



Paper Processing Overview & Work Flows, and Editing Criteria

The plight of the  Chief Editor

JACOW.org

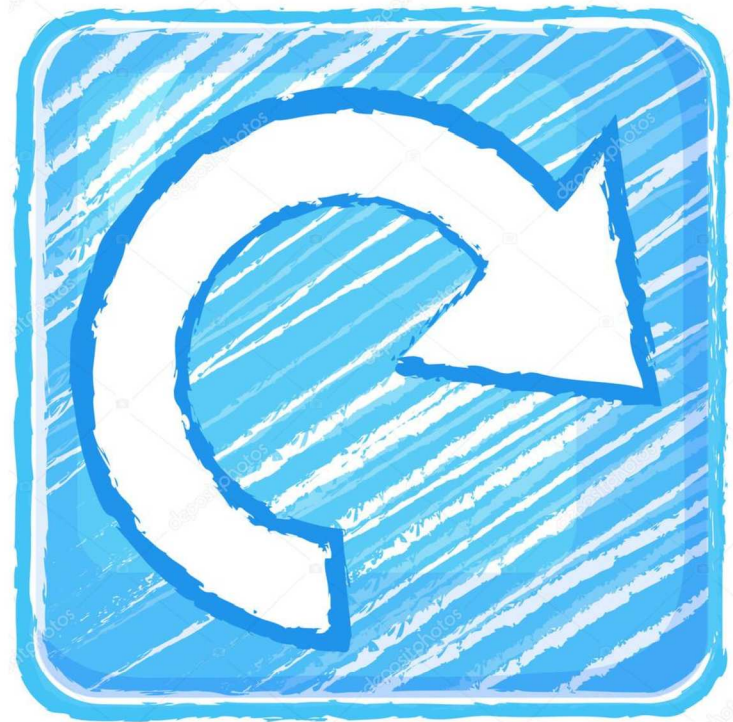
David Button & Laurent Serani

david.button@ansto.gov.au

Science. Ingenuity. Sustainability.

Some Disclaimers .1

- I may repeat important details through my talk which maybe be covered in more detail later in this meeting by other presenters, or is already documented in the Wiki previously.



Some Disclaimers .2

- This talk is biased towards IPAC conferences with a editor team “**Monkey Army**” of approximately 26, but equally the underling base tools and procedures can apply to a “**Lone Wolf**” editor for a small conference.



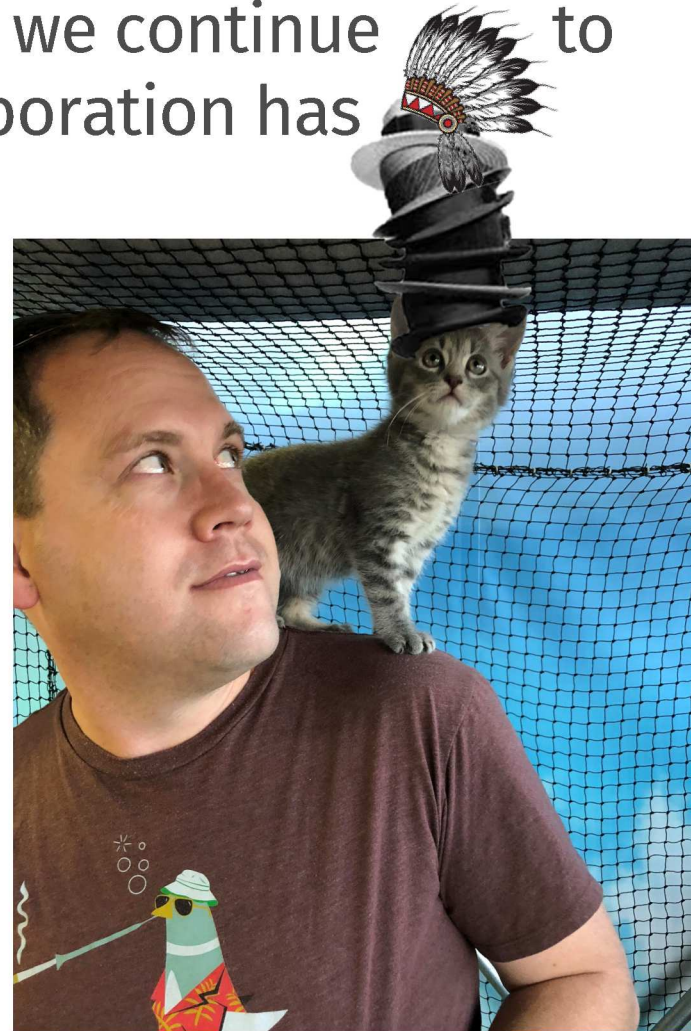
Wednesday 4th December 2019 JACoW Team Meeting

10:05 | Speaker: **Todd Satogata** - Thomas Jefferson National Accelerator Facility

[Scaling of Roles Tasks and Resources vs Size of your Conference](#)

We Stand on the Shoulders of Giants!

- Tools and procedures have been developed tested and reviewed over many iterations and we continue to build on the foundations the collaboration has established



Your mission (Easy produce quality proceedings)

- **STEP 1: Taming the LOC and CC chairs** (to do this role you will need resources, funds, and support. You need friends who understand your needs that you can communicate openly with)

