisers with specific conference information)

Please, type or print in block letters.

Author: _____
 Title First Name Middle Initial Family Name

Company / Institute: _____

Mailing Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____ Phone: _____ Fax: _____

E-mail: _____

Coauthors: _____

PAPER SUBMISSION INFORMATION (Please, make a cross in the to mark the appropriate)

Title of the paper: _____

Preferred form of presentation*: oral poster Preferred topic* 1st choice _____ 2nd choice _____

* Final decision will be made by International Program Committee Please, enter the Topic number from the Topics list

I wish to enter the Student competition yes

TOPICS LIST

1. to be edited by the conference organisers
- 2.
- 3.
- 4.
- 5.

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Authors retain all proprietary rights in any process, procedure, or article of manufacture described in the work. Authors may reproduce or authorize others to reproduce the above work, material extracted verbatim from the above work, or derivative works for the author's personal use or for company use without a request for permission from the IFMBE.

IMPORTANT! Submission of papers implies the authors' willingness to register at the conference and present the paper(s). After a paper is accepted for presentation, one of the authors must complete a registration form and pay the appropriate fees before the paper can be published in the Proceedings. One author registration will guarantee publication of one accepted paper; each additionally accepted paper associated with the same registration will be subject to a printing contribution. Please pay attention to the deadline.

Date _____ Signature _____

16. Appendix 5

Review Form

Review Form.doc



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Electronic review forms should contain at least the following data:

REVIEW FORM

First author: _____

Title: _____

Reviewer: _____



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Engineering

IN CO-OPERATION WITH

This form is the property of the Conference organizers.

The reviewer's name will be held in confidence.

To evaluate the paper, please enter the number corresponding to your evaluation/choice.

Within the scope of the Conference _____ 1 yes 2 maybe 3 no

Evaluation criteria 1 outstanding 2 above standard 3 average 4 poor

Originality _____

Scientific quality _____

Clarity of presentation _____

Results and Conclusion _____

Overall evaluation _____ 1 accepted 2 minor corrections* 3 rejected*

* Please, specify on the back of the paper!

Suggested type of presentation _____ 1 oral 2 poster

Which topic would the paper best fit in? _____

Alternative topic _____

1. to be edited by the conference organisers

2.

3.

4.

5.

6.

In association with

Under the Auspices of

Supported by

Contact Address

Date: _____

Signature: _____