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Guideline for publishing Proceedings of CIRP Conferences at Elsevier Procedia CIRP

General

Publishing the proceedings of CIRP Conferences as a special issue of [Elsevier Procedia CIRP](#) is an appropriate way to disseminate their contents among and beyond the conference participants. The manuscripts give proof of the recent research activities within the International Academy of Production Engineering and will be available online (e.g. at [ScienceDirect](#)) and can thereby be assessed easily by a broad public. Moreover, publications at Procedia CIRP are indexed in Scopus. The use of Elsevier Procedia CIRP is mandatory. In the following, general regulations, recommendations and practical advice are given to help organizers to prepare the proceedings.

As for all CIRP Conferences, the first step is to prepare the request for organizing the conference by filling the [checklist](#) and forwarding it to the chairman of the corresponding STC prior to the CIRP Meetings. Please note, that all CIRP Internal Regulations given at the [CIRP-website](#) must be considered to allow for approval of the sponsorship of the conference by the Liaison Committee and the Council of CIRP.

When should the request of the CIRP sponsorship be done?

The request will be discussed in the STC Meeting concerned at a CIRP Winter Meeting or a CIRP General Assembly. To allow for sufficient time for organization of the conference itself and the preparation of the proceedings, the coordinator should apply for CIRP approval 12-18 months before the date of the conference.

After receiving the approval of the Liaison Committee and the Council of CIRP, the coordinator has to implement an Editorial Committee (EC).

The Editorial Committee of the conference

The EC must include at least two appointed CIRP Fellows. Based on a rough estimation on the number of proposed papers to be reviewed, a reasonable number of members should be attracted to the EC. Asking the reviewers to take care of more than 5 papers should be avoided. Please note, that each proposed paper must be reviewed by at least two members of the Editorial Committee. Consequently the number of required reviews at least doubles the number of proposed papers.

How many members should the EC have?

Keeping in mind that each paper must be reviewed by two members of the EC and giving a maximum number of five papers to each reviewer, the number of members of the EC should at least be: $(\text{number of proposed papers})/5 \times 2$.



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It must be ensured, that the members of the EC are well experienced and designated within the research area of the proposed papers. In an invitation-message, the potential members of the EC should be informed about the conference and the assumed timeline for the review process by the Chairman of the conference. The reviewers have to agree to assess the quality of at least one paper to be a member of the EC. CIRP does not approve including the names of passive members in the EC, i.e. no "Name dropping" without work. Moreover, it is strongly recommended to have the reviewer's confirmation to participate in the EC in written form (email or letter). Verbal agreement is not sufficient. A list of the active members of the EC will be included in the report of the conference and forwarded to the CIRP Office.

Contract with Elsevier

In parallel to setting up the Editorial Committee of the conference, the contract with Elsevier Procedia CIRP should be prepared. Required information for a draft contract is

- the name of the conference
- the name and contact details of the organizer,
- the maximum number of papers,
- the number of pages per paper,
- the name and contact details of additional guest editors,
- the date of submission of the ready-to-print papers to Elsevier.

In case the proceedings are meant to be published at the date of the conference, delivery of the ready-to-print papers to Elsevier via EES (Elsevier Editorial System) should be completed 12 weeks before that date. Guest editors have to agree to play this role by confirming by mail or letter. Verbal agreement is not sufficient. The organizer and the guest editors will receive a check list to make sure all required files are ready for publication and a manuscript tracking form (see below). Elsevier will then proceed to prepare the final version of the contract including the financial arrangements (publishing fee for the maximum number of papers, rate for papers above the agreed number). The agreement will be signed electronically by the Chairman of the conference and by Elsevier B.V.. Both parties will keep one originally signed contract. Elsevier will name a contact person for technical support during the preparation of the proceedings.

Call for Contributions

In the call for abstracts, reference to the Procedia CIRP should be included to reveal the way the proceedings will be published. The conference itself and a clear deadline for submission of the abstracts should be announced allowing for an adequate amount of time for the authors to prepare the abstract (3 months minimum). Abstracts should be prepared in the Elsevier MS-Word template which will be sent to the Chairman by EES. Thus, the template should be made available to the authors (downloadable at the conference's website, distributed via email).

Receipt of submitted abstracts must be acknowledged by the organizer of the conference to ensure that the authors can give proof that their submission was received. All abstracts will be collected and assessed regarding the adherence of the proposed contribution to the scope of the conference. Furthermore, the quality of the contribution must be evaluated. This



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first step of the review process can be performed by the Chairman and the guest editors, as the abstract mainly indicates if the proposed paper fits into the framework of the conference.

Authors of all proposed contributions must be informed immediately after the decision on the acceptance of the abstracts was made. Comments regarding the reasons for both, acceptance and rejections should be given to the authors. Authors of accepted abstracts must furthermore be provided with information on the course of action (maximum number of pages in the full manuscript, deadline for submission of the ready-to-print paper) and the corresponding guidelines ([guidelines for authors](#), MS-Word template). For the sake of the CIRP corporate identity, papers should have a total length of 4 pages in a two-column format. Keynote-papers can exceed this limit to a maximum of 6 pages per manuscript. The Elsevier template must be used at all times.