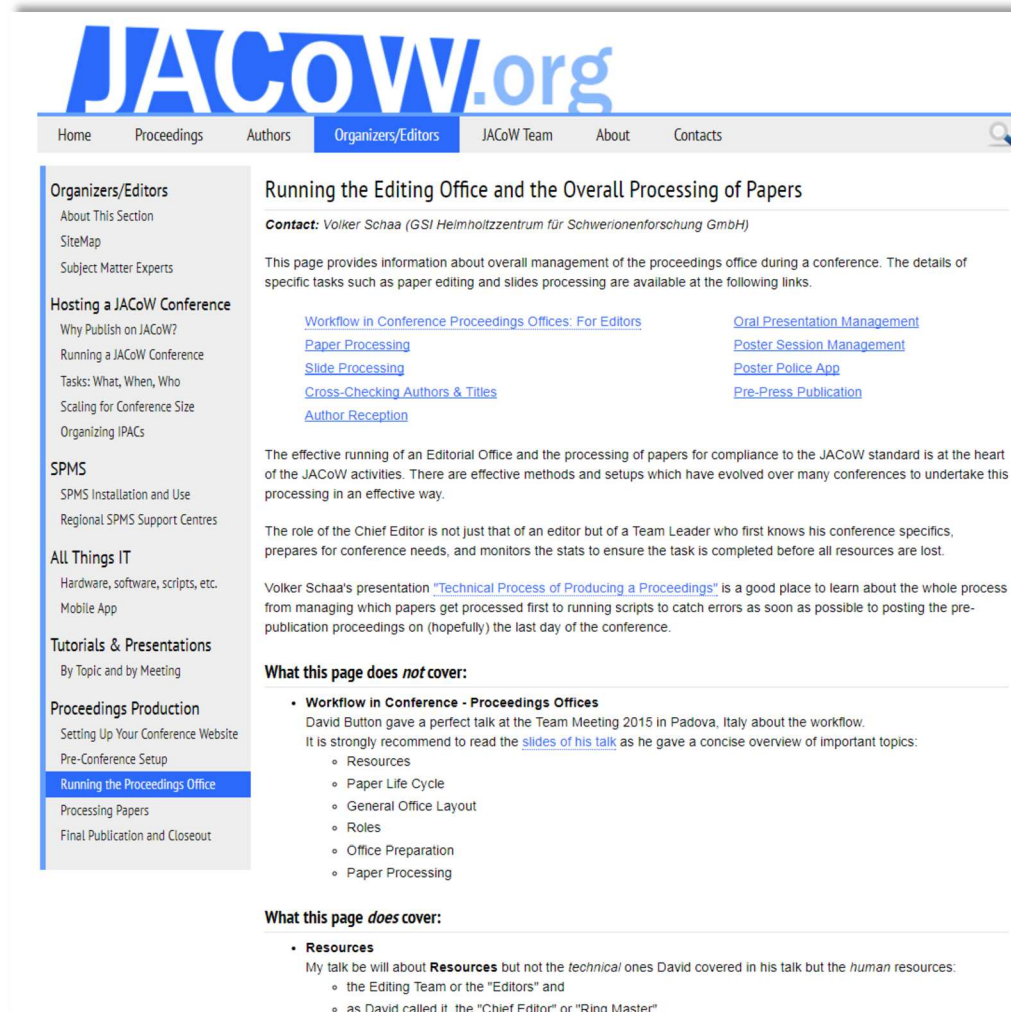


Things to consider

- **As Editor in Chief** you will need to;
 - access conference budget to funds to;
 - › Hire Facilities
 - › Equipment
 - › Staffing
 - › Optional project work
 - › Attendance of other conferences to gain and pass on abilities and assist production of proceedings
 - › Attendance JACoW Team Meetings
 - have final word on inclusion and exclusion of papers, *ie no deals with delegates to be made by others including conference chairs without your approval or input*
 - have an active input to LOC planning, **you are the advocate and champion for the proceedings office, its staff, and the IT support**
- Often you may find you have had more experience running JACoW events than other members of the LOC, so be humble, respectful, and helpful, you can play a role in giving access to information and community contacts
- Set realistic expectations (You can't do the impossible, and everything you require has to fit a budget)
- **You are a team player and need to support and help the team!**

Existing Resources

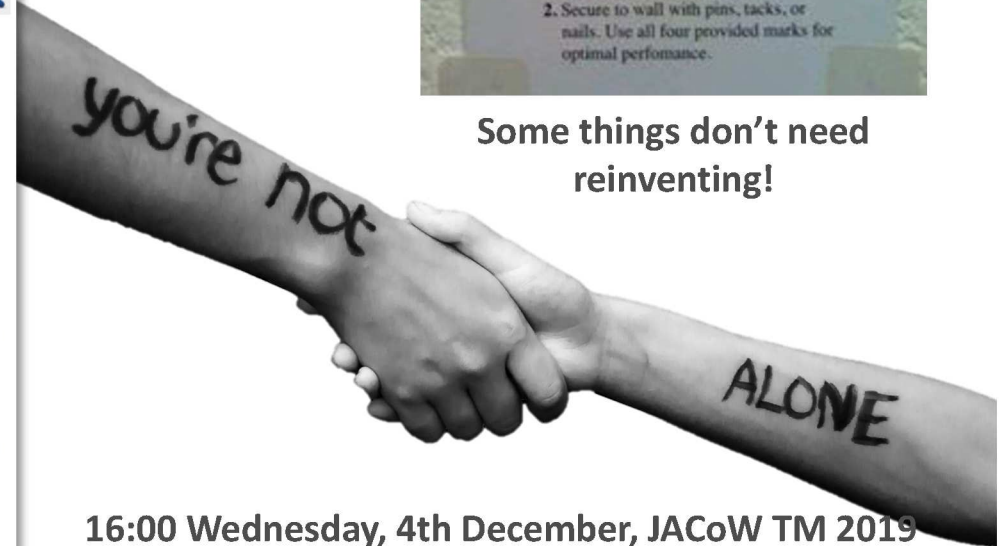
■ Jacow.org/Editors/HomePage



The screenshot shows the JACoW.org website. The main heading is 'JACoW.org'. The navigation menu includes Home, Proceedings, Authors, Organizers/Editors (selected), JACoW Team, About, and Contacts. The left sidebar lists various sections: Organizers/Editors, Hosting a JACoW Conference, SPMS, All Things IT, Tutorials & Presentations, and Proceedings Production. The main content area is titled 'Running the Editing Office and the Overall Processing of Papers'. It includes a contact for Volker Schaa, a list of links for various tasks (Workflow, Paper Processing, Slide Processing, Cross-Checking, Author Reception, Oral Presentation Management, Poster Session Management, Poster Police App, Pre-Press Publication), and a list of resources for running the office.



Some things don't need reinventing!



