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IAU HIGHLIGHTS OF ASTRONOMY, Volume 16
of the
XXVIIIth IAU GENERAL ASSEMBLY, Beijing, China

Editor-in-Chief: Thierry Montmerle, IAU General Secretary

Homepage and updates are available on the IAU web site at
<http://www.iau.org/static/scientific_meetings/editors_proceedings/>.
<http://www.iau.org/static/scientific_meetings/authors_proceedings/>.

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**GUIDELINES AND CUP STYLE FILES FOR THE EDITORS AND AUTHORS OF THE
PROCEEDINGS OF IAU GA-2012 JOINT DISCUSSIONS AND SPECIAL SESSIONS**

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Dear CONTACT EDITOR¹ and AUTHOR of a JOINT DISCUSSION or a SPECIAL SESSION,

Welcome to the directory for the Proceedings of the Joint Discussions and Special Sessions of the XXVIIIth IAU General Assembly, Beijing, August 2012. The URL of GA-2012 is <<http://www.astronomy2012.org>>. This will also list the URLs of the separate sessions.

Your Proceedings will be published in:

HIGHLIGHTS OF ASTRONOMY, Volume 16
Editor-in-Chief: Thierry Montmerle
Publisher: Cambridge University Press (CUP, UK)

in a concerted effort with you, 7 Contact Editors of the GA-2012 Joint Discussions, and you, 18 Contact Editors of the GA-2012 Special Sessions, and the Authors. Together, the Contact Editors constitute the 'HIGHLIGHTS OF ASTRONOMY' EDITORIAL BOARD (see Section 3), to be published within the volume. **Our goal is to ensure that CUP publishes Highlights of Astronomy 16 before the end of May 2013.**

This directory provides general guidelines, style files, and a number of sample files to create your Proceedings, including

- Table of Contents
- Preface
- Papers
- Author Index

Before embarking on the editorial work, please consult the previous volumes of "Highlights of Astronomy" to see how "your" volume will look like and understand the instructions below !

"Highlights of Astronomy", Vol.15 (Rio de Janeiro GA, 2009) is freely available on-line at:

<http://journals.cambridge.org/action/displayIssue?decade=2000&jid=IAU&volumeId=5&issueId=H15&iid=7915056>

¹ The "Contact Editor" is the first Editor listed in the JD/SpS proposal. He is the sole point-of-contact with the IAU Editor-in-Chief (alias the General Secretary).

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You will find other useful links at the end of this document. I look forward to working with you all.

Thierry Montmerle, IAU General Secretary
 Editor-in-Chief, Highlights of Astronomy Volume 16
 <montmerle@iap.fr>

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1. THE IAU PUBLISHER

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The official IAU publisher is Cambridge University Press (CUP).

CUP publishes the Proceedings of

- IAU SYMPOSIA
 - IAU HIGHLIGHTS OF ASTRONOMY
 - TRANSACTIONS OF THE IAU
- all as hard back volumes and on-line.

The IAU continues to aim for a high quality and timely Proceedings Series. Published IAU Proceedings of all IAU Colloquia and Symposia are available at

< <http://journals.cambridge.org/action/displayJournal?jid=IAU> > ,

with free access for 2010 IAU Proceedings.

Hard back volumes can be ordered from

< http://www.cambridge.org/uk/browse/browse_all.asp?subjectid=318 > .

On-line access from CUP is for 18 months, after which the contents of Highlights of Astronomy Volume 16 will be transferred to the ADS.

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2. DEADLINES FOR "HIGHLIGHTS" MANUSCRIPTS

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In the contract between the IAU and CUP, it is stipulated that the Proceedings of IAU meetings will be published within six months after the event. Since CUP needs three months for its processing of a complete Proceedings manuscript, the Contact Editors and the General Secretary have the first three months after the Joint Discussions and Special Sessions to complete the editing task for each paper.