The review process

The deadline for submission of the full paper should allow for sufficient time for the review process (1 month minimum). Receipt of the full-papers must be acknowledged by the Chairman of the conference to ensure that the authors can give proof that their submission was received. It is strongly recommended to have buffer time, which can be used to remind authors and reviewers to submit the papers and send their review comments respectively.

The papers should be sent to the corresponding reviewers as soon as possible together with an evaluation form according to the CIRP standards. The form should include:

- the name and date of the conference
- a section for evaluation of the scientific contribution and quality of the paper (e.g. new theory, new results/application, engineering relevance, scientific relevance, relevance of references, clarity of presentation, writing style (language))
- a section for the overall rating of the reviewer (excellent, good (minor revisions), poor (major revisions), reject)
- a section for the reviewers' blind comments to the author
- a section for the reviewers' comments to the Chairman of the conference
- the date of returning the filled form to the Chairman
- the contact details of the Chairman

Receipt of the filled forms must be acknowledged by the Chairman of the conference to ensure that the reviewers know that their evaluations are well received.

Decision on the acceptance of the full paper for publication in the proceedings must be based on the comments of the reviewers. If the evaluations of the reviewers differ, the chairman of the conference can make the final decision based on the comments of the reviewers. For papers, which are well-founded evaluated as not acceptable by at least one reviewer, publication at Elsevier Procedia CIRP must be avoided.

To ensure a high standard of CIRP related conferences, preferably contributions evaluated excellent or good should be considered for presentation at the conference and for publication at Procedia CIRP. The organizer of the conference sets up a draft program to verify the



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suitability of the contributions evaluated as acceptable against the background of the scope of the conference and planned session titles. Please note that all papers accepted for publication must be presented at the conference either in an oral session or as a poster.

The authors of all (accepted and rejected) papers must be informed about the outcomes of the review process via EES as soon as possible. The organizer forwards the reviewers' blind comments to the author and informs authors of accepted papers about the deadline for submission of the final version of the manuscript including the required revisions. Authors should be i) asked to confirm that they accept to revise and to submit a final version ii) reminded that at least one co-author of the paper must attend the conference to present the paper and iii) provided with the Elsevier Procedia CIRP copyright form. Submission of the final versions of the paper should be done based on an MS-Word-file to allow for editorial changes. The copyright form must be filled and signed by at least one co-author. It is strongly recommended to include some time buffer for reminding the authors to submit the paper before the final deadline.

When all required files (manuscripts + signed copyright forms) are received, the Chairman (respectively a guest editor) can start to fill the manuscript tracking form. Please make sure you have the following information available for all the papers that will be published in the proceedings:

- Manuscript ID (should be included in the filename of the uploaded paper)
- Manuscript Title
- Article Type (e.g. editorial, regular paper, keynote paper)
- Corresponding Author Name
- First Author Name
- Corresponding Author Email
- No. of supplementary files
- Order of Appearance in the Special Issue
- Corresponding Author Mailing Address
- No. of Pages
- Total no. of Figures
- No. of Figures that are in Color

Based on the foreseen running order of the papers in the proceedings, the organizer can prepare a supplementary file indicating the contents of the proceedings. Furthermore, an editorial/preface can be included in the proceedings. The issue is ready for compilation and the manuscript tracking form can be sent to the Production support, when the following questions can be answered with "yes":

- Are all papers accepted in EES in the camera ready format (number specified in contract)?
- Do all papers use the supplied Procedia CIRP paper template?
- Is the 'Manuscript tracking form' complete with all field filled in? This is vital as Elsevier use this form to determine the running order of all the Procedia papers.



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- Is there an editorial for this procedia? Please note all materials to be published in the issue should be submitted together with papers.

Once the Production Team at Elsevier will receive final confirmation from the Guest Editors, Elsevier will proceed editing the files (page-numbers, number of the special issue) and publish the final versions.

Useful links:

Procedia CIRP journal homepage: <http://www.journals.elsevier.com/procedia-cirp/>

Procedia CIRP papers submissions via EES: <http://ees.elsevier.com/procir/>

For Guest Editors:

http://cdn.elsevier.com/promis_misc/procir-guidelines-for-guest-editor-role.pdf

http://cdn.elsevier.com/promis_misc/Procedia%20CIRP_Guest%20Editor%20Guide.pdf

http://www.elsevier.com/inca/publications/misc/Guest_Editor_Check_List_before_upload_to_FTP_template.pdf

http://www.elsevier.com/inca/publications/misc/Manuscript_tracking_form.zip

For authors:

<http://www.elsevier.com/journals/procedia-cirp/2212-8271/guide-for-authors>

The recommended time schedule for a CIRP conference with Elsevier Procedia CIRP is summarized in Fig. 1.



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Roadmap for publishing Proceedings of CIRP Conferences at Elsevier Procedia CIRP

Recommended schedule

