

# PREPARATION OF PAPERS FOR JACoW CONFERENCES\*

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## *Abstract*

Both the JACoW team and Stakeholders, in different times, started thinking of changing the way the scientific content is being submitted to conferences and, then, will go into the proceedings.

The basic idea is to let the authors focus on the scientific content, leaving to some automated procedure the burden of creating the “wrappers” of any paper, i.e. the title, authors list, abstract and references. A possible solution is here proposed, together with a migration timescale.

Standard JACoW template abstract follows.

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conference Website (JACoW) collaboration [1] for the publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference information for page limits, method of electronic submission, etc. It is not intended that this should be a tutorial in word processing; the aim is to explain the particular requirements for electronic publication at these conference series.

## THE PRESENT STATUS

The current workflow for an author, when submitting its “paper” to a conference, usually follows this flow:

1. submit an abstract;
2. define the list of authors in the SPMS;
3. when the abstract is accepted, write the paper using LaTeX, Word, LibreOffice, Whatever;
4. create the PDF;
5. upload all the files onto the SPMS.

The editor, on the counterpart, needs to check and edit the PDF, including presence and formatting of references, check that the title in the PDF is consistent with that from the initial abstract (which will go into the indexes), check the authors list (formatting, all authors present on both parts, etc.)

All these processes are really time consuming. The references often have inconsistent format and, together with the title, authors list and abstract, take space from the core, scientific, content.

## THE GOAL

The final result should:

- give more space to the author for the scientific content;
- get rid of the data already in the DB from the “paper”, to avoid redundancy and inconsistency;
- save the editor's time removing the consistency check for references, title, authors list;
- have well formatted references, everywhere;
- have links to referred papers;
- apply page limits only to the core content, i.e. not counting the first and the references pages.

### *The Next Workflow*

For the author:

1. submit an abstract;
2. define the list of authors in the SPMS;
3. when the abstract is accepted, write the paper using LaTeX, Word, LibreOffice, Whatever, without entering the title, the authors list, the reference;
4. create the PDF;
5. upload all the files onto the SPMS;
6. create the list of references in the SPMS:
  - for JACoW papers, search them in the SPMS and select them;
  - for non-JACoW papers, insert the text in a loose structure (conference/journal, date, title, authors, ...).

And the editor will check the paper and the presence (only) of the references.

When the proceedings are generated, the data in the SPMS is used to automatically create the first page (title, authors list and abstract) and the references in PDF format. These “wrapper” pages are then attached to the (edited) PDF from the author.

With this new procedure, less work is needed from everybody (it looks that there's more work for the author but, in fact, it's not: no need to write title, authors list and abstract in the paper and, for reference, he will insert them in the SPMS instead of in the paper, manually, with the help of the SPMS for the format and for the references to other JACoW papers).

## THE TOOLS FOR THE GOAL

We already are able to create PDFs from the information in the SPMS.

The management of the references need some development in the SPMS but it's technically feasible.

The authors will need to learn the new procedure.

## THE ROAD TO THE GOAL

This proposal can change a lot of the uses in paper submission, so it is potentially risky. A progressive change has been planned to minimise the impact on the authors' change in behaviours.

### *Step 1*

The JACoW templates will be modified, getting to something like this document. The authors will write the new papers using the new templates.

No automatic process will be used in this phase yet.

### *Step 2*

The templates will be changed having the first page removed.

This will be created by the SPMS during the editorial process. No change in the references yet.

### *Step 3*

The references section will be removed from the templates. The SPMS will ask the authors to input the references in a dedicated, new, page.

### *Step 4*

The references to JACoW papers will be searchable and selectable from the SPMS. Only the references to non-JACoW papers will be needed to be inserted manually.

The above steps are not really needed to take place separately. After a discussion, possible merges can be done to shorten the path.

## THE DEVELOPMENT

The only big development is related to the to-be created database of references/papers. However, this will also help satisfying the needs of those institutes or countries that are looking forward to evaluating the impact factor of their contributions to the scientific community.

## THE EXAMPLE

Here follows the example. The references have been created twice, in one and two columns format for better evaluation.

## SUBMISSION OF PAPERS

Each author should submit the PostScript and all of the source files (text and figures), to enable the paper to be reconstructed if there are processing difficulties.

### MANUSCRIPTS

Templates are provided for recommended software and authors are advised to use them. Please consult the individual conference help pages if questions arise.

#### General Layout

These instructions are a typical implementation of the requirements. Manuscripts should have:

- Either A4 (21.0 cm x 29.7 cm; 8.27 in x 11.69 in) or US letter size (21.6 cm x 27.9 cm; 8.5 in x 11.0 in) paper.
- **Single-spaced** text in two columns of 82.5 mm (3¼ in) with 5.3 mm (0.2 in) separation. Newer versions of Word (2007, 2010) have a default spacing of 1.5 lines; authors must change this to 1 line.
- The text located within the margins specified in Table 1 to facilitate electronic processing of the PDF file.

