

Author Guidelines, for “Hot and Cool: Bridging Gaps in Massive Star Evolution”

Proceedings will be published in a volume of the Astronomical Society of the Pacific Conference Series, C. Leitherer, P. Bennett, P. Morris, and J. van Loon editors.

The cost of the proceedings is built into the registration fee for all registered participants. Non-attendees may purchase copies/access when it is published through the normal ASP Conference Series process, or by request to hotandcool@ipac.caltech.edu

Questions can be addressed to hotandcool@ipac.caltech.edu

Important Deadlines

Manuscripts due **Tuesday, 17 February 2009**

Revisions due (if requested by editors) **Tuesday, 24 March 2009**

Copyright Forms

At the meeting you will need to fill out and sign a **Publication Agreement and Copyright form**, as well as a **Permission To Use** form if you are including any images which have been created by any person not in the author list or previously published. They will be provided with your registration pack, be sure to return them to the LOC.

Manuscript Preparation

Manuscripts should be prepared in either LaTeX or Microsoft Word using the style files and templates located on the Hot and Cool website

www.ipac.caltech.edu/hotandcool/presenters.html

under “Proceedings”. We encourage all authors to follow the final check list located at the same website before submitting their paper. Failure to follow these guidelines may result in unnecessary delays and aggravating mistakes. The editors reserve the right to edit grammar, some content, placement of charts, tables, etc. within each manuscript.

Images

Images must be either encapsulated PostScript (.eps) or PostScript (.ps) format. Please submit a grayscale version if your paper or poster has color images. Color images will not be printed in the book. We will post color images in the e-book version if they are submitted in color. If color is desired in the e-book, authors may submit images in color. The printer will do a grayscale conversion, however, it is recommended that authors do the color to grayscale conversion themselves if they are concerned about the grayscale version.

Page Limits

Up to **10 pages** for invited presentations

Up to **6 pages** for contributed presentations

Up to **2 pages** for posters

Submitting Your Manuscript

All manuscripts must be uploaded to the address given below.

<http://conference.ipac.caltech.edu/hotandcool/Proceedings.php>

This location will be activated by the time of the workshop starting 10 November 2008.

You must submit your files using the following scheme:

1. Name the LaTeX or Word file with the first author's family name.

For Example: *wilson.tex* or *wilson.doc*

and the figures as, e.g., *wilson_fig1.eps*, *wilson_fig2.eps*, etc.

2. Then use tar or zip to package your files (optionally, you can also further compress the tar file using compress or gzip).

For example: `tar cvf wilson.tar wilson.tex wilson.ps wilson_fig1.eps wilson_fig2.eps`

then, `gzip wilson.tar`

Once the Manuscript Is Submitted

We plan to immediately pre-process your contribution within a few weekdays to ensure it was received in good order, it is complete, within page limits, adheres to both APA and ASP style rules and the figures and tables follow the above-outlined recommendations on legibility and uniformity. While this is not a peer reviewed publication we still desire that it be up to the standards of one.

We plan to respond to you within a few working days from receiving your submission. If you do not receive any message from us within a week, please contact us on the possibility that you the upload did not succeed for whatever reason.

Thank you in advance for your contribution to the conference and the book of proceedings!

Sincerely,

The Hot and Cool SOC and LOC