To ensure publication of the volume by March 2013, the following deadlines must be met:

- first submission by Authors to the Contact Editors of JD and SpS: **September 30 or earlier**
- final, corrected contributions sent by Contact Editors to the General Secretary: **November 30**
- reply to queries, corrections, etc. by the GS: **December 31 –ABSOLUTE DEADLINE !**

IN SHORT: THE DEADLINE FOR AUTHORS FOR SUBMITTING PAPERS TO THE CONTACT EDITOR OF EACH JD OR SpS IS: no later than END SEPTEMBER 2012.

CONTACT EDITORS MUST, IN TURN, SUBMIT THEIR MANUSCRIPTS TO THE GENERAL SECRETARY NO LATER THAN END NOVEMBER 2012. THIS ALLOWS ANY QUERIES TO BE RESOLVED BEFORE THE ABSOLUTE DEADLINE OF END DECEMBER 2012.

Please realize that a typical "Highlights" volume contains 800 pages or more ! So keeping rigorously with the above deadlines is mandatory to help the Editor-in-Chief assemble the volume and ensure a timely publication by CUP.

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3. CONTENTS OF IAU HIGHLIGHTS OF ASTRONOMY, Volume 16

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Preface
Thierry Montmerle

I. INVITED DISCOURSES

- ID 1 "The Zoo of Galaxies"
Karen Masters
- ID 2 "Supernovae, the Accelerating Cosmos, and Dark Energy"
Brian Schmidt
- ID 3 "The Herschel View of Star Formation"
Philippe André
- ID 4 "Past, Present and Future of Chinese Astronomy"
Cheng Fang

II. JOINT DISCUSSIONS and SPECIAL SESSIONS

These meetings and their Contact Editors (alias the "Highlights of Astronomy" Editorial Board) can be found in the GA web page:

<http://www.astronomy2012.org/dct/page/65607>

AUTHOR INDEX

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4. AUTHORS: STYLE FILE FOR PREPARING YOUR MANUSCRIPT AND SUBMISSION

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The author's style file is < iau-JDSS.cls >. Its latest version is also available at on the IAU web site [<http://www.iau.org/static/scientific_meetings/authors_proceedings/>](http://www.iau.org/static/scientific_meetings/authors_proceedings/).

It is not allowed to change font sizes and layout. The IAU wishes to have a fixed appearance of its Proceedings. For figures, authors are free to include their preferred packages (e.g., epsf).

CUP does not require that each paper has to start with an odd page number, and/or has an even number of pages.

All AUTHORS are requested to submit their manuscript(s), in electronic form (all LaTeX files, figure files) and a paper copy in .pdf, to the CONTACT EDITOR of their Joint Discussion or Special Session. The deadline for submitting manuscripts is September 30, 2012.

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5. EDITORS: OUTLINE OF YOUR JD / SpS MANUSCRIPT

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The editors style files also available on the IAU web site [<http://www.iau.org/static/scientific_meetings/editors_proceedings/>](http://www.iau.org/static/scientific_meetings/editors_proceedings/).

The outline of each of your Joint Discussion and Special Session Proceedings manuscript is as follows:

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page i -- file <1-toc.tex>	-- Table of Contents
page ii -- file <2-prefac.tex>	-- Preface
page 1 -- file <3-JDSSsamp.tex>	-- Paper(s)
page .. -- file <4-autin.tex>	-- Author Index

The Author Index is mandatory for each JD or SpS. This is essential to help the Editor-in-Chief assemble later a global Author Index at the end of the volume.

Contact Editors are free, within reason, to use (parts of) their pages for illustrative photographs and other artwork representative of their IAU meeting, subject to the conditions given in Sect. 8 below.

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6. REFEREEING NOT MANDATORY

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The IAU does not require that manuscripts of individual papers for the Highlights have to be refereed. But, of course, Contact Editors are free to do so if they wish, e.g., with the help of their SOC as referees, as long as this does not delay the publication of their Proceedings in Highlights.

