

Science Direct Abstract Supplements for meetings – [print] or e-only

Publication schedule Abstract supplement (should be strictly kept):
(These are days of the week - not working days).

1. All materials for proof should be in house 80 days before the meeting
2. Proofs will be sent out by the typesetters on or before 60 days before the meeting. Proof will only be sent to conference organiser/scientific meeting chair/Elsevier designated person – not to all the abstract authors.
3. We need to have all the proof corrections back within 7 days – i.e. by 53 days before the meeting.
4. Finalized PDFs should then be available for compilation by about 45 days before the meeting.
5. Onscreen compilation of the issue will be on 37 days before the meeting. [Print run of copies/ number of USB sticks need to be known by 40 days before the meeting].
6. The proofs of the covers, prelims and matter should be ready by 30 days before the meeting
7. [The final material will reach the printers 28 days before the meeting]
8. Or: The files for copying onto USB sticks will be ready 28 days before the meeting.
9. Abstracts go live in ScienceDirect 15 days before the meeting
10. [The abstract printed supplements should then be ready by about 15 days before the meeting which will leave enough time for delivery of copies.]

It is vital that all material is complete when received to avoid queries from our typesetters and printers. Every day that any individual item/abstract is paused for whatever reason either the typesetters or the printers will add an extra day to the overall production of the issue.