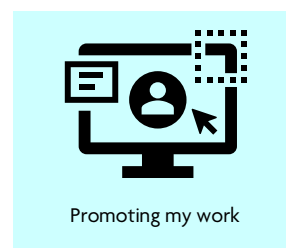
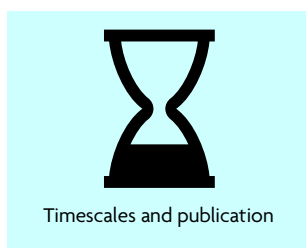
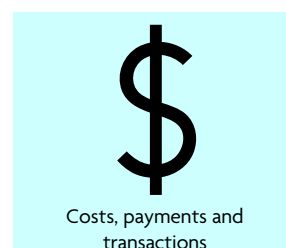
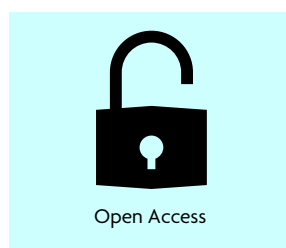
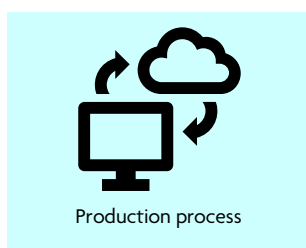
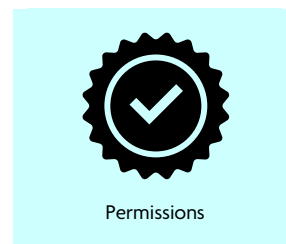
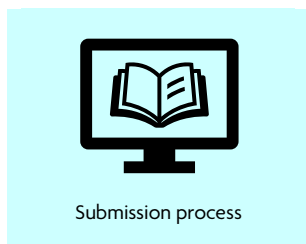


# Frequently asked questions

This document contains frequently asked questions relating to the submission, production and use of your paper to be included in the *Australian Energy Producers Journal* or Supplement. For all conference-related queries please contact [speakers@energyproducers.au](mailto:speakers@energyproducers.au)

Last updated 7 February 2025



## Submission process

How do I submit my paper?

Submit your paper using our submission portal, [ScholarOne Manuscripts](#). Submissions are accepted only during a specific window each year. Key dates are available [here](#).

Make sure to prepare your manuscript following our [Author Instructions](#) or the [Style Guide: Peer-reviewed Papers & Extended Abstract](#). If you have any questions or need assistance, please contact our [publishing office](#), or [Australian Energy Producers](#).

Who can help me navigate and understand ScholarOne workflows during submission and revision of my paper?

The editorial team at CSIRO Publishing can help, email [editorial.ep@csiro.au](mailto:editorial.ep@csiro.au)

Can I get an extension on my submission/revised submission?

Extensions requests are considered on a case-by-case basis, please direct requests to the team at [speakers@energyproducers.au](mailto:speakers@energyproducers.au)

Can I change authorship (i.e. add, remove, amend author order) between versions of my manuscript?

Yes, note that changes to authorship may require ALL authors to approve and sign an authorship change form. Further information on authorship is available on the [Publishing Policies](#) webpage.

Can I change speaker?

Yes, please contact the [editorial team](#) to advise of changes to speaker lineup. A maximum of two speakers per paper can present at the conference. Each speaker will need to supply a headshot and 150-word biography.

I tried to submit my revised manuscript, but the system won't let me.

If you are unable to submit your revised submission, it is most likely that the option has expired. Please contact the [editorial office](#) for the journal and they will be able to reinstate the option to submit. Please do not create a new submission.

Can I present at the conference without submitting my final revised paper?

No. Australian Energy Producers Conference & Exhibition follows a 'no paper – no presentation' policy.

Can I submit a paper but not present?

No. Australian Energy Producers Conference & Exhibition follows a 'no paper – no presentation' policy.

Where do I find information on creating my visual (poster) presentation?

The [Technical & Business Program Speakers Hub](#) contains general information, templates and style guides to assist with your Technical & Business Program Presentation.

## Manuscript preparation

What are the word counts for the different paper types? Are tables and references included in the word limits?

