



The First Edition of the African Conference on High Energy Physics Proceedings:

Author guidelines and submission procedures

ACHEP2023: Submission deadline 02 February 2024

All contributors (oral presentations or posters) to the ACHEP conference are invited to submit short papers for consideration towards the conference proceedings. The ACHEP conference Proceedings use author-supplied PDFs for its online publication. Authors **must** prepare their papers in PDF format strictly following the A4 style templates (for either Microsoft Word or LaTeX) as provided on the INDICO conference website.

The following points summarize the key issues you need to consider, or comply with, when preparing your paper and submitting it for the ACHEP conference Proceedings.

Aim and scope:

- The purpose of the ACHEP conference *Proceedings* is to collect, in a volume, some of the latest, interesting and relevant research in High Energy Physics and related disciplines.
- The ACHEP conference *Proceedings* is published as a general collection rather than as a discipline-specific periodical with the expectation that all papers will fall within one of the recognised divisions of the ACHEP conference.

Content guidelines:

- Submitted papers are expected to contain evidence of some new results, to be free of plagiarism and to not unduly duplicate previously published material.
- All papers should have sufficient physics content to justify being considered as a contribution to the proceedings.
- Review papers will not be considered appropriate for the conference proceedings.

Author responsibilities:

- By submitting a paper, the author and all co-authors are assumed to agree with the terms and conditions as outlined in this document.
- Only papers presented at the conference will be considered and an author or co-author must have presented the paper.

- If the corresponding author is a student, the submitted paper must be accompanied by a [Supervisor Agreement](#), their supervisor must assist to complete and sign this document.

Formatting guidelines and templates:

- Templates (MS Word and Latex) are available on the ACHEP INDICO conference website. The Paper Submission Form can also be found there.
- The PDF version of the short paper must be A4 size and 3-7 pages in total length.
- Figures and tables should be included in the appropriate places within the main text.
- All poorly formatted papers not corresponding with the template, or papers which do not meet the length specification, will be withdrawn from further consideration. **Authors must take care to format their papers using the template.**
- The number of pages:
 - **Maximum 7 pages for : 25 min talk**
 - **Maximum 5 pages for : 15-20 min talk**
 - **Maximum 3 pages for : 10 min talk or Posters**

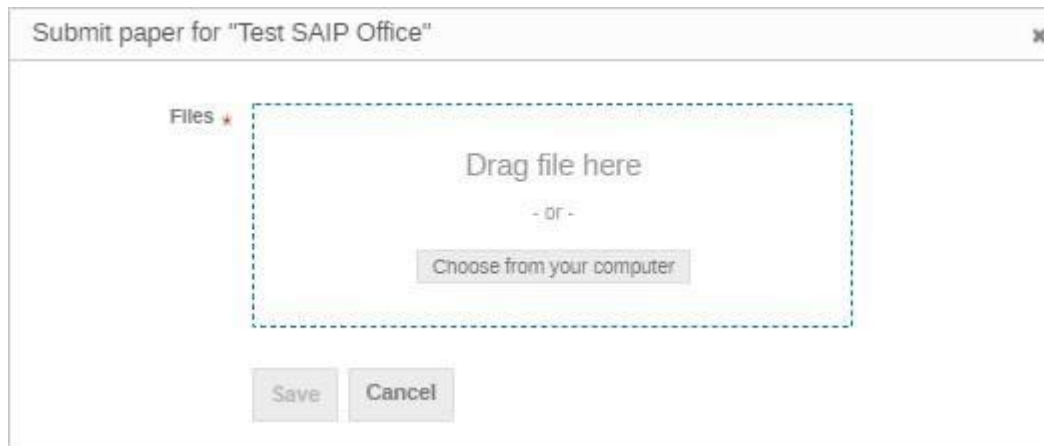
Paper Submission:

The **abstract submitter** should upload, before the deadline, the **correctly formatted PDF** versions of the paper.

1. Login to the ACHEP INDICO system and browse to **My conference** → **My contributions**.
2. From the list of contributions, click on the name of the contribution you would like to submit a paper for.
3. Under **Paper Peer Reviewing**, choose **Submit Paper**.



4. In the pop-up box choose **“Choose from your computer”** option or alternatively you can drag & drop the file you would like to submit.



5. Choose **Save** to submit the paper.

Review procedure:

- After the submission deadline, the PDF of each paper will be distributed to reviewers
- At least two subject specialists will be chosen to review and report on each short paper
- A final decision, or a request for revision, will be communicated to the corresponding author.

Once all the necessary corrections have been made to the accepted papers, the proceedings will be made available for downloading from the conference webpage.