

“Third International Workshop on Solar Polarization” Tenerife, September 30 - October 4, 2002

INSTRUCTIONS FOR AUTHORS

The proceedings will be edited by J. Trujillo Bueno and J. Sánchez Almeida and will be published in the ASP Conference Series. Please fill out the "Consent to Publish" form (included in your conference folder) and hand it to us during the conference. We cannot publish a paper without this copyright form.

Deadline

All papers must be received by December 10, 2002. Late submissions cannot be included in the proceedings.

Page Limits (including discussions)

- 45 min. talks: 14
- 30 min. talks: 10
- 15 min. talks: 6
- Posters: 4

Instructions and Templates

The ASP Conference Series style files, instructions and templates can be obtained from the SPW3 web site

<http://www.iac.es/proyect/spw3/>

We have prepared a template (`xample.tex`) which illustrates how to handle the discussion after the talks (questions and answers).

Notes

Please note the following points:

- Do not define macros. No `\def` or `\newcommand` statements are allowed.
- Do not adjust margins. Make sure that all parts of your paper (in particular figures and tables) fit within the margins.
- Put references in ApJ style.
- Figures must be submitted in electronic form. We strongly prefer encapsulated PostScript (`.eps`) format. Figures will appear in black and white unless color figures are being paid for by the authors.

Submission Procedure

The contributions must be submitted via FTP to the public ftp site of the IAC

```
ftp.11.iac.es
```

The basic idea is to create a directory with the author's name (e.g., author) and upload there the files with the main text (e.g., author.tex) and figures (e.g., author_f1.eps...). The filenames should be named after the first author. Then, send an e-mail to

```
spw3_pro@11.iac.es
```

that confirms the submission.

This is an example:

```
ftp ftp.11.iac.es
user:      anonymous
password:  my_username@my_address

cd incoming/spw3_pro
mkdir author
cd author
bin
put author.tex
put author_f1.eps
put author_f2.eps
...
bye
```

now notify the successful submission to spw3_pro@11.iac.es

Caveats and the like:

- Keep in mind that we have set up a special account for the proceedings (spw3_pro). Do not send the materials to spw3 .
- You are not allowed to delete files! If the internet connection fails during the submission, you make a mistake (e.g., send the wrong files), etc., the procedure should be started from the beginning. Create a new directory (author2) and start again. Let us know of these problems in the e-mail that notifies the submission.
- If a same 1st author has more that one contribution, create a separate directory for each one (say, author1 and author2), and let us know by e-mail.
- Report problems to spw3_pro@11.iac.es.