**Peer Reviewed Papers** are restricted to a maximum of 5000 words for the body of the work (and no more than 8000 words in total including abstract, captions, references, author statements, author biographies) and can include a maximum of 15 figures and/or tables.

**Extended Abstracts** are restricted to a maximum of 1500 words for the body of the work (and no more than 2300 words in total including abstract, captions, references, author statements, author biographies, etc) and a maximum of 3 figures and/or tables in total.

See [Author Instructions](#) for more information on manuscript structure.

Do you have a Word template?

Yes, you can download this [here](#).

How should I prepare my figures and tables for publication?

Tables and figures should add information to the article, not duplicate results that are explained in the text, and should contain enough information that they can be understood without reading the entire paper.

Number each table/figure and refer to them in the text in order of first appearance (e.g. Table 1, Fig. 1, Fig. 2, Table 2).

Please provide best possible quality figures for production, as separate files if possible.

Refer to the [author instructions](#) for additional detailed information ([Figures](#) and [Tables](#)).

Are there any author statements or declarations I need to make in my paper?

The following statements should be included in the manuscript:

- [Conflicts of interest](#)
- [Data availability](#)
- [Declaration of funding](#)

Other statements, such as Ethics approvals, Author contributions and Declaration of use of AI may also be required. See the [Publishing policies](#) page and the [author instructions](#) for more information.

Can I include my ORCID?

CSIRO Publishing encourages the use of [ORCIDs](#). Ensure all authors link their ScholarOne profile to their ORCIDs so that we can include verified IDs in your paper.

**Important:** ORCIDs cannot be added during paper production so must be included and verified during the submission process for all authors.

## How do I link my ORCID to my ScholarOne profile?

Log in to the [submission portal](#). Click on your name at the top right corner of the page and select 'Email / Name' from the dropdown menu. Follow the instructions to link your ORCID (and your Web of Science account if desired) to your ScholarOne account. Make sure you click 'Next', 'Next' and then 'Finish' to save your changes.

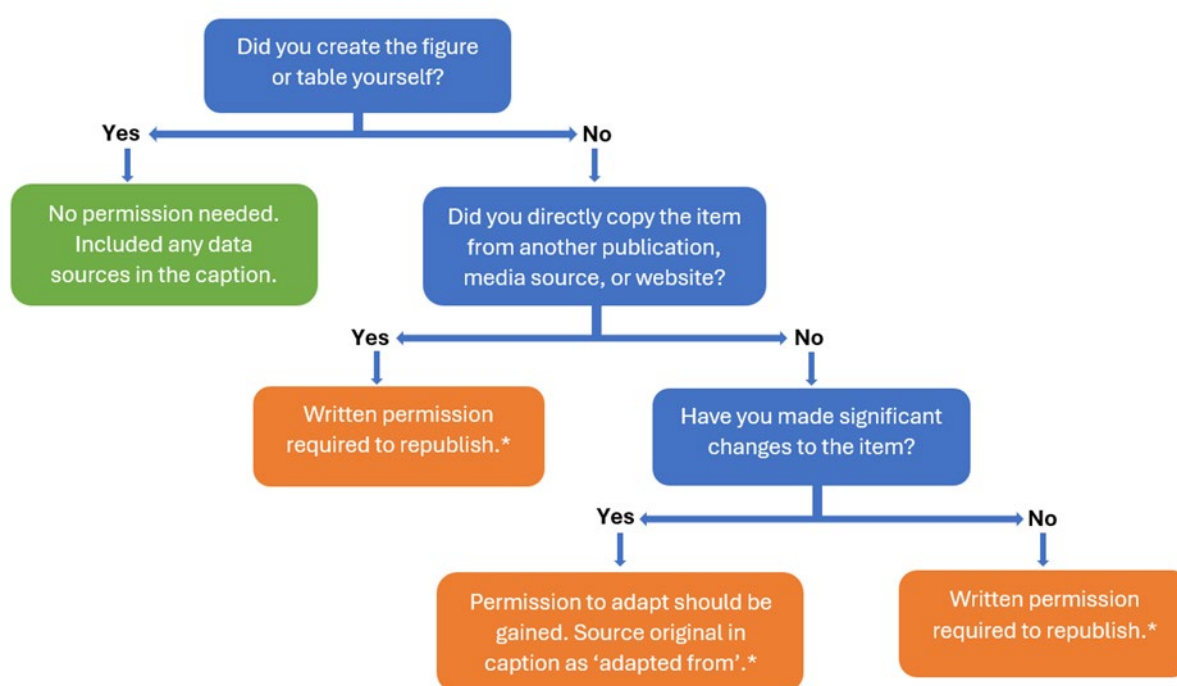
**Note:** if you are a co-author on a submitted paper, a ScholarOne account will have been created for you, using your supplied email address.

