Guidelines for successful conversion processing of uploaded source files on the peer-review system

Recall that the uploaded source file should be a properly prepared manuscript file (final publication form, complete with figures) in Word, PDF, or PS format. Please do NOT provide pagination of the article text (the printer will do that). Refer to detailed instructions in the Author Instructions and Templates document, available via a link in the navigation bar at the top of the pages of this site.

If an uploaded source file is NOT converting to a PDF version on the system, consider whether the file matches up to the following checklist:

PDF Source File
- PDF file should **NOT** be encrypted or password-protected.
- Fonts **must** be embedded.
- PDF Version of 1.5 (Acrobat 6) or earlier.

MS Word Source File
- Fonts **must** be embedded.
- Images included as Picture objects.
- MS Equation or Math Type equation objects.
- No linked objects, no fields calling for updates, no macros.

LaTeX Source File [compile on your local computer; NOT to be uploaded to the submission site]
- If you compose your manuscript in LaTeX, please use the AIP Conference Proceedings macros and style files and do the LaTeX processing on your own machine. Then upload the complete, single manuscript file in PS or PDF format.

Modification of the source file to meet these guidelines is likely to produce a successful conversion.

Correct the source file, and re-upload by using the file's "Replace" link (Manuscript Items section of the screen).

Alternatively, "Delete" the files and then upload fresh by using the general "Add File" link (Manuscript Tasks section).

Technical Help
If conversion remains unsuccessful, please report the difficulty to the Peer X-Press Help Desk at
pxphelp@aip.org.

Please include the following information in your message:
o The name of the Conference Proceedings.
o Your full name.
o Your contact information, including e-mail address and telephone number.
o Your description of conversion problem encountered.
o What checks and/or fixes you have made regarding the source file.

We will examine the file also, attempt a remedy if appropriate, and reply back to you with a resolution or advice for a next step.