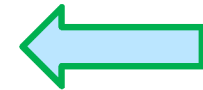
16:00 Wednesday, 4th December, JACoW TM 2019
Charlie Horak - Oak Ridge National Laboratory
[Where to Get Help, and How to Work with the Wiki](#)

9:30 Wednesday, 4th December, JACoW TM 2019
Christine Petit-Jean-Genaz - CERN
[General Timelines, When and Who to do What](#)

Available Existing Resources

[Jacow.org/Editors/HomePage](http://jacow.org/Editors/HomePage)

Running the Editing Office and the Overall Processing of Papers (Needs Updating & Consolidation)
<http://jacow.org/Editors/ProceedingsProduction>



Running & Staffing Your Proceedings Office & Other Important Roles (JACoW 2017 TM)
Christine Petit-Jean-Genaz - CERN
<http://www.jacow.org/JTM2017/RunningStaffingYourProceedingsOfficeOtherImportantRoles>

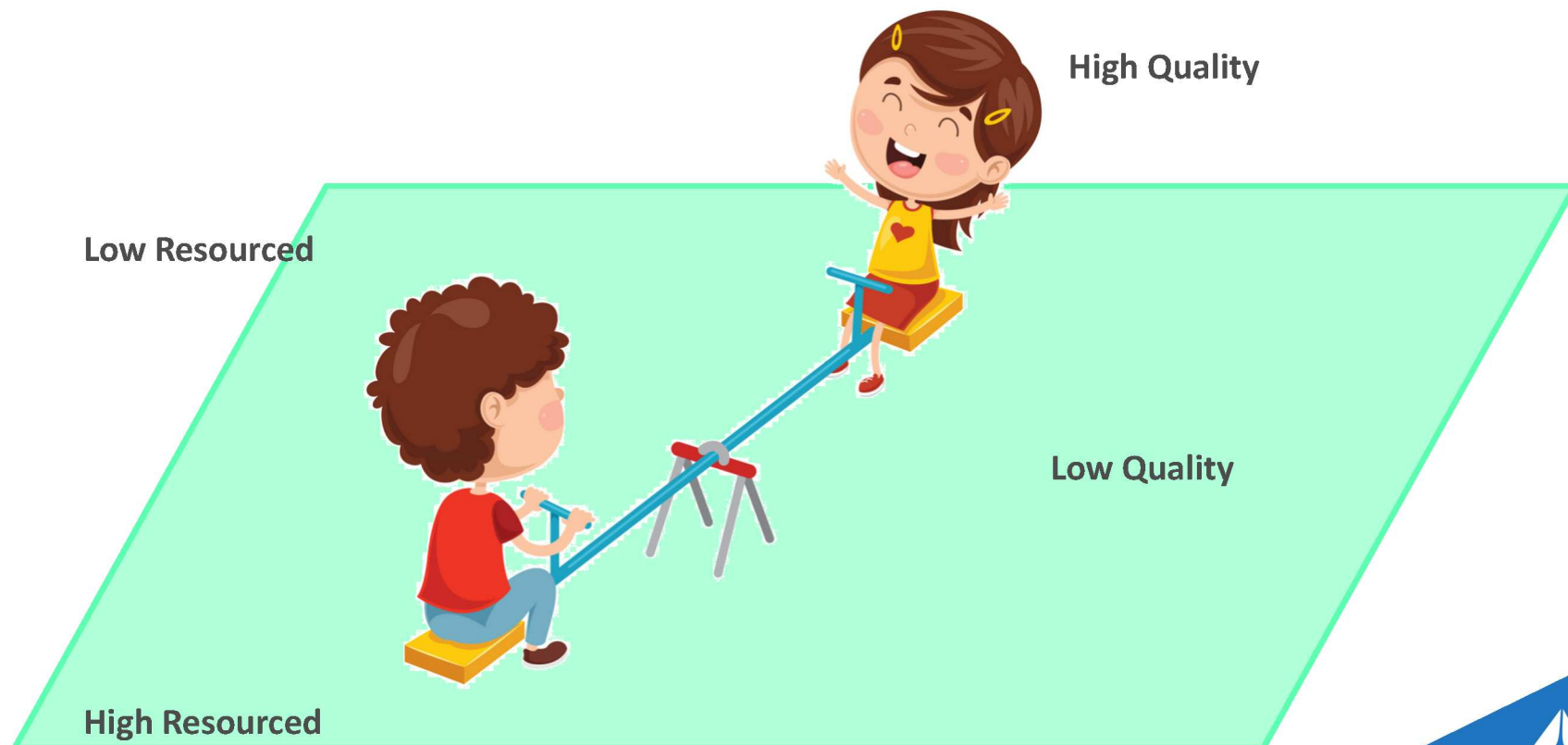
Running the Editing Office and Processing of Papers (JACoW TM 2016)
Volker RW Schaa - GSI
www.jacow.org/JTM2016/RunningtheEditingOfficeandProcessingofPapers

Workflow in Conference Proceedings Offices : for Editors (JACoW TM 2015 [Dec])
David Button - ANSTO
https://www.jacow.org/uploads/Editors/TUC2A01_proceedings_workflow_editors.pdf

Workflow for Editors in the Proceedings Offices at JACoW Conferences (JACoW TM 2015 [Jan])
Ian Martin - Diamond Light Source Ltd
http://jacow.web.psi.ch/cgi-bin/conf/y15/tm2014/editor.zipdownload?paper_id=WEEA3&wanted_file=WEEA3_TALK.PDF&hcheck=C979B719B3ABF80340E955E8DC357808

Quality of your Proceedings

You can produce proceedings only to a level that both resources and time allow. You must be pragmatic from the onset....



Wednesday 4th December 2019 JACoW Team Meeting

9:00 | Speaker: **Todd Satogata** - Thomas Jefferson National Accelerator Facility
[General overview of running a JACoW member conference, SPMS's role and Indico](#)

9:30 | Speaker: **Christine Petit-Jean-Genaz** - European Organization for Nuclear Research
[General Timelines, When and Who to do What](#)

10:05 | Speaker: **Todd Satogata** - Thomas Jefferson National Accelerator Facility
[Scaling of Roles Tasks and Resources vs Size of your Conference](#)

General Roles



Core Editor



Trainee Editor



IT Support



Quality Editor



Presentation Processor



Chief Editor

The **Chief Editor** may need to wear many hats throughout the conference, and may satisfy a number of roles


Roles – Editorial Board

Additionally for IPAC's and some larger conferences

Double click below to open DOCX

FORMATION OF THE EDITORIAL BOARD IPAC'19
 D. Button†, Australian Nuclear Science and Technology Organisation,
 2234, Lucas Heights, Australia

Abstract
 If you are reading this well prepared JACoW standard document, you are honoured with invitation to join an elite few who have been part of an IPAC Editorial Board (EB). For a number of you, your journey has already begun pushing away from the sheltered shores of your routine roles for the thrills and adventures associated with joining the IPAC and JACoW voyage. Though there will be much work as detailed in this discussion paper, the handsome rewards in friendships and being part of a positive team will leave you feeling richly rewarded. Affectionately tradition has bestowed the proceedings office team with the title of Salt-miners (see Fig.1). In theme but divergence from this tradition the undertakings of the proceedings will be conducted by the convict crew, shackled to roles, responsibilities, and desks. The author of this paper thanks you in advance for your positive support and efforts in making this a successful and rewarding journey.



