

Proceedings of the PHOST conference

[Proceedings for PHOST conference](#) will be entirely electronic and freely available online through [Zenodo](#), an EU funded data and project repository. All submissions must therefore be made on Zenodo's webpage. To facilitate accessibility and visibility, all contributions to the proceedings will be indexed on the [ADS](#).

Briefly, all submissions are assigned a Digital Object Identifier (DOI) number by Zenodo, [making contributions citeable](#). Once all contributions are received, ADS will be notified, they will scrape the Zenodo collection, and then ADS will index each of the contributions as part of a larger volume (Proceedings for PHOST Conference). *To ensure that all entries are properly indexed, it is vital that each contribution include appropriate metadata. In the tutorial below, you'll be instructed about which metadata to include in your submission.*

Submission to the [arXiv](#) in parallel with submission to the conference proceedings is encouraged. However, if you submit to the arXiv, you must make sure to update the metadata in your Zenodo collection properly so that it does not get listed twice in ADS.

Contributions are accepted from invited reviews, contributed talks and posters. To prepare your proceedings, please use the [LaTeX template](#)¹ and generate a PDF file. There are no formal page limits, but, for some guidance, we recommend you limit yourself to 8-12 pages for invited talks, 6-10 pages for contributed talks, and 4-6 pages for posters. Contributions will be checked for the proper metadata.

Deadline

Please submit your proceedings before December 1st, 2018.

Submission procedure

Submitting to Zenodo is rather simple, but it's important that all metadata be properly included so that articles get properly indexed on ADS. Below is a series of screenshots taking you through the submission process from start to finish.

Step 01: follow the [link to the submission page for PHOST conference](#).² Click on the green "New upload" button on the right side of the screen.

1 <https://phost.sciencesconf.org/data/pages/proceedings.tar.gz>

2 <https://zenodo.org/communities/phost/>

Step 02: if you are not logged in yet, you will be presented with a login screen:

Please log in to access this page.

zenodo

Log in to account

 Log in with GitHub

 Log in with ORCID

— OR —

Email Address 

Password 

 Log In

New to Zenodo? [Sign Up](#)

[Forgot password?](#)

If you have a Zenodo account, proceed to login. If you do not, you may create a new account using the "Sign Up" button located at the bottom of the frame.

You may also login using your GitHub or ORCID account if you have one.

Step 03: Once you login, you'll be presented with an "Upload" screen:

PHysics of Oscillating STars

Instructions: (i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press "Save" to save your upload for editing later. (iii) When ready, press "Publish" to finalize and make your upload public.

Files ▾

Choose files Start upload

Drag and drop files here

– or –

Choose files

(minimum 1 file required, max 50 GB per dataset - [contact us](#) for larger datasets)

Click the button to choose a file on your local machine, or drag and drop a file directly onto the screen, then click on the green button "start upload" to upload your file on the server.

Step 04: After you select a file, you will be able to fill out a wide variety of file metadata on the boxes below the upload box. *Be sure that in the "Communities" box you see "PHysics of Oscillating STars".* If you do not see this, start typing "phost" into the search bar and it will automatically pop up.

Communities ⓘ recommended ▾

Start typing a community name... 🔍

PHOST
PHysics of Oscillating STars

Step 05: Now, start filling out information about your document. First, select the type of file you have just uploaded. Choose "Publication / Conference paper".

Upload type required ▾

Publication Poster Presentation Dataset Image Video/Audio Software Lesson Other

Publication type: Conference paper

Step 06: Enter basic information about your publication. *Ignore the DOI field, Zenodo will take care of this for you.* Enter today's date for the publication date, if it's not automatically done for you.

- Enter the title of your article/poster/talk.
- Enter the name of each author and their affiliation. **Names should be formatted as "Family Name, First name".**
- We will ask you to fix this if you do not do it correctly the first time. It's important for ADS that this be done properly.
- Enter the abstract in the description field.
- Continue to fill in the requested information as keywords if you'd like to add keywords, and other notes you feel are important for the contribution.

