

TO: Invited contributors
FROM: Christine M. Thivierge
DATE: May 19, 2004
RE: Proceedings of the Conference on Algebraic Topology
Edited by: Dominique Arlettaz and Kathryn Hess

The Editors invite you to submit a manuscript to the above volume, which will be published by the AMS in our Contemporary Mathematics (CONM) book series.

I am sending you information regarding the volume and instructions on preparing your final manuscript.

- ◆ Research manuscripts are preferred but outstanding expository manuscripts may be acceptable.
- ◆ Only final (detailed) versions will be considered; abstracts and summary (preliminary) material are not acceptable.
- ◆ All manuscripts will be refereed.

AUTHOR RESOURCE CENTER (ARC): <http://www.ams.org/authors>

- ◆ Your final manuscript should be prepared using LaTeX or AMS-TeX.

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You will find information on why it is beneficial for authors to use LaTeX for manuscript preparation.

Author TeX Packages - <http://www.ams.org/tex/author-info.html>

The AMS offers author packages for use with AMS-TeX and AMS-LaTeX (compatible with LaTeX2e), which properly format your manuscript. You should obtain the Contemporary Mathematics (Proceedings) package. **Use of these packages is strongly recommended.**

Creating Graphics – <ftp://ftp.ams.org/pub/author-info/documentation/creating-graphics.pdf>

You will find instructions on creating graphics that are acceptable for publication. Please note that if your graphics are not prepared correctly, you will be required to fix them and resubmit your manuscript.

MANUSCRIPT SUBMISSION TO THE EDITORS:

- ◆ The deadline for manuscript submission is December 31, 2004.
- ◆ Original manuscripts should be submitted as PDF files to:

Professor Kathryn Hess
kathryn.hess@epfl.ch

- ◆ Please notify one of the editors if you do not plan to submit.

INSTRUCTIONS:

- ◆ CONM is an author-prepared series which means that authors are responsible for the proper formatting of accepted manuscripts. The AMS will produce the volume directly from camera-ready copy provided by authors using output from your .dvi file. **We strongly recommend the use of the Contemporary Mathematics (Proceedings) author package** <http://www.ams.org/tex/author-info.html>
- ◆ If you do not use the author package please be sure that the style you use remains consistent throughout the manuscript and that the required page dimensions are met:
 - Type block measures 5 x 8 3/8 inches or 12 1/2 x 21 1/4 centimeters.
 - NOTE that the FIRST page of the text, including the title, should measure only 6 1/2 inches or 16 1/4 centimeters in length.
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GRAPHICS: Detailed instructions are available on the AMS web site: <ftp://ftp.ams.org/pub/author-info/documentation/creating-graphics.pdf>

- ◆ Some important notes are:
 - * line weights (width) must be at least 0.5pt
 - * screens must be between 15% and 85%
 - * figures should be created at the size they are to appear in the publication (no scaling)
 - * use of color graphics should be avoided, or used only if it is mathematically essential to the paper. Those who wish to use color graphics must notify the AMS prior to manuscript submission. Authors are required to pay for all costs associated with producing color graphics.
 - * \special commands must be compatible with Radical Eye Software's dvips. We recommend using the graphicx package to include graphics

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MANUSCRIPT ACCEPTANCE/FINAL SUBMISSION TO THE AMS: Upon acceptance of your manuscript by the editor please do the following:

- ◆ Remove any magnification commands before submitting your final manuscript.
- ◆ Carefully proofread your manuscript prior to submission. The AMS does not proofread or provide proof copy of manuscripts prior to publication.
- ◆ Once properly formatted, send the final camera-ready hard copy (required) along with a completed author checklist (<http://www.ams.org/authors/checklist.html>) to my attention. This should be done no later than four weeks after final acceptance. Your hard copy must match your final .dvi file.
- ◆ Submit your .dvi, .eps and .tex files to the AMS. Submission information is available on the AMS web site: <http://www.ams.org/authors/submitelecms.html>

NOTE – Production of the volume will not begin until we receive **both** the hard copy and electronic submissions for all accepted papers.

GENERAL INFORMATION:

- ◆ Each author receives a complimentary copy of the volume.
- ◆ Fifty offprints of each article will be supplied gratis (to be divided among authors). You will receive an offprint order form when production begins. You may order additional offprints or covers at that time.
- ◆ Please notify us of any changes in your address
- ◆ I may be contacted via e-mail: cxt@ams.org or phone: 1-800-321-4267 (ext. 4051).