INVITED MEMBERS
 The author of this paper wishes to invite those listed in Table 1 to the Editorial Board, and wish you to respond to the email dbu@ansto.gov.au with acceptance, or decline.

Table 1: List of Those Requested to Editorial Board

Name	Role
	Chief Editor
	Chief Co-op
	Scientific Secretariat (SS)
	LOC Chair
	LOC Co-Chair Co-SS
	IT Manager
	Co-IT Manager
	PCO
	Electronic Publication Manager
	Proof + QA
	Speaker Ready Coordinator
	Author Reception Coordinator
	Slide Processing Coordinator

Roles & Responsibilities
 Each member of the board has a role and responsibilities before, during, and post IPAC'19. Responsibilities of IPAC'19 to the JACoW collaboration will largely be serviced by members of this board, as well as acquisition and participation in training for preparation of IPAC'19.

Chief Editor has responsibility as delegated by LOC Chair to oversee all activities associated with the production of the proceedings of IPAC'19. The chief editor has ultimate authority on the acceptance and publication of author contributions, and ultimate authority regarding special arrangements with authors. They are required to maintain effective communication with all team members and provide direction.

Chief Co-op, is to maintain ongoing knowledge of the organisation and arrangements which have been put in place as back-up to the chief editor. In lieu of the chief editor, the chief co-op takes responsibility for overseeing the operations and makes decisions for the proceedings office, working in partnership chief editor.

Scientific Secretariat, maintains effective communication between the EB, SPC, and LOC, and advice on decisions and arrangements between the committees. They organise requirements of the EB and ensure their execution. Working with the LOC Chair they will form and execute budgets.

WHAT IS THE EDITORIAL BOARD?
 The Editorial Board (EB) carries the responsibility for the production of the Proceedings. Members collaborate early on at the planning stage to ensure that the relatively complex hardware, software, server, and networking requirements are met for pre-conference, conference and post-conference activities. The EB meets on an "as needs" basis, but has no formal gathering unlike those of the OC or SPC.

† dbu@ansto.gov.au

From IPAC'19

"The Editorial Board (EB) carries the responsibility for the production of the Proceedings. Members collaborate early on at the planning stage to ensure that the relatively complex hardware, software, server, and networking requirements are met for pre-conference, conference and post-conference activities. The EB meets on an "as needs" basis, but has no formal gathering unlike those of the OC or SPC".

IPAC'19 EB Members

- Chief Editor
- Chief Co-op
- Scientific Secretariat (SS)
- LOC Chair
- LOC Co-Chair Co-SS
- IT Manager
- Co-IT Manager
- PCO
- Electronic Publication Manager
- Proof + QA
- Speaker Ready Coordinator
- Author Reception Coordinator
- Slide Processing Coordinator

Note: Assigning key team members specific roles may help them with travel approvals.

Time Lines and Activities (BC)

- jacow.org/Editors/Tasks [*General Timelines, When and Who Does What*] (Subset)
- jacow.org/Main/Timeline

Action	C-
Request an SPMS Instance, set parameters, import classifications from previous instance	C-24-20
Composition of OC/SPC/LOC decided and entered in SPMS with privileges and roles	C-24-20
SPC decides Main and Sub-classifications, SPMS customisation and invited oral presentations	C-14
Conference Announcement and Call for Papers via SPMS	C-9
Deadline for Abstract Submission	C-5
Invite Editorial Staff (Core Editors, Editors, Paper Reception, Poster Session Managers, Presentations Management)	C-4
Publish the guidelines for the preparation and upload of papers and inform authors, remind concerning registered presenters	C-3
Set up a pc with all software required for Editors, and clone to several pcs	
Clone software setup to all pcs to be installed in Proceedings Office	C-2
Write to all contributors to warn of deadline for registration	C-2 – 1.5
Check there is a registered presenter to for ALL contributions (policy is that to be scheduled for presentation each contributions must have a registered presenter). Write to all primary authors where there is uncertainty. If necessary, withdraw contributions that cannot be presented.	
Enable upload of submissions via Upload Server	C-1.5
Write to Contributors to announce programme codes, remind of deadline, etc.	C-1
Deadline for submission of papers for light peer review	C-21 days
Deadline for paper submission	C-5 days
Editors begin processing at venue	C-4 days

Time Lines and Activities (C-5 to C+5)

When Known

- Setup editor privileges for all staff

Wednesday BC C-5

- Assist with venue IT Setup, bump-in

Thursday BC C-4

- Welcome team, give talk about work ahead
- Day after upload deadline email all outstanding authors to immediately upload

Sunday BC C-1

- Welcome learn and second wave of staff, tour facilities
- Start education of new editor
- JACoW team and LOC thank you dinner

Monday C

- Commence slide processing staff on presented slides
- Milestone check 80% edited
- Commence selected QA staff

Wednesday C+3

- Email yellow dot Authors login to SPMS and review the edits and accept or reject, set deadline of Thursday lunchtime
- Instruct core editor to start clearing red dots
- JACoW stockholders meeting
- JACoW team meeting planning meeting

Thursday C+4

- After lunchtime convert all yellow dot papers to green dot status ready for QA
- Provide feedback slides to conference review meeting

Friday C+5

- Complete QA
- Produce pre-press
- End of conference presentation and thank you for JACoW team



