

Instructions to submit contributions
to the IAU 367 proceedings
to the IAU platform

General considerations

You will need to access ScholarOne manuscript central as this is the submission system for symposia content:

<https://mc.manuscriptcentral.com/iau>

Information to submit to the Proceedings for authors is available here: https://www.iau.org/publications/proceedings_rules/

The extension of the papers for IAUS367 is: **10 pages** for invited talks, **4 pages** for oral contributions and **2 pages** for poster contributions.

The deadlines to send the final version of the texts are:

- Posters: January **10th, 23:59h (UTC)**
- Other contributions: **January 20th, 23:59h (UTC)**

In the latex template `symposium_paper.tex`, please introduce

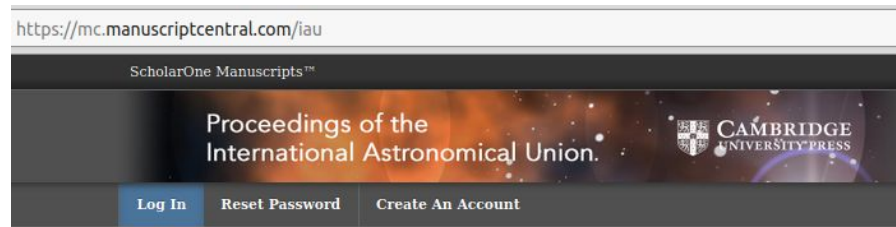
```
\pubyear{2020}
\volume{367} %% insert here IAU Symposium No.
\setcounter{page}{1}
\jname{Education and Heritage in the era of Big Data in Astronomy}
\editors{R.M. Ros, B. Garcia, S. Gullberg, J. Moldon \& P. Rojo, eds.}
```

1. Access the platform

<https://mc.manuscriptcentral.com/iau>

If you don't have a User ID and Password, start by clicking on **Create an Account**

If you already have an User ID and password go to step 2.



⚠ Please add this site to your pop-up blocker exception list

Blocking pop-ups on this site may prevent peer-review related e-mails from being sent.

[More information on disabling pop-up blockers](#)

Log In

User ID [Create an Account](#)

Password [Reset Password](#)

Log In

Log In With ORCID ID

Resources

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)

1a Create new account: Name and e-mail

After pressing **Create an Account** you will see this window.

Fill your personal details and press **Next**.

You may want to associate your account to an existing ORCID ID. This is needed if you are submitting the contribution.

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

▶ Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.



[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Special Characters

Prefix: Dr. req

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

▶ Next

1b Create an account: address

Fill your address.

By finding your institutions, the
address will be filled automatically.

The secondary Address is optional

Press **Next**.

Create an Account

- 1 E-Mail /
Name
- 2 Address
- 3 User ID
&
Password

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

[Previous](#) [Next](#)

Primary Address	Secondary Address
Institution: <input type="text"/> req	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Country / Region: --- Select One --- req	Country / Region: --- Select One ---
State/Province: --- Select One --	State/Province: --- Select One --
City: <input type="text"/>	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

[Previous](#) [Next](#)

1c Create an account: User ID and password

Fill your **User ID** (a short name used to login to the platform) and **password**.

The rest of the parameters are optional.

Check the **tick mark** at the bottom

Press **Finish**

You will receive an e-mail confirming your new user

Create an Account

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers). If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. When you are finished, click "Finish."

Previous Finish

User ID / Password for this site, not ORCID

User ID: req

Password: req

Confirm Password: req

External IDs

The following settings may be read only. Please contact Support if the information is incorrect.

External User ID:

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

Privacy Acknowledgement

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Cambridge University Press Privacy Notice](#)

[Clarivate Analytics - ScholarOne Privacy Notice](#)

req **Yes, I have read and now acknowledge the linked privacy policies.**

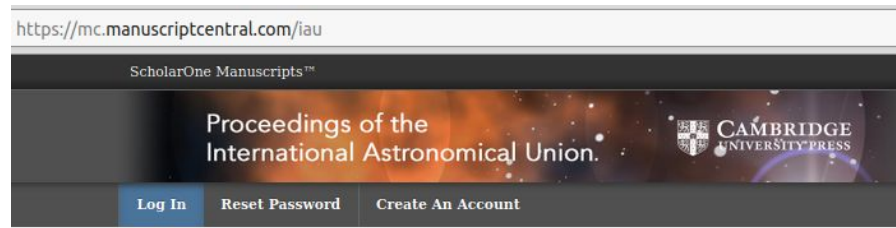
Previous Finish

2. Access the platform

<https://mc.manuscriptcentral.com/iau>

Enter your **User ID** and **password**.

