

Agreement

The 4th International Conference on Mathematics, Science, Education and Technology (ICOMSET) in Conjunction with the 2nd International Conference on Biology, Science and Education (ICoBioSE) 2020
23-24 July 2020, Padang, Indonesia

MEMORANDUM OF AGREEMENT made this 06 March 2020, between IOP Publishing Ltd, of Temple Circus, Temple Way, Bristol BS1 6HG, UK (hereinafter called 'the Publisher') and Dr. Ramli (ramli@fmipa.unp.ac.id) (hereinafter called 'the Organiser').

Whereby it is agreed between the parties and their assignees or successors as follows:

The Publisher shall publish refereed and accepted papers (hereinafter called 'the Work') presented at The 4th International Conference on Mathematics, Science, Education and Technology (ICOMSET) in Conjunction with the 2nd International Conference on Biology, Science and Education (ICoBioSE) 2020, 23-24 July 2020, Padang, Indonesia ('the Conference') as an open access volume of Journal of Physics: Conference Series (hereinafter called 'the Journal') within a reasonable time of their delivery. In this clause and hereafter 'publish' means electronic publication of the issue on the Publisher's Web server, with HTML headers and linkable references and full-text PDF files of articles. The Publisher will provide access to the Work free of charge via the Publisher's web server.

1. The Organiser shall deliver the refereed and accepted papers to the Publisher in the specified electronic format not later than 15 October 2020 (hereinafter called the "Submission Date"). Provided all papers are delivered to the Publisher by the Submission Date, and provided those papers are prepared in full accordance with the Journal's *Author Guidelines* and IOP's *Peer Review Policy* and supplied to the Publisher using the procedures in the Journal's *Submission Guidelines for Conference Organisers* (these guidelines are referred to in Appendix A), the Publisher shall publish the Work in the Journal within three months of delivery. The Organiser acknowledges that the Publisher will invoice the Organiser for the agreed number of papers on the Submission Date.
2. Except by prior agreement, should the submission of the Work to the Publisher be delayed by more than 6 months after the agreed Submission Date, the Publisher reserves the right to post the following notice on the Publisher's website:

"We are awaiting submission of the proceedings papers, please contact the conference organisers for the latest status and updates. Upon submission to IOP Publishing the proceedings are typically published online within 4 weeks. Authors who provide an email address will receive notification shortly after the proceedings are published."
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4. The Publisher shall supply the Organiser with detailed instructions concerning the supply of electronic files including text and illustrations, and preparation of any supplementary material. For submission of the work via FTP (to ftp://jpconf@ftp.iop.org) the FTP username is jpconf, the FTP password is proceedings. For the preparation and naming of the files (as discussed in the Submission Guidelines for Conference Organisers) the short-form title for the conference is ICOMSET 2020.
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11. Pre-publication approval and proofs

- a. **For online publication:** prior to electronic publication of the Work, the Organiser, or their appointed representative, will be supplied with a username and password to log in to the Publisher's servers to check and approve the Work. For security and privacy reasons this username and password must not be distributed to the proceedings Authors.
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- c. providing supplementary material (if any) (e.g. preface) to be included in the Work;
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 - g. providing a table of contents, as outlined in the Appendix.
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17. The Organiser shall pay the Publisher the following sums:
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 - b. Payment by the Organiser under this clause shall be made to the Publisher within 30 days of date of invoice. The invoice shall be sent to the following:

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18. The Organiser will provide, if requested, free exhibition space and one free Conference registration for an IOP Publishing member of staff to attend the Conference. The Organiser will also make arrangements, if requested, for promotional material, supplied by the Publisher, to be inserted in the delegates' packs.
19. The Agreement shall be governed and interpreted in all aspects in accordance with the Laws of England and the parties submit to the exclusive jurisdiction of the English Courts.

The Organiser accepts the terms stated above

AS WITNESSED THE HANDS OF THE PARTIES

<i>Signature</i>		<i>Signature</i>
<i>Date</i>		<i>Date</i>

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Appendices

Appendix A: Summary of important documentation

The Organiser's attention is drawn to the following documents that form part of this Agreement and which the Organiser (or Editors) must comply with.

