

Dear Participants,

Thank you for your contribution to the success of the scientific program of the IAUS 328 (Living around Active Stars). We have witnessed a high standard of presentations and many stimulating discussions. The lasting legacy of this Symposium, whose benefit should reach the wider community of scientists, will be in the form of a Proceeding to be published by Cambridge University Press. On behalf of the SOC and the Editorial team, we request each participant to contribute to the Symposium Proceeding. In continuation of the presentation in the last session regarding the Proceeding, this email provides detailed instructions on your submission.

## DEADLINES

Deadline of Initial Submission: 07 DECEMBER, 2016

Deadline of Final Submission (following refereeing): 10 January, 2017

## MANUSCRIPT LENGTH

Invited Presentation: 12 Pages

Contributed Presentation: 8 Pages

Poster Presentations: 3 Pages

## SUBMISSION PROCESS

We will be handling the manuscript processing through the Cambridge University Press recommended online system ScholarOne hosted by Manuscript Central.

1. Please visit the ScholarOne homepage at: <https://mc.manuscriptcentral.com/iau>. Create an account by clicking on the “Create Account” tab on the top left.
2. Log in to your account using your credentials and click on the “Author” tab on the top left.
3. First review the instructions by clicking on the tab “Instructions and Forms” on the top right of the page. We request that you use the latex template and class files available therein to prepare your manuscript. If you use word doc then upload a converted pdf and the original doc file in the last step.
4. The guidelines and latex templates are also available at: [http://www.iau.org/publications/proceedings\\_rules/](http://www.iau.org/publications/proceedings_rules/).
5. Under the Author tab in the Start New Submission section, click on the tab “Begin Submission”.
6. In the new page that appears, you have to select the tab “Living around Active Stars” listed under the section “Type”.
7. Follow the instructions in the pages that appear subsequently to provide essential details about your manuscript (title, abstract, authors and affiliations) and upload your manuscript files. Upload the generated final manuscript file in PDF format as well as the manuscript latex and figure files and other latex style or class files that you might have used to compile your manuscript. However, we request that you minimize the usage of non-IAU style or class files to ensure smooth processing.

Please respect the deadline for the initial manuscript submission and please do submit your contribution to help us build a lasting legacy of this wonderful Symposium.

With best wishes,  
The Editorial Team

(Dibyendu Nandi, Adriana Valio and Pascal Petit)