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7. PAGE ALLOCATION PER MANUSCRIPT

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The maximum number of pages for each JD and SpS is given in the following table:

HIGHLIGHTS OF ASTRONOMY VOLUME 16

maximum number of pages - mandatory

Invited Discourse	15 pages
1.0-day Joint Discussion	20 pages
1.5-day Joint Discussion	30 pages
0.5-day Special Session	10 pages
1.0-day Special Session	20 pages
1.5-day Special Session	30 pages
2.0-day Special Session	40 pages
2.5-day Special Session	50 pages
3.0-day Special Session	60 pages

These maximum numbers of pages do NOT include the Table of Contents (ToC), and the Author Index (AI) for each meeting. Those will have to be provided to the Editor-in-Chief, and will be merged in the global ToC and AI for the whole Highlights volume.

It is up to the Contact Editor(s) how to allocate the number of pages per article within their Joint Discussion or Special Session within the stated limits. As an example, editors should see Highlights of Astronomy Vol. 15, Ed. Ian Corbett, CUP 2010, ISBN 1743-9213. (see link in p.1).

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8. COLOUR FIGURES and PHOTOGRAPHS

There will be no charge for colour figures embedded in the LaTeX files of papers. Colour figures will be reproduced in colour in the electronic version of the Highlights volume. However, to reproduce colour figures in colour in the printed version is an expensive process, and CUP will charge the authors 500.- pounds sterling (GBP) per colour page. If authors are not prepared to pay for this, their colour figures will be printed in black-and-white in the printed version of the Proceedings. Therefore, in case of colour figures with half-tones, **authors should make sure beforehand that their figures will reproduce as desired in black-and-white**, and that there is no reference to colour in either text or captions.

Unless directly related to the subject matter of the contribution concerned, only a very limited number of photographs can be included in the Highlights, at the discretion of the Contact Editors. This number may however be reconsidered by the Editor-in-Chief together with the Contact Editors, if the total number of photographs for the volume is excessive.

9. REFERENCES /JOURNAL ABBREVIATIONS AND STYLE

Refer to as:	Journal:
$\text{\textit{AJ}}$	Astronomical Journal
$\text{\textit{ARAA}}$	Annual Review of Astronomy & Astrophysics
$\text{\textit{AN}}$	Astronomische Nachrichten
$\text{\textit{ApJ}}$	Astrophysical Journal
$\text{\textit{ApJS}}$	Astrophysical Journal Supplement Series
$\text{\textit{Applied Optics}}$	Applied Optics
$\text{\textit{Ap\&SS}}$	Astrophysics and Space Science
$\text{\textit{A\&A}}$	Astronomy & Astrophysics
$\text{\textit{A\&AR}}$	The Astronomy and Astrophysics Review
$\text{\textit{A\&AS}}$	Astronomy and Astrophysics Supplement Series
$\text{\textit{AcA}}$	Acta Astronomica
$\text{\textit{Adv. Sp. Res.}}$	Advances in Space Research
$\text{\textit{AIP-CP}}$	American Institute of Physics Conf. Proc.
$\text{\textit{ASP-CS}}$	Astronomical Soc. of the Pacific Conf. Series.
$\text{\textit{Astron. Lett.}}$	Astronomy Letters
$\text{\textit{Astron. Rep.}}$	Astronomy Reports
$\text{\textit{Ap. Lett.}}$	Astrophysical Letters
$\text{\textit{AZh}}$	Astronomicheskii Zhurnal
$\text{\textit{BAAS}}$	Bulletin of the AAS
$\text{\textit{JA\&A}}$	Journal of Astrophysics & Astronomy
$\text{\textit{JRASC}}$	Journal of the RAS of Canada
$\text{\textit{MemRAS}}$	Memoirs of the RAS
$\text{\textit{MNRAS}}$	Monthly Notices of the RAS
$\text{\textit{MemSAI}}$	Memorie della Societa Astronomica Italiana
$\text{\textit{Nature}}$	Nature
$\text{\textit{New Astron.}}$	New Astronomy
$\text{\textit{New Astron. Revs}}$	New Astronomy Reviews
$\text{\textit{Observatory}}$	The Observatory
$\text{\textit{Phys. Rev. A}}$	Physical Review A: General Physics
$\text{\textit{Phys. Rev. Lett.}}$	Physical Review Letters
$\text{\textit{PASA}}$	Publications of the Astron. Soc. Australia