Press **Log In**



 Please add this site to your pop-up blocker exception list

Blocking pop-ups on this site may prevent peer-review related e-mails from being sent.

[More information on disabling pop-up blockers](#)

The image shows the 'Log In' page. On the left, there is a book cover for 'White Dwarfs as Probes of Fundamental Physics: Tracers of Planetary, Stellar and Galactic Evolution' by Hildner & Beuermann, published by Cambridge University Press. The main content area has the heading 'Log In'. Below the heading, there are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Create an Account'. To the right of the 'Password' field is a link 'Reset Password'. Below the 'Password' field is a 'Log In' button. At the bottom of the form is a button labeled 'Log In With ORCID ID'.

Resources

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)

3. Home page

In the Home page you need to go to the **Author tab**.



Proceedings of the International Astronomical Union. CAMBRIDGE UNIVERSITY PRESS

Home Author Review Co-Editor Centre

Help

- [FAQs & User Guides](#)
- [Journal Home](#)
- [Site Support](#)

International Astronomical Union Proceedings Series

Published for [The International Astronomical Union \(IAU\)](#)

Proceedings of the International Astronomical Union publishes high-quality and timely previews and reviews of fundamental and state-of-the-art astrophysical developments around the world, as presented at some ten IAU-sponsored conferences per year and at the triennial General Assemblies of the IAU. Subjects covered include fundamental astronomy; the sun and heliosphere; planetary systems; stars and variable stars; interstellar matter; the galactic system; galaxies and the Universe; optical and infrared techniques; radio astronomy; and space and high-energy astrophysics. The Proceedings are published under the auspices of the IAU.

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4. Start New submission

Press **Begin Submission**

Proceedings of the
International Astronomical Union.

CAMBRIDGE
UNIVERSITY PRESS

Home Author Review Co-Editor Centre

Author Dashboard

Author Dashboard

- Start New Submission >
- 5 Most Recent E-mails >

Start New Submission

Need [help?](#)

Please refer to the [Instructions for Contributors](#) before starting your submission.

Begin Submission

5. Type, Title & Abstract

In Type, select **Education and Heritage in the Era of Big Data in Astronomy. The first steps on the IAU 2020-2030 Strategic Plan**

Write your **Title**

Write your **abstract**

Press **Save & Continue**

Submission	
Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Authors & Institutions	>
Step 4: Details & Comments	>
Step 5: Review & Submit	>

Step 1: Type, Title, & Abstract

NOTE REGARDING SPECIAL CHARACTERS: Throughout the submission process, if you need to insert a special character into any of the text boxes, please click the "Special Characters" button provided. Failure to do so may lead to the introduction of invalid characters and may delay the processing of your manuscript.

* = Required Fields

* Type:

CHOICE	TYPE
<input type="radio"/>	Galaxy Evolution and Feedback Across Different Environments
<input type="radio"/>	Education and Heritage in the Era of Big Data in Astronomy. The first steps on the IAU 2020-2030 Strategic Plan

* Title

Abstract

Write or Paste Abstract

0 OUT OF 150 WORDS

6a. Latex files

Click Select File 1 and upload your final pdf (this is just for reference, and they still need the LaTeX files). File Designation is **Main Document**

Click Select File 2 and upload your .tex file. File designation is **Latex source file**

Select File 3, etc for images or supplementary material.

Press Upload Selected Files. You can only upload 3 files at a time, but you can do the same operation several times.

As noted in the red text, generate the pdf with latex (**not pdflatex**)

Submission

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: Review & Submit >

Step 2: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF.

If you are uploading your manuscript in **LaTeX** format, please upload a single PDF file for review and reference and designate as "Main Document". Please upload your LaTeX source files under the "LaTeX Source Files" designation. Authors can upload all of their LaTeX source files in a single zip file if needed. **Please note:** The system cannot convert PDF files produced directly from pdfTeX (though PDF created from .dvi is fine). If your PDF has been created using pdfTeX, open it in Adobe Acrobat and re-save it in a standard PDF format before uploading it to the ScholarOne system. ScholarOne does not support type 3 fonts.

