Guidelines for Submitting Conference Proceedings Electronically:

1. We prefer to receive postscript files and we will also accept Adobe Acrobat pdf files.

2. Type 1 Adobe fonts are acceptable and work best. Authors must make sure to embed all fonts and graphics when saving the file. Missing fonts often present problems.

3. Graphics: set the graphics for 600 dpi resolution. Scanning in figures at 300 dpi resolution will not produce acceptable output at the printer. If you plan on submitting conference photographs, the digital files (for example, jpg) must be high resolution files. A minimum of 600 dpi is recommended. While photographs submitted at 72 dpi or even 300 dpi will look fine on your screen, they do not print well in the proceedings.

4. Each paper should be saved as a separate file.

5. To indicate the order of appearance in the book, files must be named as follows: 001author.ps; 002author.ps, etc., where the first author's name can be abbreviated to fit the filename.

6. Save all files on a zip disk, **formatted for PC**, or a CD-ROM. Alternatively, you may establish an ftp site where we can access and download the files.

7. We also require a print-out of the entire manuscript (single sided) and a signed Transfer of Copyright form for each paper. We need a correct hard copy to check for conversion/printing problems. The print out must be exactly the same as the electronic files sent.

A Note for LaTeX Users: The TeX Users Group web page has a link to CTAN (TeX Archive Network). All fonts and latest updates are available from CTAN: http://www.tug.org



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