See also [ScholarOne Manuscripts FAQs & Help](#)

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**Did you know?** CSIRO Publishing is a signatory to the STM Permissions Guidelines. The Guidelines allow signatory publishers to use limited amounts of published material from other signatory publishers without charge.

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Authors (or their employer(s)) retain the copyright over the content of their paper and the rights to use their work for use non-commercial purposes within their institution subject to the usual copyright licencing agency arrangements, to use the work for further research and presentations at meetings and conferences, to use the illustrations (line art, photographs, figures, plates) and research data in their own future works. So, there is no permission needed to reuse or reproduce your own work.

For further information on sharing permissions you can visit the [CSIRO Publishing website](#) or refer to the Licence to Publish you have signed for sharing permissions.

## Production process

### What happens after my paper is accepted?

Your paper is passed to the production team. It is pre-edited for style, copyedited and typeset. The corresponding author will receive an email from our typesetting partner with a link to complete an online proof check. This is your final chance to check your proofs. Once all queries have been resolved your paper will be finalised and prepared for publication.

### Why do I have more questions to answer during production?

During production your paper is reviewed for style, consistency and clarity. This process raises points needing clarification. These final checks ensure your paper is polished, accessible and engaging for readers.

### Who can help me with queries during production?

The production team at CSIRO Publishing can help, email [production.ep@csiro.au](mailto:production.ep@csiro.au)

### I haven't received my proof email – why is that?

Please allow a couple of weeks after acceptance for pre-editing, copyediting and layout of your paper.

In some cases, author IT security systems have falsely identified our typesetting partner emails as spam. Please check your spam folder if you have not received your proof a few weeks after acceptance.

### Why do I have an email from the Copyright Clearance Center?

CSIRO Publishing has partnered with the Copyright Clearance Center (CCC) providing a convenient platform, called RightsLink, for authors to select options for publication and pay author processing charges if open access is selected. Once your manuscript has been accepted for publication, the corresponding author receives an email from the CCC guiding them to RightsLink, where the choice is made whether to publish Open Access or to decline that option.

### Why do I have to go into RightsLink?

The *Australian Energy Producers Journal* uses the RightsLink platform to manage authors' publication choices. Corresponding authors must confirm their preferences in RightsLink, even if they choose to decline the Open Access option. While some information must be provided to confirm preferences, creating a RightsLink account is not necessary, unless a payment is required. This step ensures we have a clear and accurate record of your decision regarding the accessibility of your paper.

### Why do I need to sign a Licence to Publish (LTP) form?

Signing the Licence to Publish (LTP) form is essential because it grants CSIRO Publishing (on behalf of Australian Energy Producers) the necessary rights to publish your paper and any associated conference materials, such as presentations or posters.

Without this signed form, we are unable to proceed with publishing your work. The LTP ensures clarity and protection for both you as the author and CSIRO Publishing as the publisher.

### What is a Licence to Publish (LTP)?

A **Licence to Publish (LTP)** is a legal agreement between an author and a publisher. By signing it, the author grants the publisher the right to publish their work and make it available to readers. Unlike a copyright transfer, which transfers ownership of the work, an LTP allows the author to retain the copyright while giving the publisher permission to use and distribute the material.

The LTP typically covers rights such as:

- **Reproduction:** the publisher can produce copies of the work.
- **Distribution:** the publisher can share the work through various channels (e.g. print, online).
- **Editing and formatting:** the publisher can make minor changes to ensure the work meets their standards.