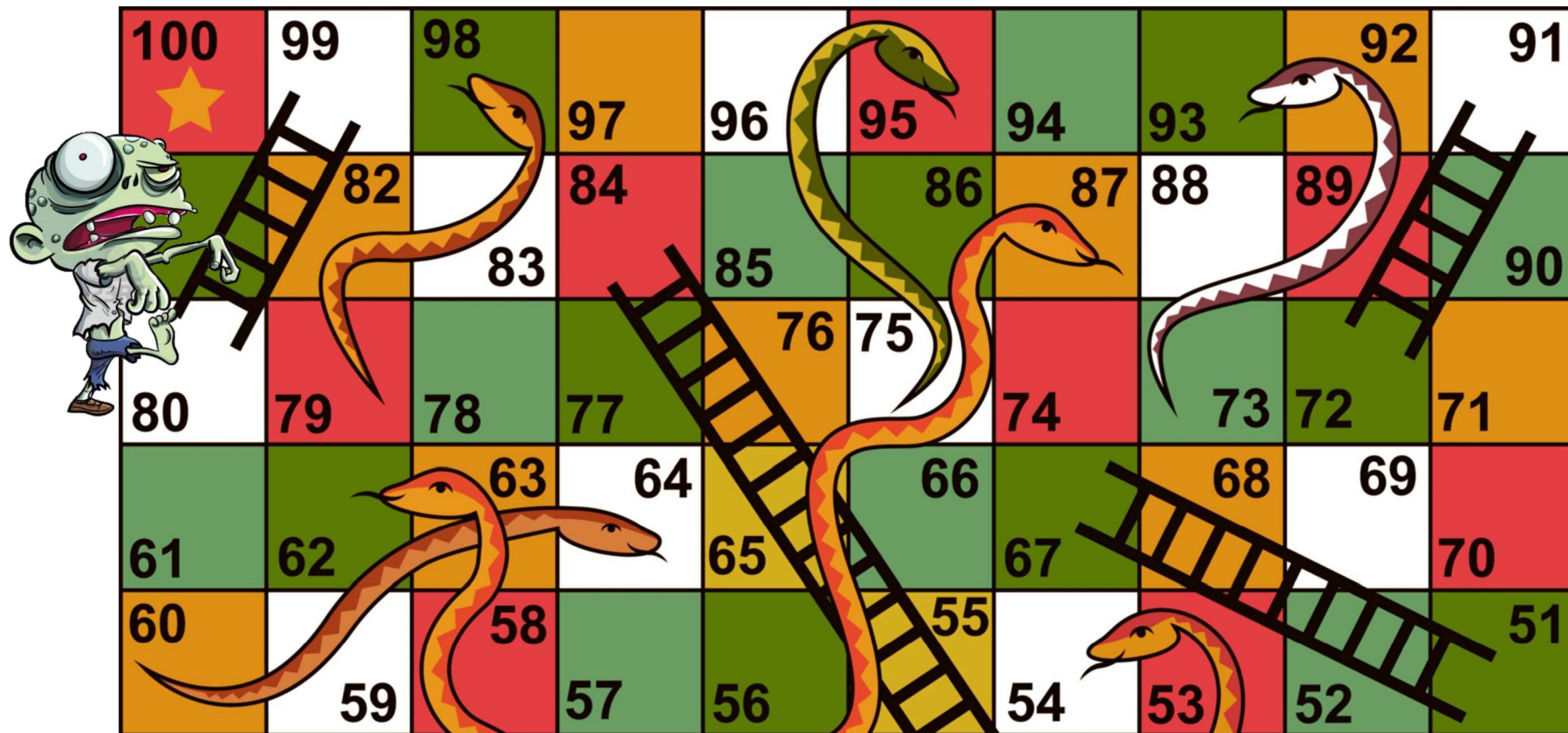
General Timelines, When and Who Does What

Christine Petit-Jean-Genaz

<http://jacow.org/Editors/Tasks>

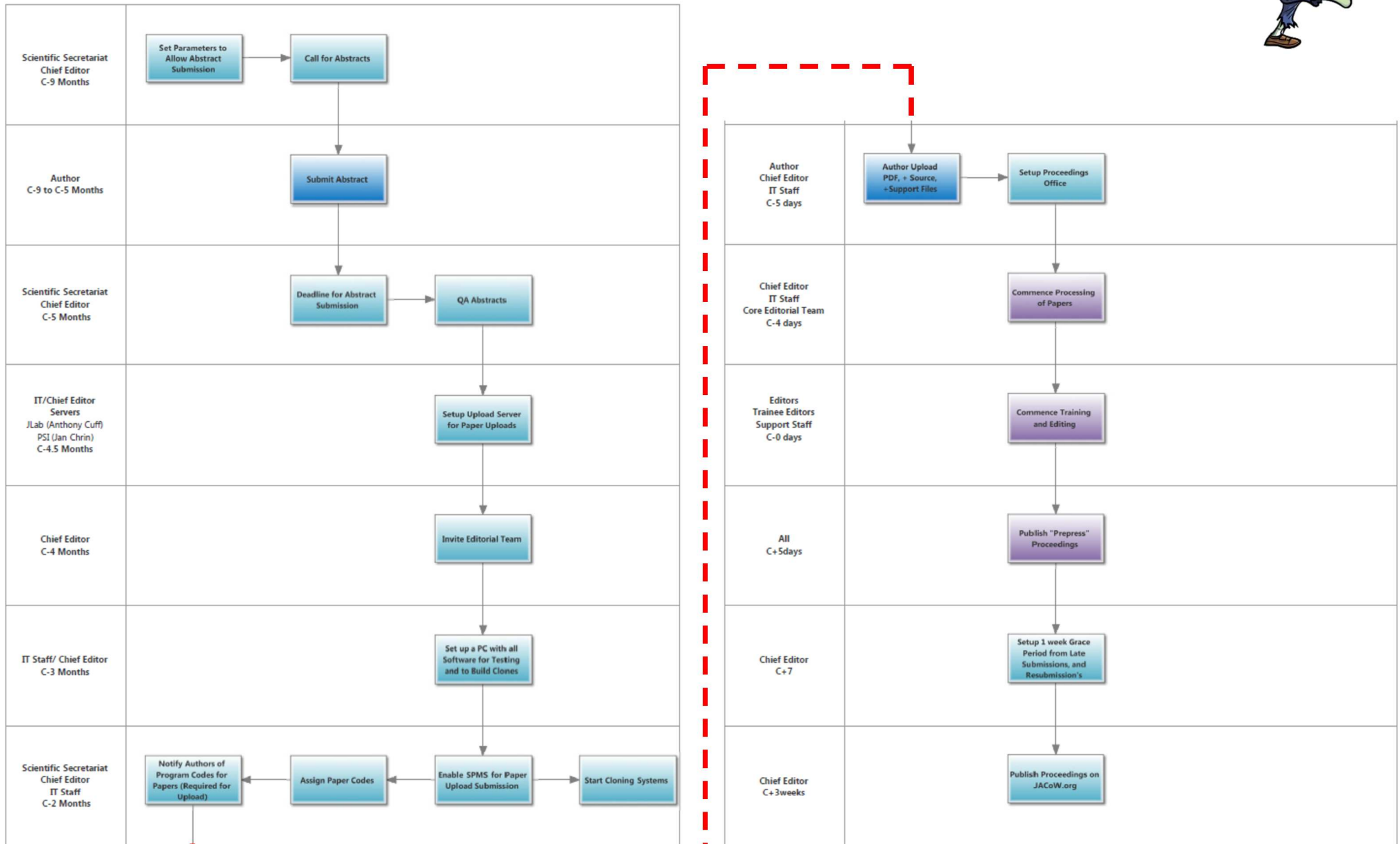
Basic Life Cycle of a Paper

- How Have we Gotten to **Here**?

