

Oberwolfach Report Guidelines

For organizers, reporters and authors

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 Mathematisches Forschungsinstitut Oberwolfach (MFO) publishes the OWR since 2004 in succession of the “Tagungsberichte” (Meeting reports). 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. Moreover, these reports are used to satisfyingly prove the scientific activities at our institute.

2. Content and structure 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. As this can also be taken into consideration when submitting a proposal for a talk, the additional effort for the speakers after the workshop will be minimized.

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.
- A short abstract contributed by the organizers (about 5 lines) and the topic, including the standard 2010 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 *Zentralblatt MATH* and *Mathematical Reviews*.
- An introduction contributed by the organizers of 1-3 pages, with the names of the organizers and some information on the topic and the course of the workshop (number of talks, special events, etc.) A summary of the specific areas that were discussed, the main results and most important new developments would be appreciated. The introduction concludes with an acknowledgement for funding institutions of the MFO (please leave this last part unchanged, names will be inserted by the MFO).
- A table of contents containing titles and speakers (will be created automatically).
- The extended abstracts (1-3 pages) of all talks, given in chronological order, including the title, the speaker, and references.
- 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 email and 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.

3. Format

We urge authors and the reporter to use our electronic LaTeX 2 ϵ template. It can be downloaded at www.mfo.de/scientific-programme/publications/owr/template-1. We will send it 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 www.mfo.de/scientific-programme/publications/owr/template-1/owr-diagnostic. 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. One can also take a look at our free electronic sample copy (www.mfo.de/scientific-programme/publications/owr/sample-copy) to get an impression.

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



4. Procedure

The organizers will introduce the reporter of the workshop to the audience while asking the speakers to send him an abstract 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 reporter collects all abstracts from the authors. The introduction together with the abstract and the mathematical subject classification of the workshop is contributed by the organizers. The organizers furthermore can help the reporter in case any problems – mathematical or other – should arise.

The reporter puts all contributions 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 and email addresses. In case of problems do not hesitate to contact us, please.

5. Access to the Oberwolfach Reports

The workshop report can be downloaded from our website (via “Scientific Programme/Annual Schedules”). The MFO will quarterly publish the collected workshop reports electronically as well as hard cover book series “Oberwolfach Reports” (OWR, ISSN 1660-8933) in cooperation with the European Mathematical Society.

Interested libraries or institutes can subscribe to OWR on a non-profit basis or can make exchange arrangements with their institute publications. Zentralblatt MATH and Mathematical Reviews will regularly receive a copy of OWR.



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6. Copyright issues

Oberwolfach leaves the copyright of the extended abstracts to the authors. 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 right of publication and distribution, either in printed form or electronically. By sending an extended abstract to the reporter the author implicitly agrees with this policy.