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<code>\textit{PASP}</code>	Publications of the Astron. Soc. Pacific
<code>\textit{PASJ}</code>	Publications of the Astron. Soc. Japan
<code>\textit{PAZ}</code>	Pis'ma Astronomicheskii Zhurnal
<code>\textit{QJRAS}</code>	Quarterly Journal of the RAS
<code>\textit{Rev. Mexicana AyA}</code>	Revista Mexicana de Astronomia y Astrofisica
<code>\textit{Science}</code>	Science
<code>\textit{Solar Phys.}</code>	Solar Physics
<code>\textit{S&T}</code>	Sky and Telescope
<code>\textit{Soviet Astron.}</code>	Soviet Astronomy
<code>\textit{Space Sci. Revs}</code>	Space Science Reviews
<code>\textit{Vistas in Astron.}</code>	Vistas in Astronomy
<code>\textit{ZfA}</code>	Zeitschrift für Astrophysik

Example journal paper:

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\bibitem[Krabbe, Genzel, Eckart, \etal (1995)]{Krabbe95}
{Krabbe, A., Genzel, R., Eckart, A., Najarro, F., Lutz, D., Cameron, M.,
Kroker, H., Tacconi-Garman, L. E., Thatte, N., Weitzel, L., Drapatz, S.,
Geballe, T., Sternberg, A., Kudritzki, R.-P.} 1995,
\textit{ApJ} (Letters) 447, L95
```

Example conference paper:

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\bibitem[Herrero (2003)]{Herrero03}
{Herrero, A.} 2003,
in: K.A. van der Hucht, A. Herrero & C. Esteban (eds.),
\textit{A Massive Star Odyssey, from Main Sequence to Supernova},
Proc. IAU Symposium No. 212 (San Francisco: ASP), p.1
```

10. AUTHORS: IAU COPYRIGHT FORMS

All Authors are requested to complete an IAU Copyright Form, either a) on paper, or b) online:

a) Download and print out the IAU Copyright Form at

<http://www.iau.org/static/publications/Copyright.pdf>

Send the completed form to the IAU Secretariat. The form can be posted by airmail, or faxed to
+33 (0)1 43 25 26 16

b) Alternatively, complete and submit the online form at

<http://www.iau.org/science/publications/copyrightform/>

11. EDITORS: SUBMITTING PROCEEDINGS MANUSCRIPTS TO THE EDITOR-IN-CHIEF

CONTACT EDITORS are requested to submit the edited manuscript of their Proceedings,

***** **BEFORE NOVEMBER 30, 2009,** *****

via email (montmerle@iap.fr) or by communicating their .ftp site, with all LaTeX material of text and figures (.tex and .eps files) for each paper, and if possible a .pdf file of the complete item, to:

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This date allows one month for resolving queries etc.: as stated in Section 2 above, the ABSOLUTE deadline for receipt of all final manuscripts etc. is **DECEMBER 31, 2012. Manuscripts not received in their final form by that date WILL NOT BE ACCEPTED, whatever the cause for delay.**

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APPENDIX: USEFUL LINKS

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* List of Contact Editors for the JD and SpS meetings of the Beijing GA:

<http://www.astronomy2012.org/dct/page/65607>

* Abbreviations in references to Serial Publications

[<http://www.iau.org/science/publications/proceedings_rules/abbreviations/>](http://www.iau.org/science/publications/proceedings_rules/abbreviations/)

* International System (SI) of units

[<http://www.iau.org/science/publications/proceedings_rules/units/>](http://www.iau.org/science/publications/proceedings_rules/units/)

"IAU Style Manual" by G.A. Wilkins, Comm. 5, from IAU Transactions XXB (1989) chapter 8 (.pdf - 4.7Mb)

[<http://www.iau.org/static/publications/stylemanual1989.pdf>](http://www.iau.org/static/publications/stylemanual1989.pdf)