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How should I prepare my submission if it includes more than one file?

When submitting your TeX/LaTeX contribution, you should create a tar archive that includes the tex master file, the PostScript (.eps) files for the figures, if any, and the .bbl file if you have used BibTeX. One or more TeX/LaTeX files can be included in your archive, as should non-standard macro packages. Please make sure the master file is not saved in a subdirectory and that the PostScript figures are included in the TeX/LaTeX file.

Please note that large tables, additional figures, computer programs, output files or video clips can be submitted as additional material, by clicking on the button "upload file" after the successful submission of the paper.

If I choose the "upload submission" mode, in what way should the submission form fields be filled?

The figure below provides an example of a properly filled in form.

paper submission - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <http://garamond.sissa.it:11002/jcap/submission/key> Search Print

Home Bookmarks The Mozilla Organiza... Latest Builds

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paper upload submission

Fields indicated with an asterisk "*" are mandatory.

Select the *browse...* button to choose which file to upload and press the "Upload file" button.

Suggestion: Remember to change your browser filter in * (default is *.html) and click on the filename field.

File extension: should be tex, tar.gz, tar.Z, gz, Z, zip.

***Notice:** The maximum file size allowed is 10Mbytes. You can upload one or several TeX/LaTeX files in your archive.*

Author(s)*:

Title*:

arXiv number:

Abstract*:

Source contribution format*: TeX

Enter the file to process*:

Master file name:

Selected key words:

- galaxy dynamics
- galaxy evolution

The fields "arXiv number" and "master file name" are not mandatory, so your submission will not fail if you do not fill them in, unless the software is unable to identify automatically the name of the tex master file. Should this occur, please repeat the procedure adding the master file name.

If I choose the "archive submission" mode, in what way should the submission form fields be filled?

The figure below provides an example of a properly filled in form.

The screenshot shows a web browser window titled "paper submission - Mozilla Firefox". The page header includes the JCAP logo and the word "Author". Below the header, there is a navigation bar with links: "mick mcelroy", "HOME", and "LOGOUT". A secondary navigation bar contains links: "State of preprints", "Modify personal data", "Submit new paper", "Submit new letter", "Download the JCAP LaTeX class", "Copyright statement", "submission FAQ", and "HELP".

The main content area is titled "paper archive submission from xxx". It contains a "WARNING" section stating that the feature accommodates both new and old arXiv identifier formats and that it only supports TeX/LaTeX contributions. It also provides instructions on how to submit a paper already in the xxx archive.

The form fields are as follows:

- xxx archive*:** A dropdown menu with "Physics [physics]" selected. A note below states: "(leave as 'archive name' for submissions with the new arXiv identifier format)".
- Preprint number (numbers only)*:** A text input field containing "0404566".
- Master file name:** A text input field containing "myPaper.tex". A note below states: "(if specified, the correct file name extension **must** be included)".
- Selected key words:** A section with a descriptive text: "(here you can assign a value to each keyword to establish its relevance to the subject matter covered in your work (the same value can be set for more than one keyword). If you do not do so, the maximum value [100] will be set by default by the system, and all keywords will be considered as equally relevant)". Below this text are two keywords with associated value dropdowns:
 - "Instrumentation for neutron sources" with a value of "100".
 - "Instrumentation for Particle accelerators and storage rings (LOW ENERGY) (Linear accelerators, Cyclotrons, Electrostatic accelerators)" with a value of "100".

If you are submitting a preprint using the old arXiv number format you must choose a specific archive from the "xxx archive" pull-down menu.

If you are submitting a preprint using the new arXiv number format, leave the "xxx archive" pull-down menu at the default setting "archive name".

The field "Master file name" is not mandatory, so your submission will not fail if you do not fill it in, unless the software is unable to identify automatically the name of the master file. Should this occur, please repeat the procedure including the master file name.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "authors"> appears highlighted in blue. What has gone wrong?

