

General Guidelines for authors

1. Manuscript preparation instructions and Word/LaTeX templates

General **author instructions** with links to the **template/style packages** valid for pss (a), (b), and (c) are available at

<http://www3.interscience.wiley.com/journal/40000761/home/instruct-c08.html>

Please use either the **Word** or the **LaTeX template**, especially for publication in **pss (c)**, since the articles will be produced from the **publication-ready manuscript files**. In addition, it is the easiest and most accurate way to check the **page limits**.

2. Guidelines for Manuscript submission

URL:

<http://conferences.wiley-vch.de>

Logging in:

If you already have an ID and a password for this system, use them to log on. If not, register by clicking on the respective link.

Follow these instructions to

- A. submit your manuscript(s)
- B. check the status of your submitted manuscript(s) and read reports
- C. resubmit a revised manuscript

A. SUBMITTING A MANUSCRIPT:

Click on “Create manuscript” on the left side of the screen and follow the instructions.

File names: Please use only Latin characters for the file name, and only lower-case letters for the format extension.

Please use clear, self-explaining file names. Example: smith_version2.doc.

Please upload at **least one separate pdf** of your manuscript.

Free-To-Use PDF converters are available via the internet e.g., PDF Creator at

<http://www.pdfforge.org/>

or PDF Online at http://www.gohtm.com/convert_pdf.asp

Once you have uploaded a file, you can no longer modify it. Please click on the “submit” button to complete your submission. In case you do not want to submit your uploaded paper, please contact the corresponding Guest Editor / Organizer. He/ she will be able to delete the incorrect manuscript.

B. CHECKING THE STATUS OF YOUR MANUSCRIPT(S)

The link “View Details” will lead to a page with all current information on your manuscript, including reports, if there are any.

C. RESUBMITTING A REVISED MANUSCRIPT:

Once you have been asked to revise your manuscript, a link “Upload file” will appear on the right side of the manuscript overview list, leading you directly to the upload page. Upload the new file(s) and click on “Submit” again.

Please DON'T create a new manuscript when submitting a revised version, but upload the new file(s) to the already existing manuscript.

Please indicate in the “cover letter” text field whether your manuscript is a new submission or a revised version.