Table 1: Margin Specifications

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.00 in (26 mm)

The layout of the text on the page is illustrated in Fig. 1. Note that the paper's title and the author list should be the width of the full page. Tables and figures may span the whole 170 mm page width, if desired (see Fig. 2), but full-width figures should be placed at either the top or bottom of a page to ensure proper flow of the text (Word templates only).

#### Fonts

In order to produce good Adobe Acrobat PDF files, authors using a LaTeX template are asked to use only Times (in roman (standard), bold or italic) and symbols from the standard PostScript set of fonts. In Word/Writer use only Symbol and, depending on your platform, Times or Times New Roman fonts in standard, bold or italic form.

#### Title and Author List

The title should use 14 pt bold uppercase letters and be centered on the page. Individual letters may be lowercase to avoid misinterpretation (e.g., mW, MW). To include a funding support statement, put an asterisk after the title

and a footnote at the bottom of the first column on page 1; in LaTeX use \thanks.

The names of authors, their organizations/affiliations and mailing addresses should be grouped by affiliation and listed in 12 pt upper and lowercase letters. The name of the submitting or primary author should be first, followed by the co-authors, alphabetically by affiliation.

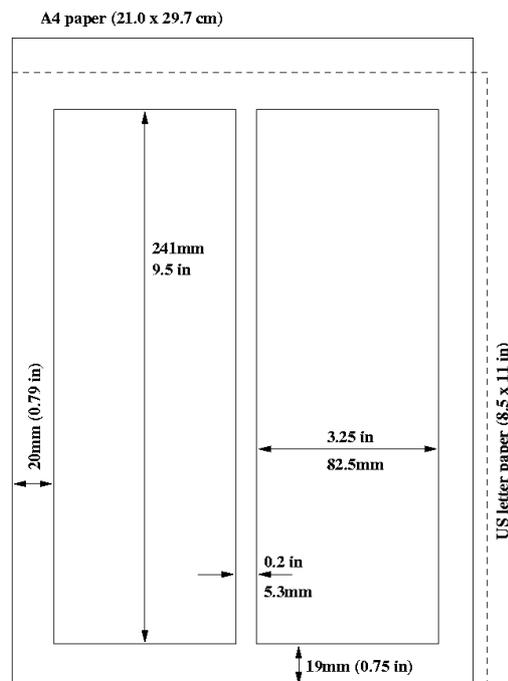


Figure 1: Layout of papers.

#### Section Headings

Section headings should not be numbered. They should use 12 pt bold uppercase letters and be centered in the column. All section headings should appear directly above the text – there should never be a column break between a heading and the following paragraph.

#### Subsection Headings

Subsection headings should not be numbered. They should use 12 pt italic letters and be left aligned in the column. Subsection headings should appear directly above the text – there should never be a column break between a subheading and the following paragraph.

**Third-level Headings** is a new style, but authors must bold text themselves; it should be used sparingly. It is a run-in heading in 10 pt bold font followed by regular text.

#### Paragraph Text

Paragraphs should use 10 pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 3 mm (0.13 in). The last line of a paragraph should not be printed by itself at the beginning of a column nor should the first line of a paragraph be printed by itself at the end of a column.



Figure 2: Example of a full-width figure showing the JACoW Team at their annual meeting in 2008. This figure is labelled with a multi-line caption which has to be justified, rather than centered.

### Figures, Tables and Equations

Place figures and tables as close to their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. LaTeX users – please be sure to use non bitmapped versions of Computer Modern fonts in equations (type 1 PostScript fonts are required and their use is described in the JACoW help pages [2]).

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have captions (10 pt font) placed below figures and above tables being described. Captions that are one line should be centered in the column, while captions that span more than one line should be justified. The LaTeX template uses the ‘booktabs’ package to format the tables.

A simple way to introduce figures into a Word/Writer document is to place them inside a table with no borders. This is done in Writer as follows:

- menu *Insert* → *Table*, single column, two rows, no border table;
- paste the figure in the first row and adjust the size as appropriate (we suggest to anchor it “as character” and center it using the paragraph alignment properties);
- paste/type the caption in the second row and apply JACoW figure caption style;
- menu *Table* → *Table Properties...* → *Alignment* → *Center*;
- if necessary play with the cell spacing and other parameters to improve appearance.