"authors" is a mandatory field and the author did not fill it in.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "title"> appears highlighted in blue. What has gone wrong?

"title" is a mandatory field and the author did not fill it in.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "abstract"> appears highlighted in blue. What has gone wrong?

"abstract" is a mandatory field and the author did not fill it in.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "contribution file"> appears highlighted in blue. What has gone wrong?

"contribution file" is a mandatory field. This error message is displayed in the following cases:

- when the author did not fill in the field.
- When the author, instead of using the "browse" button, writes the name and makes a mistake, or did not include the file path. The correct file name and path must be entered.
- The file you are trying to upload is empty. This may occur in case of a failure or error occurring when the author is using the archiving software.

After clicking the "upload file" button the submission interface is reloaded and <"Please select a specific archive name from the pull-down menu"> appears highlighted in blue. What has gone wrong?

Most probably you are submitting a preprint that has the old arXiv number format and you did not select an archive name from the "xxx archive" pull-down menu. For the submission to succeed you must choose the appropriate archive name from the pull-down menu. The default value "archive name" is only used when submitting a preprint that has the new arXiv number format.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "preprint number"> appears highlighted in blue. What has gone wrong?

The error in question appears if an empty string has been entered or if it does not comply with the arXiv preprint number format. Preprint numbers are composed of a numerical string which is checked by the system to verify that it conforms with the arXiv number format (both the old format and new format are accepted).

The old arXiv number has the format YYMMNNN where YY is the two digit year, MM is the two-digit month number and NNN is a three digit progressive number assigned to each uploaded preprint.

The new arXiv number has the format YYMM.NNNN where YY is the two digit year, MM is the two-digit month number and NNNN is a four digit progressive number assigned to each uploaded preprint.

After clicking the "upload file" button the submission interface is reloaded and <Invalid parameter "source contribution format"> appears highlighted in blue. What has gone wrong?

The checkbox for the field "source contribution format" is set by default to type "tex", however, some browsers (for instance Explorer per MaC OS), are unable to recognise this setup and display the checkbox with no default setting. This error message appears if the author forgets to select a format for his contribution.

The software responds to a submission attempt with the error message "ERROR loading the submitted contribution: Sorry: there has been a connection error with <http://xxx.arxiv.org/ftp/>". What has gone wrong?

Either there is a network error or the site <http://arXiv.org> is not responding. Please try again later or use the web upload submission mode.

The software responds to a submission attempt with the error message "ERROR loading the submitted contribution: Sorry: cannot find archive/0404566 at <http://xxx.arxiv.org/ftp/>". What has gone wrong?

The JCAP software system was unable to download the file because it could not be found. There can be several reasons for this, including:

- when submitting a preprint that has the old arXiv number format, the author did not select an archive and simply left the default "archive name" in the pull-down menu. The software therefore cannot tell which archive to connect to. Please note that for the submission to succeed, the name of the archive has to be included in the pull-down menu. If the archive you wish to submit a preprint from is not included in the list please contact the Editorial Office.
- The contribution uploaded to the archive is not a .tex file (it may be a PDF file or an MS Word document). For the time being the system only envisages submissions of .tex files.
- The author tried to submit his preprint to JCAP too soon after uploading it to the archive. The submission therefore fails because preprints uploaded to the archive are not available for approximately 24 hours. The JCAP software system is therefore unable to retrieve the preprint in question.
- The author made a mistake in filling in the form, or did not select the appropriate archive or made a mistake in entering the number in the "Preprint number" field, or perhaps (s)he entered the entire preprint id in the "Preprint number" field (i.e. cond-mat/010101" or "cond-mat/010101", which cannot be identified by the system.

The software responds to a submission attempt with the error message "step 0: File control: FAILED. You have submitted a contribution in a format NOT allowed by the system". What has gone wrong?