* = Required Fields

Files

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
Update Order		Remove All Files			

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

[Upload Selected Files](#)


6b. Example

Example of files uploaded after pressing **Upload Selected Files**. The list of files is populated with the files you uploaded.

Files 

0.47 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	symposium_paper.tex 18 KB ▶ iau.cls ▶ Path.eps ⚠ File will not display in proof (Details)	LaTeX Source Files	23-Dec-2020	Javier Moldon
	Select:	iau.cls 44 KB	LaTeX Source Files	23-Dec-2020	Javier Moldon
	Select:	Path.eps 170 KB Caption : Link text :	Figure	23-Dec-2020	Javier Moldon
2	Select:	symposium_paper.pdf 251 KB	Main Document	23-Dec-2020	Javier Moldon

 Update Order Remove All Files

6c. Link to arXiv

If you have published the contents of the proceedings in arXiv, you can retrieve the files directly instead of uploading them here again.

If that is the case, you can enter the arXiv E-print number.

This step is optional

arXiv File Upload ⓘ

arXiv E-print Number

If you have uploaded your manuscript via the arXiv function, please state your E-print Number:

7. Authors & Institutions

Add the authors of your contribution by filling their e-mail address and pressing Search.

The name and address of the co-author will automatically be filled.

If the author is not found, request them to create an account.

Important: you need to associate the ORCID ID account to the author submitting the contribution.

Submission	
✓ Step 1: Type, Title, & Abstract	>
✓ Step 2: File Upload	>
Step 3: Authors & Institutions	>
Step 4: Details & Comments	>
Step 5: Review & Submit	>

Step 3: Authors & Institutions

Please enter all your co-authors' information.

* = Required Fields

* **Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>



Create an ORCID ID
Associate your existing ORCID ID

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ 1 ↓ Drag	Select...	Moldon, Javier (Corresponding Author) jmoldon@iaa.es	1. IAA CSIC, DAE Granada, ES 18080

Add Author

Find using Author's email address

AuthorsEmail@example.com

Q Search

< Previous Step

Save

Save & Continue >

8a. Details & comments

Cover letter is optional

Fill the **funding** acknowledgements for your contribution.

Submission

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: Review & Submit >

Step 4: Details & Comments

* = Required Fields

Cover Letter

Write Cover Letter

Preview

Ω Special Characters

0 OUT OF 32768 CHARACTERS

Funding

* Is there funding to report for this submission?

Yes No

Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
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No Funders Entered

Add Funder

8b. Details & Comments

Fill the number of **Figures** and **Tables**

Are you submitting any figures for colour reproduction? Enter **No** and **N/A**. If you have questions, ask the editors

Supplementary material > **No** and **N/A**.
If you have questions, ask the editors.

Manuscript Information	
* Number of Figures:	<input type="text"/>
* Number of Tables:	<input type="text"/>
Submission of colour figures: all figures submitted in colour will be published online for no charge. All figures will be printed in black and white unless specified below. The charge for colour reproduction in print is £500 per page.	
* Are you submitting any figures for colour reproduction?	<input type="text" value="No"/>
* If yes, please specify. If no, please type "N/A" into the box provided.	<input type="text" value="N/A"/>
Submission of supplementary material for online publication only: the journal offers the option to publish supplementary material online only (i.e., not in the printed journal). This can include multimedia files such as audio or video, appendices, large data tables, etc. Please note that such material will be made available to reviewers, but will not be copy-edited or typeset after acceptance.	
* Are you including any supplementary material for online publication only?	<input type="text" value="No"/>
* If yes, please specify. If no, please type "N/A" into the box provided	<input type="text" value="N/A"/>

8c. Details & Comments

Read and confirm the confirmations if you agree.

Press **Save & Continue**

Confirmations	
<input checked="" type="checkbox"/>	* I confirm that my manuscript has not been published, or is under consideration for publication, elsewhere.
<input checked="" type="checkbox"/>	* I confirm that I have prepared my manuscript in accordance with the Instructions for Authors using the LaTeX style files .
<input checked="" type="checkbox"/>	* I confirm that I have understood that I must have submitted a completed Copyright Form before final publication of my article can proceed.