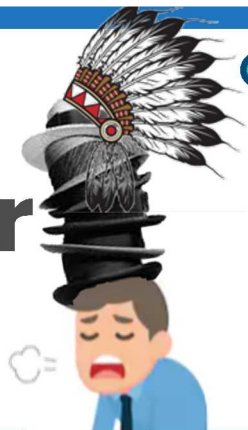




Basic Life Cycle of a Paper Submission



Basic Processing of a Paper



● Chief Editor
Programme Committee
Scientific Secretariat

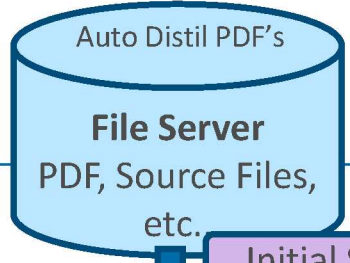


Editing Work Flow A3 Portrate Editing Work Flow A3 Portrate

● Author

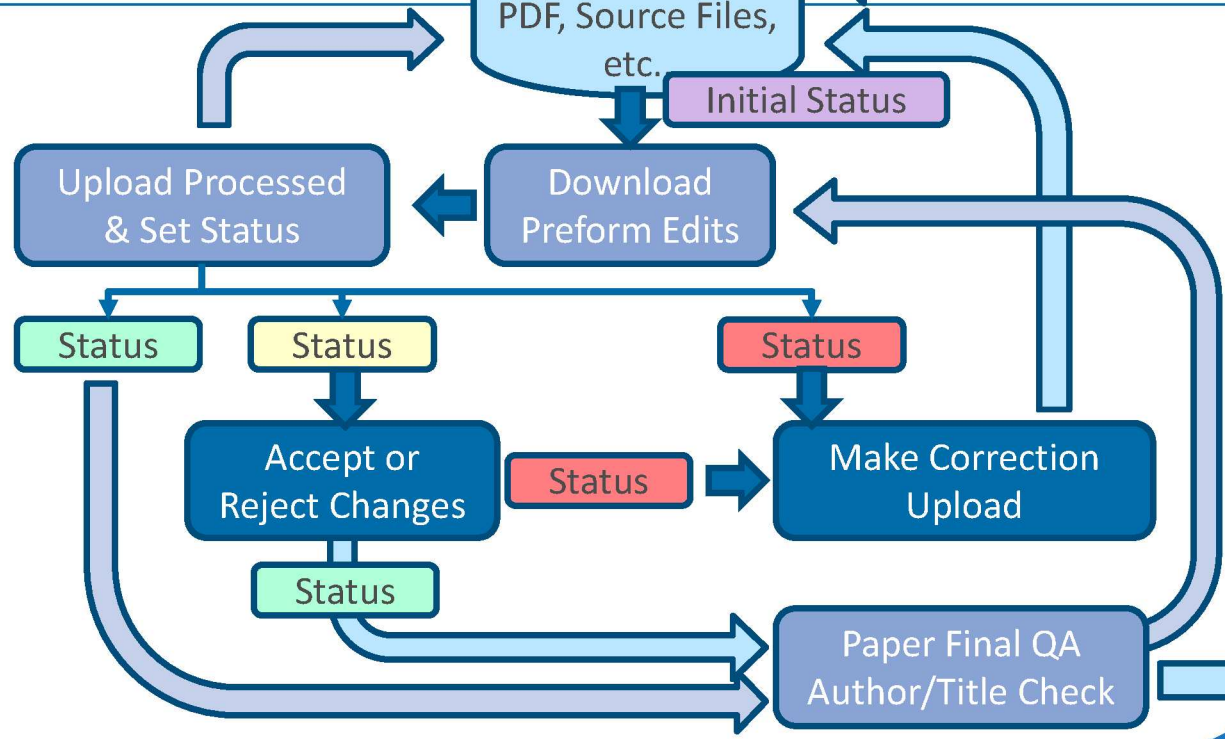


BC



Status

C
● Editors



PC



Basic Processing of a Paper



● Chief Editor
Programme Committee
Scientific Secretariat

● Author



Not so basic version double
click on pdf's below



Editing Work Flow



Editing Work Flow
A3 Portrate

● Editors



Setting Up Privileges – Enabling Staff

</authorize.html>

IBIC 2015 Authorize Users & Roles

David Taylor Button



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Functional Role Privilege <input type="button" value="Authorize"/>	Functional Role Maintenance	Functional Role User ID <input type="text"/> <input type="button" value="Add User"/>
Editor QA (Remove)	Abstract QA	Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Simon Cunningham, ASCo (Remove) Rohan Dowd, ASCo (Remove) Andreas Moll, SLSA (Remove) Yaw-Ren Eugene Tan, SLSA (Remove)
	Associated Team Members (IT, Req.)	
	Author Reception	
	Co-opted Team Members	
Conference Administrator (Remove)	Conference Coordinator	Ivan Andrian, Elettra-Sincrotrone Trieste S.C.p.A. (Remove) Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Anthony Cuffe, JLab (Remove) Andreas Moll, SLSA (Remove) Christine Petit-Jean-Genaz, CERN (Remove) Kathleen Riches, SLSA (Remove) Volker RW Schaa, GSI (Remove)
Conference Administrator (Remove)	Database Administrator	Evelyn Akers, JLab (Remove) Matt Arena, Fermilab (Remove) Anthony Cuffe, JLab (Remove) Takashi Kosuge, KEK (Remove)
Abstract QA (Remove) Conference Editor (Remove) Editor QA (Remove)	Editor	Evelyn Akers, JLab (Remove) Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Simon Cunningham, ASCo (Remove) Rohan Dowd, ASCo (Remove) David Lopez Nonell, ALBA-CELLS Synchrotron (Remove) Andreas Moll, SLSA (Remove) Magdalena Montes-Loera, SLAC (Remove) Volker RW Schaa, GSI (Remove) Yaw-Ren Eugene Tan, SLSA (Remove)
Abstract QA (Remove) Editor QA (Remove)	Editor In Chief Editor/OA	Evelyn Akers, JLab (Remove) David Taylor Button, ANSTO (Remove) Kathleen Riches, SLSA (Remove) Volker RW Schaa, GSI (Remove)
Registration (Remove)	Exhibition Manager	Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove)
Editor QA (Remove)	Exhibition Staff Final OA Processing	Evelyn Akers, JLab (Remove) Kathleen Riches, SLSA (Remove)
	Future Acc Projects Contact (Old)	

Your First Editor

Your first editor is the author themselves. Try and give the author the greatest opportunity to do the right thing, consider this when publishing guidelines and corresponding with authors. Likewise as editors always try to give clear instructions to the authors.