The author is trying to upload a contribution in a format not supported in the JCAP software. For instance, .rar archives are not allowed at the present time. The file formats supported in the present system for submitting a contribution are TeX, LaTeX, .zip, .gz and .tar, while the formats for uploading an editor report are TeX, LaTeX, .txt, .zip, .gz and tar. Referee reports can be uploaded in the following formats: TeX, LaTeX, .zip, .gz and tar.

The software responds to a submission attempt with the error message "step 1: File compression checked: FAILED. You have submitted an INCORRECTLY compressed file". What has gone wrong?

The author is trying to submit a file compressed in an incorrect way and the software is therefore unable to extract the data. The file should be compressed anew and tested (by extracting the compressed files), before trying the submission again.

The software responds to a submission attempt with the error message "step 2: File ARCHIVING checked: FAILED. You have submitted an INCORRECTLY archived file". What has gone wrong?

The author is trying to submit a faulty archive and the software is therefore unable to extract the data. The archive should be created anew and tested (by extracting the archived files), before trying the submission again.

The software responds to a submission attempt with the error message "step 3 : File format checked: FAILED. The uploaded file format does not correspond to the format selected by you (...)". What has gone wrong?

The author has selected in the checkbox "source contribution format" a format that does not match the format of the contribution that was actually submitted.

The software responds to a submission attempt with the error message "step 3 : File format checked: FAILED. The specified master file is missing from the submitted contribution. What has gone wrong?

The author has specified a master file name which is not available in the submitted contribution. Please repeat the submission after checking that the master file is actually available in the archive to be submitted.

The software responds to a submission attempt with the error message "step 4: File preparation checked: FAILED." What has gone wrong?

The system is unable to identify the master file. This is most likely due to the fact that it has been saved in a subdirectory. Please save the master file in the main directory. Only figures can be saved in a subdirectory (provided they are appropriately included in the master file).

The software responds to a submission attempt with the error message "step 4 : File format checked: FAILED. The specified master file does not correspond to the format selected by you (.tex)". What has gone wrong?

The author has selected a format in the checkbox "source contribution format" that does not match the format of the contribution that was actually submitted.

The software responds to a submission attempt with the error message "step 4: File preparation checked: FAILED. The system is unable to find the master file name so you MUST specify it in the submission form".

The software system was unable to find the name of the master file, probably because the submitted archive comprised more than one file with the .tex extension. The author should click on the "back" button and repeat the submission procedure, filling in the field "master file name".

The software responds to a submission attempt with the error message "step 5: File compilation checked: FAILED. There are some LATEX compilation ERRORS. Please check the log file."

The software system was unable to compile the contribution successfully. The reasons for this failure can be found in the link "log file", which will provide you with access to the tex compilation log. The most frequent errors include:

- a figure is missing. The submission procedure must be repeated after having included the missing figure in the file archive (.tar or .zip).
- a .tex file is missing. The submission procedure must be repeated after having included in the file archive (.tar or .zip), all the necessary .tex files, specifying the name of the master file.
- for the file to tex correctly a non-standard latex package has to be included in the submitted archive.
- There is one (or more) space in the name of the master file.

After clicking the "upload file" button the system responds with the following error message: "ERROR loading the submitted contribution: Submission failure: submitted file size is greater than limit of 10MB."

The size of the submitted file exceeds the limit set for the JCAP system. If the submitted archive or file includes a video or other files that can be viewed separately from the contribution, these can be submitted after submitting the contribution as separate attachments.

After clicking the "upload file" button the system responds with the following error message: "ERROR loading the submitted contribution: Submission failure: empty file received." What is the error?

The submitted file is empty. If the author has submitted a file archive (s)he should repeat the archive creation operation.

After clicking the "upload file" button the system responds with a successful submission message, but when checking the status page for the preprint, the section "Available formats" displays the message "There is no format available yet" instead of the links to the files.

An error has been encountered by our system during the submission process while trying to generate the printable formats. Our technical staff has already been alerted and is working to correct the problem. The author and the editor will be informed by the JCAP Editorial Office as soon as the files are available.