Sign up for more information	
<input type="checkbox"/>	Please tick here if you are happy to receive information by email regarding <i>International Astronomical Union Proceedings Series</i> content, including free trials, special issues and highlighted papers, as well as related material.
<i>We will not share your contact details with third parties. You can unsubscribe at any time by clicking on the opt-out link on the emails. For information about our privacy and data protection policy, please visit www.cambridge.org/privacy or email m1ist@cambridge.org.</i>	

PMC / Europe PMC Deposit	
If the research discussed in your manuscript has been funded by the NIH or other participating US-based funders , or by any of the participating European funding institutions , you are required to deposit the accepted paper, as well as any corresponding figures, tables, and supplementary materials, in PubMed Central / Europe PubMed Central. Cambridge University Press can support you with this by removing some of the manual steps and automatically transferring the accepted manuscript to the PubMed Central / Europe PubMed Central system.	
* If accepted, do any funders require your submission to be deposited into PubMed Central / Europe PubMed Central?	
<input type="text" value="No deposit required"/>	

← Previous Step	Save	Save & Continue >
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9. Review & Submit

Just review all the information that you have entered, verify that it is correct and press submit.

If any step is missing, you will not be able to submit.

Submission	
✓ Step 1: Type, Title, & Abstract	>
✓ Step 2: File Upload	>
✓ Step 3: Authors & Institutions	>
Step 4: Details & Comments	>
Step 5: Review & Submit	>

Step 5: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.

* = Required Fields

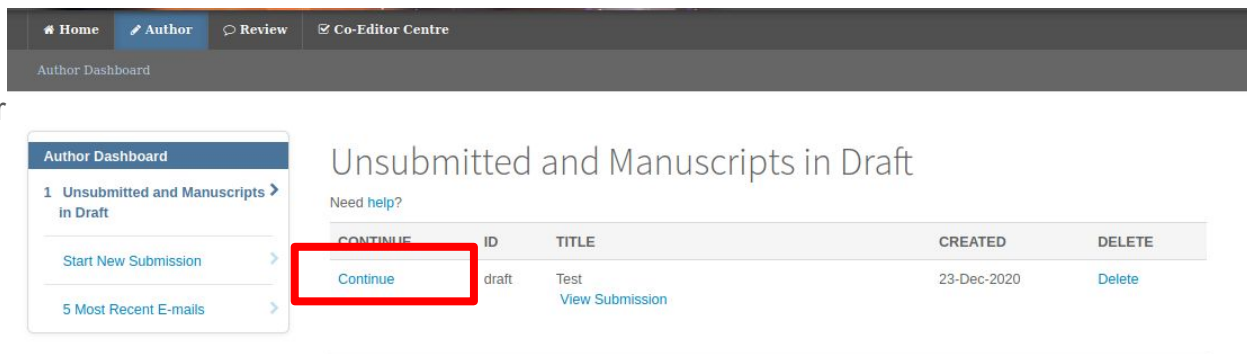
* Verify Step Information

✓ Step 1: Type, Title, & Abstract

FIELD	RESPONSE
Manuscript Type	Education and Heritage in the Era of Big Data in Astronomy. The first steps on the IAU 2020-2030 Strategic Plan
Title	Test
Abstract	Test

Continue with a submission

If during the preparation of the contribution you close the browser or stop the process. You can resume your progress by pressing **Continue** in the main **Author** page



The screenshot displays the Author Dashboard interface. At the top, there is a navigation bar with links for Home, Author, Review, and Co-Editor Centre. Below this, the main content area is titled 'Unsubmitted and Manuscripts in Draft'. A sidebar on the left contains a menu with options: '1 Unsubmitted and Manuscripts in Draft', 'Start New Submission', and '5 Most Recent E-mails'. The main content area features a table with columns for 'CONTINUE', 'ID', 'TITLE', 'CREATED', and 'DELETE'. A red box highlights the 'Continue' button in the table. The table contains one entry with ID 'draft', Title 'Test View Submission', and Created date '23-Dec-2020'.

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	draft	Test View Submission	23-Dec-2020	Delete