

# Oberwolfach Report Guidelines

## 1. General information

The Oberwolfach Reports (OWR) contain extended abstracts of the talks given at every Workshop, Mini-Workshop, or Arbeitsgemeinschaft (study group) in Oberwolfach. The aim is to report periodically upon the state of mathematical research, and to make these reports available to the mathematical community. The OWR are published quarterly as hard cover book series (ISSN 1660-8933) as well as in electronic form in cooperation with the European Mathematical Society.



As official documents, the OWR are quotable and it is possible to refer to results, open problems, and new developments in a particular field of mathematics represented in an Oberwolfach program. *zbMATH Open* and *Mathematical Reviews* will regularly receive a copy of OWR. Moreover, these reports are used to satisfyingly prove the scientific activities at our institute.

## 2. Content of the reports

Each report should include the **extended abstracts of the talks given** during the meeting and an **introduction written by the organizers**. As a rule, abstracts or research reports from participants who did not give a talk, are not included.

The extended abstracts should keep an informal style and reflect eventually the provisional status of the presented results. We encourage also to include open questions and conjectures in order to promote new research problems. The added references should provide the necessary background and point to related papers.

## 3. Structure of the reports

The structure of a report is as follows:

- A **heading**, giving the exact **title and date** of the workshop as well as **the number of the report, names and affiliated cities of the organizers**. Please, also insert the MRID and/or the ORCID of the organizers in the fields provided for this purpose.



- A **short abstract** contributed by the organizers (about 5 lines) and the standard 2020 **mathematics subject classification** (not more than 10 numbers of the first two digits for the primary classification, please). The abstract together with the table of contents will be sent by us to the *zbMATH open* and *Mathematical Reviews*.
- An **introduction** contributed by the organizers of 1-3 pages, with some information on the topic and the course of the workshop. A summary of the specific areas that were discussed, the main results and most important new developments would be appreciated.
- A **table of contents** containing titles and speakers (will be created automatically).
- The **extended abstracts** (1-3 pages) of all talks including the title, the speaker, and references.
- **Optional: Summaries of problem or discussion sessions or other activities**, if applicable (at most 3 pages).
- The name of the reporter.
- The list of participants including postal addresses (will be added by the MFO).

The report should be written in English. The total amount of **pages should not exceed 60 for a Workshop and 25 for a Mini-Workshop**.

If you include any images in your abstract, please use eps-files. If you use pictures from others, please ensure that you are entitled to use them and give all necessary credits.

## 4. Format

We urge authors and the reporter to use our electronic LaTeX 2 $\epsilon$  templates. Both the template for authors and the template for reporters can be downloaded at <https://www.mfo.de/scientific-program/publications/owr/template>. We will send the link of the template for reporters to the reporter by email, too. The template consists of

- a tex file containing the main structure of the report,
- a class file (cls) containing the precise style definition of all parts.

Both files should be stored in the same folder. It is not permitted to change the class file as this is also important to create the right page numbering and table of contents of our hard cover book series. Any content as well as individually needed commands and packages should be added to the tex file. Please adhere to the following formatting rules:



- Do not change the main structure of the tex file.
- Do not change the page layout or the main font.
- Do not make use of non-standard macro packages or of special fonts.
- Take advantage of the provided talk environment to insert extended abstracts.
- Enter your content directly into the tex-file. Do not use commands like `\include` or `\input` to refer to external documents.
- Make use of `\newcommand` instead of `\renewcommand`, `\let` or `\def` when defining own commands, because otherwise commands of our class file or commands of other authors may be overwritten.
- Include pictures only in .eps-Format using the graphicx-package.
- If you use pictures from others, please ensure that you are entitled to use them and give all necessary credits.
- Take advantage of LaTeX-Markups like `\section`, `\subsection`, `\itemize` `\enumerate` etc. for structuring and formatting, instead of formatting text manually.
- Take advantage of the AMS theorem environment for theorems instead of formatting theorems manually.
- Take care, that text, images, formulas, and tables do not exceed the type area.

Further instructions will be provided within the template. We also provide an online check at <https://www.mfo.de/scientific-program/publications/owr/owrdiaq>. Thus being an author of an abstract or a reporter of a report you can check the LaTeX source for common errors before submitting it to the reporter or to Oberwolfach, respectively.

In case of any problems with our template, please do not hesitate to contact us via **reports@mfo.de**.

## 5. Procedure

The organizers will introduce the reporter of the workshop to the audience while asking the speakers to **send extended abstracts of their talks as a LaTeX document by email within four weeks upon completion of the workshop**. At the same time, they instruct the speakers to write their abstract (possibly shorter than the extended version) into the book of talks. It is advisable for the reporter to make copies of these hand-written abstracts at the end of the workshop as they might be needed to produce LaTeX versions of them in case a speaker does not submit an extended abstract.



The **organizers contribute the introduction together with the abstract and the mathematical subject classification of the workshop**. The organizers furthermore can help the reporter in case any problems – mathematical or other – should arise.

The **reporter collects all contributions, puts them together in one file, and ensures that this file compiles without errors**. We also urge the reporter to take care of multiply defined labels and missing references before sending us the report. The composition of the report should be completed within four weeks after the end of the workshop. Please send a tex file of the report together with all images (eps-format, please) to **reports@mfo.de**. **We shall take care of the inclusion of the list of participants with their addresses. Afterwards, we will publish the report online and inform all participants**. After we have collected all reports of the quarter we will publish them together in one book issue.

## 6. Access to the Oberwolfach Reports

The report of an activity can be downloaded from its website which can be found via our annual schedules available at <https://www.mfo.de/www/schedule/overview>. The direct link will be sent to all participants after publication. Note that the report will be labeled “preliminary” until we published the quarterly book issue with final page numbers.

The final version of the quarterly book issue will be available to the public at <https://ems.press/journals/owr>.

Interested libraries or institutes can subscribe to OWR on a non-profit basis or can make exchange arrangements with their institute publications.

## 7. Copyright issues

Oberwolfach leaves the copyright of the extended abstracts to the authors. During the registration process for the meeting all participants are asked to grant a non-exclusive license to the MFO to publish their scientific contribution within the OWR in electronic and printed form. Thus, the reports will not affect any further publications of the results by the authors in any form. However, the MFO holds the copyright on OWR as a whole and has the irrevocable right of publication and distribution, either in printed form or electronically.