- Peer Review Policy

Available from

<https://publishingsupport.iopscience.iop.org/questions/proceedings-peer-review-policy/>

- Submission Guidelines for Conference Organisers

Available from

<https://publishingsupport.iopscience.iop.org/questions/iop-conference-series-publication-procedure/>

- Questionnaire for Organisers

We would be grateful if organisers could find time to complete this questionnaire and return to us on submission of the manuscripts. An interactive PDF is available from

<http://publishingsupport.iopscience.iop.org/wp-content/uploads/2017/10/IOP-conferences-questionnaire.pdf>

- Author Guidelines

Available from

<https://publishingsupport.iopscience.iop.org/author-guidelines-for-conference-proceedings/>

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Journal of Physics: Conference Series

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Appendix C: Summary of the key stages in publishing your proceedings

The following table lists the key stages in a typical proceedings publication and offers some helpful suggestions and advice.

Call for papers	<ul style="list-style-type: none">• Inform authors of publication arrangements and provide information on the Journal's author templates and guidelines.• Inform authors about the IOP Publishing Proceedings Publication Licence.
Post guidelines on conference webpage (including of the IOP Publishing Proceedings Publication Licence)	<ul style="list-style-type: none">• On request the Publisher can supply the Organiser with publication instructions for authors (in standard HTML) that can be added to the conference web site.
Preparation of papers and peer review	<ul style="list-style-type: none">• Refer to the author guidelines.• Peer review: see clauses 8 and 9 of this Agreement.
Preparation of editorial material to appear in the proceedings	<ul style="list-style-type: none">• List of items for the editorial section of the Work:<ul style="list-style-type: none">○ Preface/introduction (required)○ Conference or sponsor logo(s) (optional)○ List of committees (optional)○ Photograph (optional) – high resolution!○ For multiple editorial items please inform us of the order you want them to appear in the proceedings.
Final check of manuscripts	<ul style="list-style-type: none">• Are all author names correct?• Correct article files (latest, revised version)?• Any articles missing or duplicated?• Are all articles in the right order?• Are all files correctly named?
Submission to IOP	<ul style="list-style-type: none">• Files can be supplied to IOP via our FTP server or on CD. See <i>Submission Guidelines for Conference Organisers</i> <p>What to submit:</p> <ul style="list-style-type: none">• A PDF file for each accepted article• Table of contents (doc)• All editorial material (see above)• Address list for shipping, if applicable <p>To submit by FTP:</p> <ul style="list-style-type: none">• Using your FTP software, log on to ftp://jpconf@ftp.iop.org with the following username and password:

	<ul style="list-style-type: none"> ○ username: jpconf ○ password: proceedings
Pre-publication checking and approval of the proceedings	<ul style="list-style-type: none"> ● Approximately 3 weeks after submitting the accepted papers, the Organiser (or an Editor) will receive a username and password to login to the Publisher's servers so that the Work can be checked and approved by Organiser (or an Editor) prior to publication. ● It is extremely important that the Organiser (or an Editor) carefully check the Work at this time and inform the Publisher of any corrections or amendments that may be required. Post-publication changes should be avoided wherever possible because these can be time-consuming and costly (please refer to clauses 11 and 12). ● In particular, please check: <ul style="list-style-type: none"> ○ that all accepted papers have been submitted ○ the correct versions of all papers have been submitted ○ there are no duplicate papers ○ any additional supplementary material (e.g., multimedia) has been submitted and appears with the correct article

Appendix D: Table of contents

We ask for a table of contents (TOC) file to provide a document which we can use and refer to during the publication process. Conference organizers are free to choose the order in which the papers are published online. There are many ways to do this, for example, grouping papers by

- presentation type (plenary, invited, contributed, oral)
- conference session
- topic or subject area

If you would like your proceedings to have the papers grouped and arranged under headings within the TOC please make sure that these headings are included in the TOC supplied to us. The TOC should be supplied as an Excel spreadsheet. The following tables show the information we require in the file containing the table of contents.

- For tables of contents without topic headings:

First Author Surname	Paper title
Wessel	Mixing two sets of noisy measurements changes the N-dependence of resolution to a fourth-root power law
Rossani	Generalized kinetic equations for a system of interacting atoms and photons: theory and simulations

- For tables of contents with papers grouped by topic:

	First Author Surname	Paper title
Topic heading 1		
...		
Topic heading 2		

For example:

	First Author Surname	Paper title
Nanostructured Surfaces	Hallberg	Spin-orbit coupling and electron spin resonance for interacting electrons in carbon nanotubes
	Kelires	A constrained-equilibrium Monte Carlo method for quantum dots
Silicon Carbide	Winkelmann	Electron diffraction methods for the analysis of silicon carbide surfaces and the controlled growth of polytype heterostructures
	Schulze	Growth of SiC polytypes by the physical vapour transport technique