It also ensures that the publisher and the author comply with copyright laws and protects both parties from legal issues related to publishing.

## Why are there two versions of the Licence to Publish (LTP) form?

**Form 1:** if you are the sole author and own the copyright in the article, or are one of two or more authors who jointly own the copyright in the article – the corresponding author should sign form 1.

**Form 2:** if one or more of the authors do not own the copyright (e.g. their employer owns the copyright) or if the corresponding author does not wish, or does not have the authority, to sign on behalf of the other authors – all copyright owners should sign form 2

## Who from my company can sign the Licence to Publish (LTP, form 2) on behalf of the copyright owner?

CSIRO Publishing is unable to provide legal advice. However, in general terms, an appropriate signatory for the LTP is someone within your organisation who has the legal capacity to sign a form/contract on behalf of that organisation. Essentially the form is a 'contract'. If you are unsure, contact your line manager (or equivalent) for advice.

## Open Access

### What is Open Access publication?

Open Access publication means that published content can be viewed by anyone without the need for any payment or subscription, content can also be shared copied or redistributed according to the licence used. There are [author publishing charges](#) associated with Open Access publication

### How much does it cost to publish Open Access?

For *Australian Energy Producers Journal* the [author publication charges](#) for Open Access publication are:

Currency	Author publication fee
AUD*	3300
USD	2700
EUR	2500
GBP	2200

\*Inclusive of GST for Australian authors

### What types of Open Access licence do you offer?

*Australian Energy Producers Journal* offers a choice of three [Open Access](#) licences. All three options allow others to copy and redistribute the material in any medium or format under a set of conditions as outlined below.

<a href="#">CC BY-NC-ND licence</a>	<a href="#">CC BY-NC licence</a>	<a href="#">CC BY licence</a>
Creative Commons Attribution-NonCommercial-NoDerivatives 4.0	Creative Commons Attribution-NonCommercial 4.0	Creative Commons Attribution 4.0
Conditions:	Conditions:	Conditions:
<ul style="list-style-type: none"><li>• Attribution – the original source must be cited (BY)</li><li>• NonCommercial – works may not be used for commercial purposes (NC)</li><li>• NoDerivatives – derivatives of the article (e.g. translations) may not be distributed (ND)</li></ul>	<ul style="list-style-type: none"><li>• Attribution – the original source must be cited (BY)</li><li>• NonCommercial – works may not be used for commercial purposes (NC)</li></ul>	<ul style="list-style-type: none"><li>• Attribution – the original source must be cited (BY)</li></ul>

### If I don't choose Open Access, how do people access my paper?

Your paper will be made available to subscribers of the journal, delegates of the conference [at which you present](#), and also for individual purchase via the journal website. As an author you will receive a free PDF copy of your paper, and you are able to share your work with colleagues for non-commercial purposes.

## Costs, payments and transactions in RightsLink

How much does it cost to publish in *Australian Energy Producers Journal*?

*Australian Energy Producers Journal* does not have publishing charges. However, charges will apply if you select Open Access publication. Please see the [Open Access](#) and [Publishing Charges](#) pages on the website for more details.

How do I pay any charges if applicable?

CSIRO Publishing has partnered with the Copyright Clearance Center (CCC) to provide a convenient way for authors to select options that can be chosen for publication and pay any relevant author charges. Once your manuscript has been accepted for publication, the corresponding author will be sent an email from the CCC with information on how to make your publication choices. Any resulting payments can then be made using the web-based RightsLink platform. On receipt of the email from the CCC, please click on the link in the email, which will take you to the transaction procedure at RightsLink.

If you are having technical issues with your payment or believe there has been a mistake in the invoicing please contact [CSIROPublishing.support@copyright.com](mailto:CSIROPublishing.support@copyright.com).

How do I decline Open Access in the RightsLink system?

The corresponding author will receive an email from the Copyright Clearance Center when their paper is accepted. Click on the link in the email to access your details. There are three short steps to decline Open Access.

In the 'Open Access Charge' drop down select 'Decline option' and then click Next

engage [here](#), and contact [publishing.subscriptions@csiro.au](mailto:publishing.subscriptions@csiro.au) before proceeding.

