

Guidelines for Physics News Editorial Board

1st August 2021

Physics News (PN) is the Quarterly Bulletin of IPA. The executive committee (EC) of IPA appoints the Editorial Board (EB) of Physics News.

The readership of Physics News is primarily physics researchers, teachers and students, not necessarily experts in any subareas. Therefore, articles are expected to be sufficiently general, at par with other similar international newsletters like Physics Today or Physics world, AAPPS newsletter. The articles are expected to review the relevant topic, highlighting major milestones. *The contributions to Physics News are by invitation only.*

Both Word and latex templates are made available to authors, although final typesetting is done in Word for ease. PN has a production assistant, who takes care of formatting and typesetting of the articles and a camera-ready pdf is generated. Presently Dr. Chandani Palshetkar is doing this job.

Since 2020, it has been decided that regular issues will be published online and print copy will be made only for special issues. The hard copies are mailed to all IPA members free of cost and to libraries on payment.

Typically, an article is no more than 6 printed pages (two column format), inclusive of words and figure. Authors' photograph(s) and short (~100 word) bios is printed along with the article. The biodata needs to be consistent for various articles, and can be edited by the PH team. Mention of number of papers, details of undergraduate/Master's training should be avoided. It should mention research interest and notable achievements. We also prefer not more than 3 authors for the articles. Additionally, every issue has a one page editorial, message from the IPA president, and carries topical news items. A few regular features have been initiated - a review of a physics department at an Indian institution, a "meet the physicists" page, reports from working groups etc.

It is the responsibility of the authors to obtain the necessary permission from the copyright owners, if figures/texts from other sources are used in the article. The permission copy should be forwarded to the editors for the record. It is the responsibility of the author to ensure highest standard of ethics.

For printed issues authors would be given 2 copies of the PN issue, in which his/her article appears. In case he/she needs extra copies, upto 10 extra copies may be made available at the concessional cost. However, they should inform the Editorial Board members regarding extra copies at the time of final proof reading.

1. General tasks

- a. EB comes up with list of authors to be invited and topics to be covered through mutual discussion and consensus. The EB will take into consideration suggestions received from IPA members and IPA EC. Efforts should be made to achieve a gender-balanced author distribution in every issue to the extent possible.
- b. EB will distribute tasks amongst themselves like contacting author and follow up, review of the article to ensure suitability for PN readers, interfacing with production assistant for final format etc.
- c. Generally the articles are reviewed by EB members. However, if a EB member decides to seek an external review s/he may do so after informing other EB members.
- d. The responsibility of the printing of PN issue will be shared by Mumbai based EB members.
- e. For printed version, no. of pages have to be in multiple of 4, preferably in multiple of 8 (excluding cover page).

Any conflicts should be solved through mutual discussion within the EB. The final decision will have to be arrived at by consensus, failing which majority opinion will prevail.

2. Special PN issues

- a. EB will make a proposal for special PN issue based on a topic/theme (typically once in a year) to EC. The EB can also make the request for guest editors, if deemed necessary. The special issue theme and guest editors, if any, will be finalised in consultation EC.

- b. The invited guest editors will work together with EB for the specific issue. The scope of the special issue-topics and authors to be invited will be deliberated by EB and guest editors together. The issue will also include regular features of the PN like News & Events. Details like expected length of PN issue should be discussed in advance. Major dynamical changes should be discussed with EB.
- c. The guest editors should ensure that articles conform to the PN norms (see above) and articles are reviewed as described in 1.3 above.
- d. The special issue editorial will be written by the Guest editors (if the issue has guest editors). The Guest editors should adhere to the PN format and standard. If any of the editorial board members have actively participated in the special issue along with guest editors, then their names also should be added to the special issue editorial.

Any conflicts should be solved through mutual discussion amongst all (EB + Guest Editors). If consensus cannot be reached, the decision of EB would be final.