Basic information required ▾

Digital Object Identifier

Optional. Did your publisher already assign a DOI to your upload? If not, leave the field empty and we will register a new DOI for you. A DOI allows others to easily and unambiguously cite your upload. Please note that it is NOT possible to edit a Zenodo DOI once it has been registered by us, while it is always possible to edit a custom DOI.

Publication date *

Required. Format: YYYY-MM-DD. In case your upload was already published elsewhere, please use the date of first publication.

Title *

Required

Authors *

Optional.

[+ Add another author](#)

Description *

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Required.

Step 07: Choose access rights and a license for your work. You are strongly encouraged to select Open Access and a permissive license (e.g. Creative Commons Attribution) so that people can easily access your work.

License required ▾

Access right *

Open Access

Embargoed Access

Restricted Access

Closed Access

Required. Open access uploads have considerably higher visibility on Zenodo.

License *

Required. Selected license applies to all of your files displayed on the top of the form. If you want to upload some of your files under different licenses, please do so in separate uploads. If you cannot find the license you're looking for, include a relevant LICENSE file in your record and choose one of the 'Other' licenses available ('Other (Open)', 'Other (Attribution)', etc.). The supported open licenses in the list are harvested from opendefinition.org. If you think that an open license is missing from the list, please [contact us](#).

Step 08: Optionally, you may specify funding information. If you submitted to the arXiv and/or your article was already indexed to ADS, add the related identifying information so that Zenodo and ADS will link all of the contributions into one neat little package.

Step 09: Open the "Contributors" section by clicking on it. Add "Ballot, Jérôme", "Vauclair, Sylvie" and "Vauclair, Gérard" as editors. Select Editor from the dropdown menu.

Contributors optional ▾

Contributors	<input type="text" value="Ballot, Jérôme"/>	<input type="text" value="Affiliation"/>	<input type="text" value="ORCID (e.g.: 0000-0002-18:"/>	<input type="text" value="Editor"/>	✕
			Optional.		
	<input type="text" value="Vauclair, Sylvie"/>	<input type="text" value="Affiliation"/>	<input type="text" value="ORCID (e.g.: 0000-0002-18:"/>	<input type="text" value="Editor"/>	✕
			Optional.		
	<input type="text" value="Vauclair, Gérard"/>	<input type="text" value="Affiliation"/>	<input type="text" value="ORCID (e.g.: 0000-0002-18:"/>	<input type="text" value="Editor"/>	✕
			Optional.		

[+ Add another contributor](#)

Step 10: Given credit where credit is due! If you referenced various works in your article, talk, or poster, give them credit by adding the reference information (yes, citations will be counted on ADS, but ADS will only know about them if you enter the information in the "References" section). This is basically a copy-paste of a bibliography.

References optional ▾

References

[+ Add another reference.](#)

Step 11: Fill out information about the Workshop as shown below:

Conference optional ▾

Conference title	<input type="text" value="Physics of Oscillating Stars"/>
	Optional.
Acronym	<input type="text" value="PHOST"/>
	Optional.
Dates	<input type="text" value="2-7 September 2018"/>
	Optional.
Place	<input type="text" value="Banyuls-sur-mer, France"/>
	Optional.
Website	<input type="text" value="https://phost.sciencesconf.org/"/>
	Optional. e.g. http://zenodo.org
Session	<input type="text" value="e.g. VI"/>
	Optional. Number of session within the conference.
Part	<input type="text" value="e.g. 1"/>
	Optional. Number of part within a session.

Step 12: Review the information to make sure you've done everything properly click "Save", then click "Publish". Once you have published your contribution, a DOI is definitely attributed to it. If you only save your contribution, it is stored as a draft and you can publish it later. You can access your draft and published contributions through the "upload" link in the banner:



Congratulations, you've made it!

Acknowledgments

This tutorial is largely inspired for the one provided by the Cool Stars 20 workshop:
<http://coolstars20.cfa.harvard.edu/proceedings.html>