### 1 Available Charges

Currency: USD

**Open Access Options** (a choice must be made to proceed) **2,700.00 USD**

Choose to publish your paper Open Access or not (select 'decline option'). For information on Open Access and the CC BY-NC-ND, CC BY-NC and CC BY licences please see our [Open Access](#) page

Open Access Charge

CC BY NC ND	2,700.00 USD
CC BY NC ND	
CC BY NC	
CC BY	
<b>Decline option</b>	

Total Charges: **2,700.00 USD\***  
\*Tax/VAT will be calculated on the next page.

**Next**

Fill in some basic details so that there is a record of the transaction, and email confirmation can be sent. There is no need to create a full account.

### 2 Personal Information

First/Given Name \*

Last/Family Name \*

Email Address \*

**Next**

Total Due: **0.00 USD**

Original Total Due: 0.00 USD

Total Discount: 0.00 USD

Although there is no balance due, you must complete this transaction. Failure to do so could delay publication.

[← Back to Charges & Discounts](#)

### 3 Order Review

Finally, agree to the terms and conditions (tick box) and click 'Finalize Options'.

### 3 Order Review

Charge Type	Price, USD	Discounts, USD	Tax/VAT, USD	Total Due, USD
> <b>Open Access Options</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Total Due: 0.00 USD**

I agree to my publisher's terms and conditions.

**Finalize Options**

Once completed, you will receive email confirmation and your selection will be sent back to CSIRO Publishing.

There is nothing to pay and your paper will be published under a non-Open Access licence.

### How do I select and pay for Open Access in the RightsLink system?

The corresponding author will receive an email from the Copyright Clearance Center when their paper is accepted. Click on the link in the email to access your details.

Select the currency first:

CSIRO Publishing has partnered with CCC's RightsLink service for authors to select options for publication and pay any relevant charges. Options for your paper are below. If you think you are eligible for Open Access without charge through a Read and Publish agreement but this is not showing as an option, please check if your journal and your institution are listed as eligible [here](#), and contact [publishing.subscriptions@csiro.au](mailto:publishing.subscriptions@csiro.au) BEFORE proceeding.

#### 1 Available Charges

Currency:

**2,700.00 USD**

EUR  (a choice must be made to proceed) ^

GBP

AUD

Open Access Charge:  **2,700.00 USD**

Total Charges: **2,700.00 USD\***  
\*Tax/VAT will be calculated on the next page.

Total Due: **Pending\***

Original Total Due: Pending

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

Select the type of licence required from the Open Access drop down menu, then click Next

#### 1 Available Charges

Currency:

**Open Access Options** (a choice must be made to proceed) ^ **3,000.00 AUD**

Choose to publish your paper Open Access or not (select 'decline option'). For information on Open Access and the CC BY-NC-ND, CC BY-NC and CC BY licences please see our [Open Access](#) page

Open Access Charge:  **3,000.00 AUD**

**3,000.00 AUD\***

Total Charges: **3,000.00 AUD\***  
\*Tax/VAT will be calculated on the next page.

Total Due: **Pending\***

Original Total Due: Pending

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

Apply discounts or 'Skip'

#### Available Charges

Completed

Open Access Charge: CC BY NC ND

#### 2 Apply Discounts (optional)

Be sure to review and update your information provided below and/or enter promo codes. Once press Next button, your charges will reflect any author discounts applied.

**Promotion Code Discount:**

Promotion Code/Waiver

No Discount

Total Discount: **0.00 AUD**

Total Due: **3,000.00 AUD\***

Original Total Due: 3,000.00 AUD

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

Confirm who will be paying. If you select 'Yes' follow the steps to provide the necessary information

**3 Payer Information**

**Total Due: 3,000.00 AUD\*** [See full pricing details](#)

\*Tax/VAT will be calculated on the next page.

Will these charges be paid by an organization?  
If an organization will be paying you back for these fees, select **Yes**.

Yes

No  
I will pay from my personal funds and will not seek reimbursement from another party.

[Next](#)

Select your payment method

**4 Payment Method**

**Credit Card (Pay Now)**  
Your credit card will be charged immediately upon completion of this order. Within 2 hours, you will receive a payment receipt via email (an invoice for the order marked as "Paid").

