

Checklist for Editors

Papers have been set to **accepted** or **rejected**. *Please note: only accepted papers go through TTP internal review.*

Chapter titles have been added (mandatory) and **Papers** have been assigned to their corresponding chapter.

The table of contents can be generated in the Editor Tool under 'Preprocess' to check the order of the papers

I would like to order ____ **printed copies/sets** of the proceedings

I would like to order ____ **CD version** of the proceedings (minimum order: 10)

I would like to order ____ **USB flash drive(s)** of the proceedings (minimum order: 10)

I would like to make ____ papers Open Access

➔ Please choose the following options for your order:

In Bulk

Delivery address: _____

Contact person: _____

Email address: _____

Phone number: _____

Individual Mailings (please send us an excel file with all addresses ➔
(First name, last name, University, Department, Street & No., ZIP, City, Country, Phone No.)

Invoice address including contact person and email address:

Address: _____

Contact person: _____

Email address: _____

Hard copy of the invoice is required

Under **"Options"** in the Editor Tool, please upload the following **5 documents**:

1. **Preface, Committees, Sponsors, Info page with**
 - a) conference name, date and place (city and country)
 - b) book title suggestion
 - c) editor(s) name(s)
2. **Participant List** (excel file with column: first name, last name, email)
3. **Cover/Figure suggestion** (as a tiff file with 300dpi) for the homepage www.ttp.net
4. **a) Short description** (3-8 sentences) of the scope and aim of the book
b) Keywords 5-10 (or more) which describe the content of the proceedings
5. **Checklist for Editors** (completed)

Thank you for informing us at editors@scientific.net as soon as your manuscript is ready.