If a displayed equation needs a number, place it flush with the right margin of the column (see Eq. 1). The equation itself should be centered, if possible. Units should be written using the roman (standard) font, not the italic font:

$$C_B = \frac{q^3}{3\epsilon_0 mc} = 3.54 \mu eV/T . \quad (1)$$

### References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called “References.” When citing to a reference in the text, place the corresponding reference number in square brackets [3]. A URL may be included as part of a reference (no period after), but its hyperlink should NOT be added.

### Footnotes

Footnotes on the title and author lines may be used for acknowledgements, affiliations and e-mail addresses. A nonnumeric sequence of characters (\*, #, †, ‡) should be used. All other footnotes should be included in the reference section and use the normal numeric sequencing.

Word users – DO NOT use Word’s footnote feature (Insert, Footnote) to insert footnotes, as this will create formatting problems. Instead, insert footnotes manually in a text box at the bottom of the first column with a line at the top of the text box to separate the footnotes from the rest of the paper’s text. The easiest way to do this is to copy the text box from the JACoW template and paste it into your own document. These “pseudo footnotes” in the text box should only appear at the bottom of the first column on the first page [4].

### Acronyms

Acronyms should be defined the first time they appear.

## STYLES

Table 2 summarizes the fonts and spacing used in the styles of a JACoW template (these are implemented in the LaTeX class file).

## PAGE NUMBERS

DO NOT include any page numbers. They will be added when the final proceedings are produced.

## TEMPLATES

Templates and examples can be retrieved through Web browsers like Mozilla Firefox and Internet Explorer by saving to disk. See your local documentation for details about how to do this [5].

Template documents for the recommended word processing software are available from the JACoW Website and exist for LaTeX, Microsoft Word (Mac and PC) and OpenOffice for US letter and A4 paper sizes.

Use the correct templates for your paper size and version of Word. Do not transport Microsoft Word documents across platforms, e.g., Mac↔PC. When saving a Word 2010 file (PC), be sure to click ‘Embed fonts’ in the Save options.

Please see the information and help files for authors on the JACoW.org web site for instructions on how to install templates in your Microsoft templates folder.

Table 2: Summary of Styles

Style	Font	Space Before	Space After
Paper Title	14 pt Uppercase except for required lowercase letters Bold	0 pt	3 pt
Author List	12 pt Upper- and Lower case	9 pt	12 pt
Section Heading	12 pt Uppercase bold	9 pt	3 pt
Subsection Heading	12 pt Initial caps Italic	6 pt	3 pt
Third-level Heading	10 pt Initial Cap Bold	6 pt	0 pt
Figure Caption	10 pt	3 pt	6 pt
Table Caption	10 pt	3 pt	3 pt
Equation	10 pt base font	12 pt	12 pt
Reference	10 pt, justified with 0.25” hanging indent	0 pt	0 pt

## CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text – 10 pt minimum except References, which can be 9 pt or 10 pt.
- Figures use Times New Roman (bold or italic) and Symbol fonts when possible – 6pt minimum.
- Check that the PDF file prints correctly according to instructions on the conference web site.
- Check that there are no page numbers.
- Check that the margins on the printed version are within  $\pm 1$  mm of the specification.
- LaTeX users can check their margins by invoking the *boxit* option.

## ACKNOWLEDGMENT

Any acknowledgment should be in a separate section directly preceding the References section.

## REFERENCES

- [1] C. Petit-Jean-Genaz and J. Poole, "JACoW, A Service to the Accelerator Community," EPAC'04, Lucerne, July 2004, THZCH03, p. 249 (2004); <http://www.JACoW.org>.
- [2] A. Name et al., Phys. Rev. Lett. 25 (1997) 56.
- [3] A.N. Other, "A Very Interesting Paper," EPAC'96, Sitges, June 1996, MOPCH31, p. 7984 (1996); <http://www.JACoW.org> {no period after URL}
- [4] F.E. Black et al., *This is a Very Interesting Book*, (New York: Knopf, 2007), 52.
- [5] G.B. Smith et al., "Title of Paper," MOXAP07, these proceedings.

## REFERENCES

- [1] C. Petit-Jean-Genaz and J. Poole, "JACoW, A Service to the Accelerator Community," EPAC'04, Lucerne, July 2004, THZCH03, p. 249 (2004); <http://www.JACoW.org>.
- [2] A. Name et al., Phys. Rev. Lett. 25 (1997) 56.
- [3] A.N. Other, "A Very Interesting Paper," EPAC'96, Sitges, June 1996, MOPCH31, p. 7984 (1996); <http://www.JACoW.org> {no period after URL}
- [4] F.E. Black et al., *This is a Very Interesting Book*, (New York: Knopf, 2007), 52.
- [5] G.B. Smith et al., "Title of Paper," MOXAP07, these proceedings.