**Generate Invoice (Pay Later)**  
An invoice will be generated and sent to you via email within 2 hours. The address on the invoice will be the billing address you enter below. Detailed payment instructions will be included with the invoice; you can pay invoices later by credit card, check, or wire transfer.

Follow the remaining steps to create an account and complete your secure transaction.

[How do I change currency in RighthstLink?](#)

CSIRO Publishing accepts payment in four currencies: AUD, USD, EUR, GBP.

Selecting your currency is available in Step 1 and should be done at the start of the process.

Select your currency from the dropdown menu as shown below.

CSIRO Publishing has partnered with CCC's RightsLink service for authors to select options for publication and pay any relevant charges. Options for your paper are below. If you think you are eligible for Open Access without charge through a Read and Publish agreement but this is not showing as an option, please check if your journal and your institution are listed as eligible [here](#), and contact [publishing.subscriptions@csiro.au](mailto:publishing.subscriptions@csiro.au) BEFORE proceeding.

**1 Available Charges**

Currency:

**USD**  
 EUR  
 GBP  
 AUD

Options (a choice must be made to proceed) ^ **2,700.00 USD**

Open Access Charge

**2,700.00 USD**

**Total Charges: 2,700.00 USD\***  
\*Tax/VAT will be calculated on the next page.

[Next](#)

NOTE: If you have a discount/promo code it may be dependent on currency. Please check the instructions you received for using your code.



## How do I apply a promo code in RightsLink?

### Select the currency first

CSIRO Publishing has partnered with CCC's RightsLink service for authors to select options for publication and pay any relevant charges. Options for your paper are below. If you think you are eligible for Open Access without charge through a Read and Publish agreement but this is not showing as an option, please check if your journal and your institution are listed as eligible [here](#), and contact [publishing.subscriptions@csiro.au](mailto:publishing.subscriptions@csiro.au) BEFORE proceeding.

**1 Available Charges**

Currency:

EUR  
GBP  
AUD

Open Access Charge:  2,700.00 USD

Total Charges: **2,700.00 USD\***  
\*Tax/VAT will be calculated on the next page.

[Next](#)

Total Due: **Pending\***

Original Total Due: Pending

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

### Select the type of licence required from the Open Access drop down menu, then click Next

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**1 Available Charges**

Currency:

**Open Access Options** (a choice must be made to proceed) [^](#) **3,000.00 AUD**

Please select your Open Access licence. For information on Open Access and the CC BY-NC-ND, CC BY-NC and CC BY licences please see our [Open Access page](#)

Open Access Charge:  3,000.00 AUD

Total Charges: **3,000.00 AUD\***  
\*Tax/VAT will be calculated on the next page.

[Next](#)

Total Due: **Pending\***

Original Total Due: Pending

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

### Apply discounts – Enter your promo code here.

**Available Charges** [Edit](#)

**Completed**

Open Access Charge: CC BY NC ND

**2 Apply Discounts (optional)** [?](#)

Be sure to review and update your information provided below and/or enter promo codes. Once press **Next** button, your charges will reflect any author discounts applied.

**Promotion Code Discount:**

Promotion Code/Waiver:   No Discount

Total Discount: **0.00 AUD**

[Skip](#)

Total Due: **3,000.00 AUD\***

Original Total Due: 3,000.00 AUD

Total Discount: Pending

Tax: Pending\*

\*Tax/VAT will be calculated on the next page.

If your code is valid click 'Apply'

Follow the remaining steps to complete the order

## TROUBLESHOOTING

Check you have entered the code correctly and try again

Sometimes codes are rejected after being pasted in, please try typing your discount code into the text box before requesting a new one.

Go back and check the currency you have selected. Some codes have a currency restriction

## Timescales and publication

When will my paper be published?

*Australian Energy Producers Journal* (all Peer Reviewed Papers) and Supplement 1 (all Extended Abstracts) are published just before the conference each year. Conference materials (presentations and plenary videos) are published as further supplements to the journal 3 weeks after the conference. Key dates are available [here](#).

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## Promoting my work

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