



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

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.

1. 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.

2. Conference Proceedings Volumes - Timing

The files for the proceedings of conferences taking place within Europe should be sent to Springer 9 weeks before the start of the conference. An extra week should be added for conferences outside Europe.

Please take this into account when fixing your own deadlines for the receipt of the final files from the authors.

3. Submission System - Peer Review

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.



4. Manuscript

Conference Logo:

All Proceedings published as a book have the design of the cover provided by the publisher. The volume number, year of publication, conference name and venue are adapted accordingly. The front cover page contains the conference logo.

Front Matter:

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.

Preface

It is strongly recommended to include a preface to the proceedings. The publisher must be provided with the preface together with the peer reviewed manuscripts.

Conference organization board

Please provide a list with the names of the scientific board members.

Table of contents

The structure of the proceedings is reflected in the table of contents and must be provided by the proceedings editors.

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.

Back Cover Text

A spell-checked text with approximately 200 – 400 words. No hyperlinks permitted

Text Body:

Instructions for Contributing Authors

As you may already know, Springer has developed a very innovative publishing approach which entails making your work available in as many parallel formats as possible (printed copy, eBook, epub for iPad, Kindle edition etc.). This is also reflected in the preparation of the manuscript and means that all files you submit will be converted and re-formatted according to the Springer branded style. For this reason it is no longer necessary for the author to spend valuable time on putting the final touches to the manuscript.

Office 2007 Word Template

We provide a word doc template for manuscript preparation- **splnproc1703.dotm**. Please read the explanatory typing instructions "SPLNPROC Word 2007-2010 Technical Instructions.pdf" contained in the ZIP archive carefully.

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LaTeX Template

We also provide a second option other than the word template - the LaTeX Template '**ProcSci_TeX**' is available for preparing source files. Please read the standard instructions for authors 'authinst.pdf' to understand how to use this template.

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Color figures

Figures containing colours are reproduced in all electronic media and online documents. In the printed books the figures are displayed in grey scales.

Instruct the authors to send/upload a reference PDF together with source files identical to the original papers in MS Word or LaTeX, as well as any additional files (figures, etc.)

Check that each chapter contains:

- Each author full first and last name, email addresses, affiliations (institute, city and country) and one delegated corresponding author to receive proofs
- Abstract
- Keywords
- References

Back Matter:

Author index and Subject index are created by the Publisher using the Author names and keywords given in the chapters

5. Final 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 Appendices.

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.

6. Proofing Procedure

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.



Each corresponding author will receive an electronic proof of their chapter via a web-based proofing tool. They will be allocated a timeframe for approving for publication. If we do not receive a reply before the deadline, we assume the chapter proof has been approved for publication.

The volume editor will receive an electronic proof of the front and back matter.

7. Temporary eBook Access for conference participants

The eBook of the Proceedings will be available to conference participants via the Springerlink platform for a period of 8 weeks beginning with the conference start date. There are 2 options of accessing the eBook.

- Either an individual URL will be sent which you can link to the conference website,
- or a list of tokens for individual access can be distributed to each participant. For these we need the exact number of tokens requested.

8. 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.