Where possible publicise to the authors the use of the **Reference Search and Generator Tool**, and the **Cat Scan Editor Tool**

Reference Search

JACOW.org

Search Authors References Conferences ★ Favourites Login Register Help

Search by Results

Conference Code / Name *No results found.*

Conference Date

Conference Location

Paper ID

Author/s

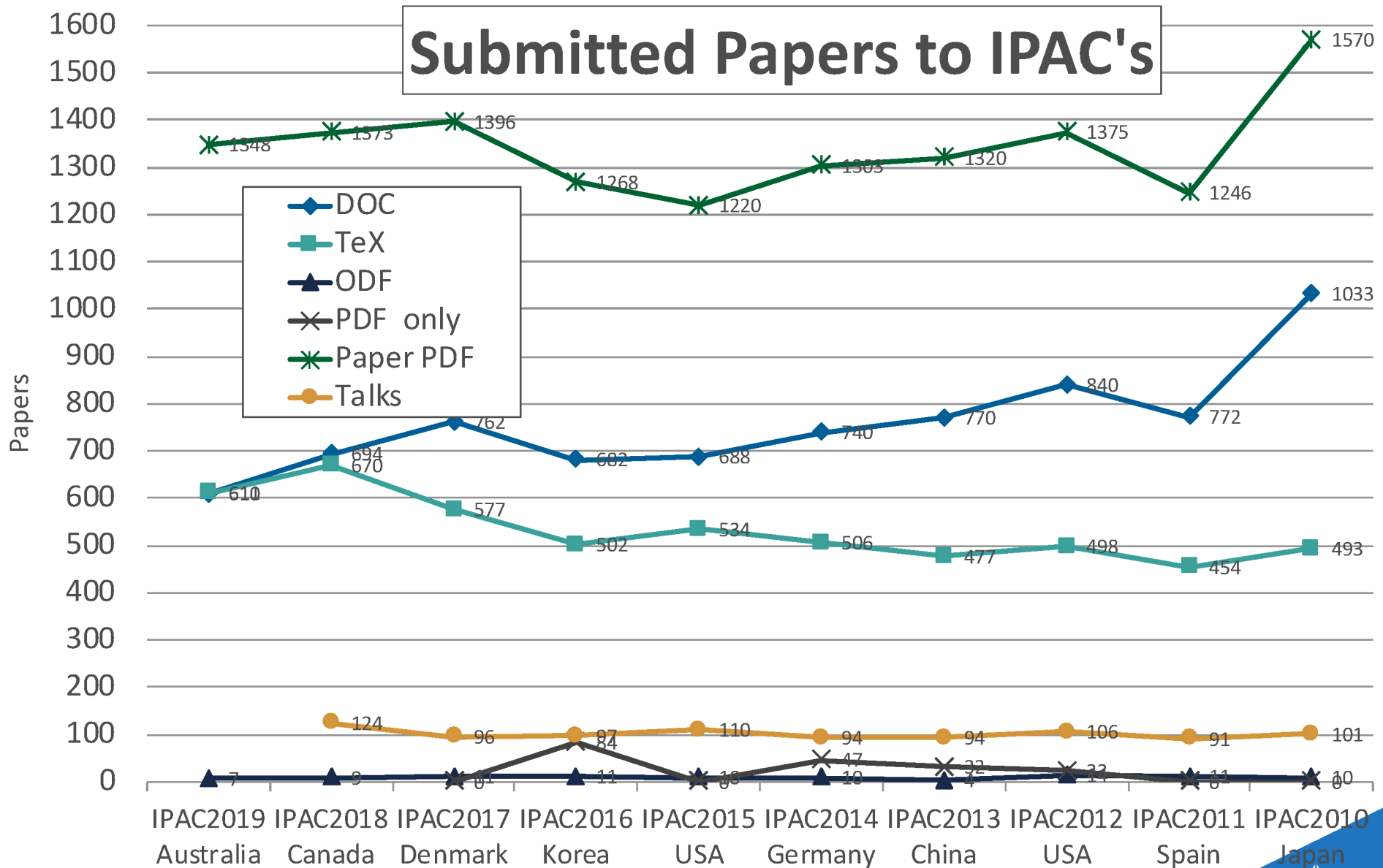
Paper Title

Search

Clear Filters



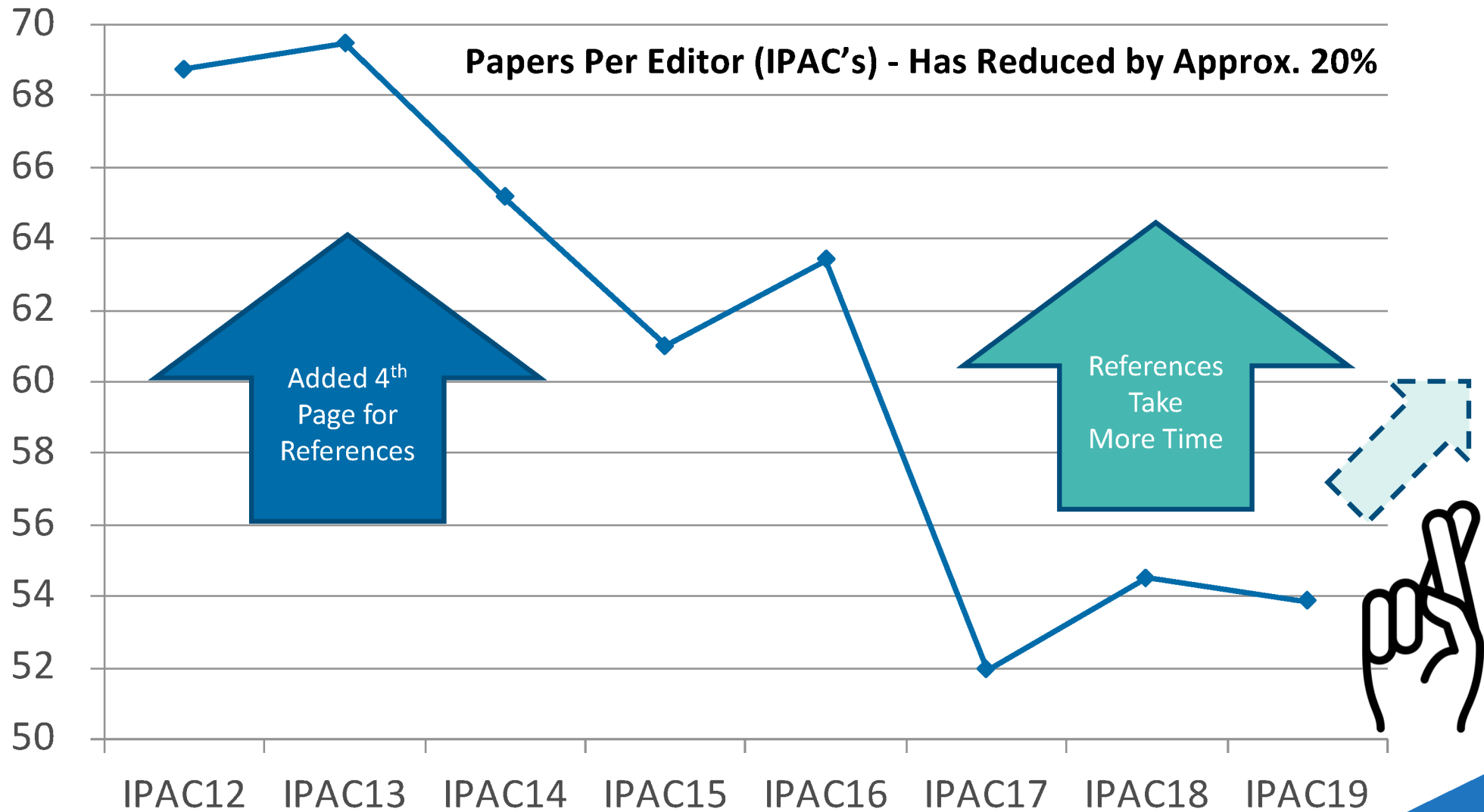
Understanding Your Work Load



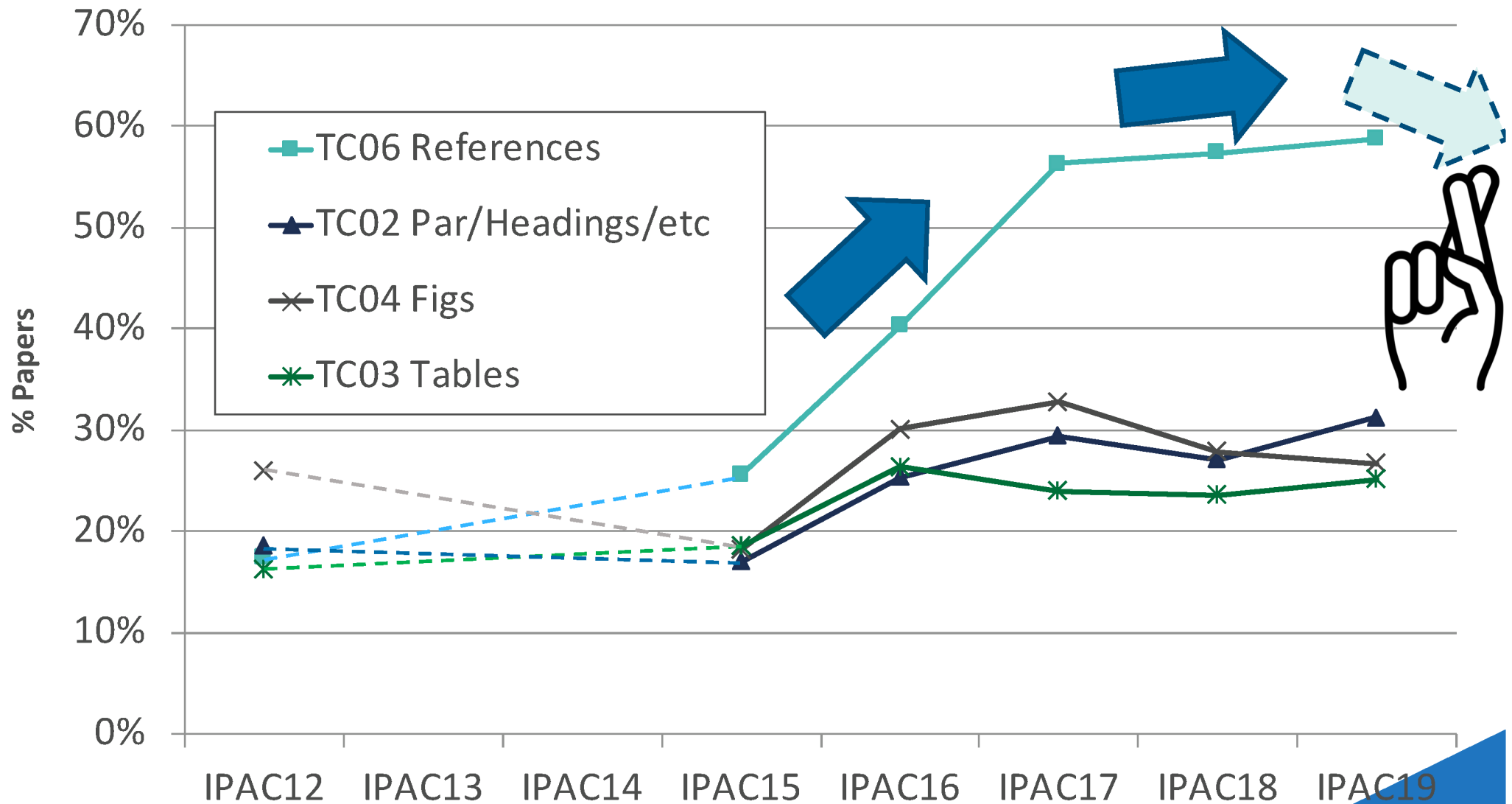
Volker publication statistics + IPAC'19 Data

Forming an Editorial Team

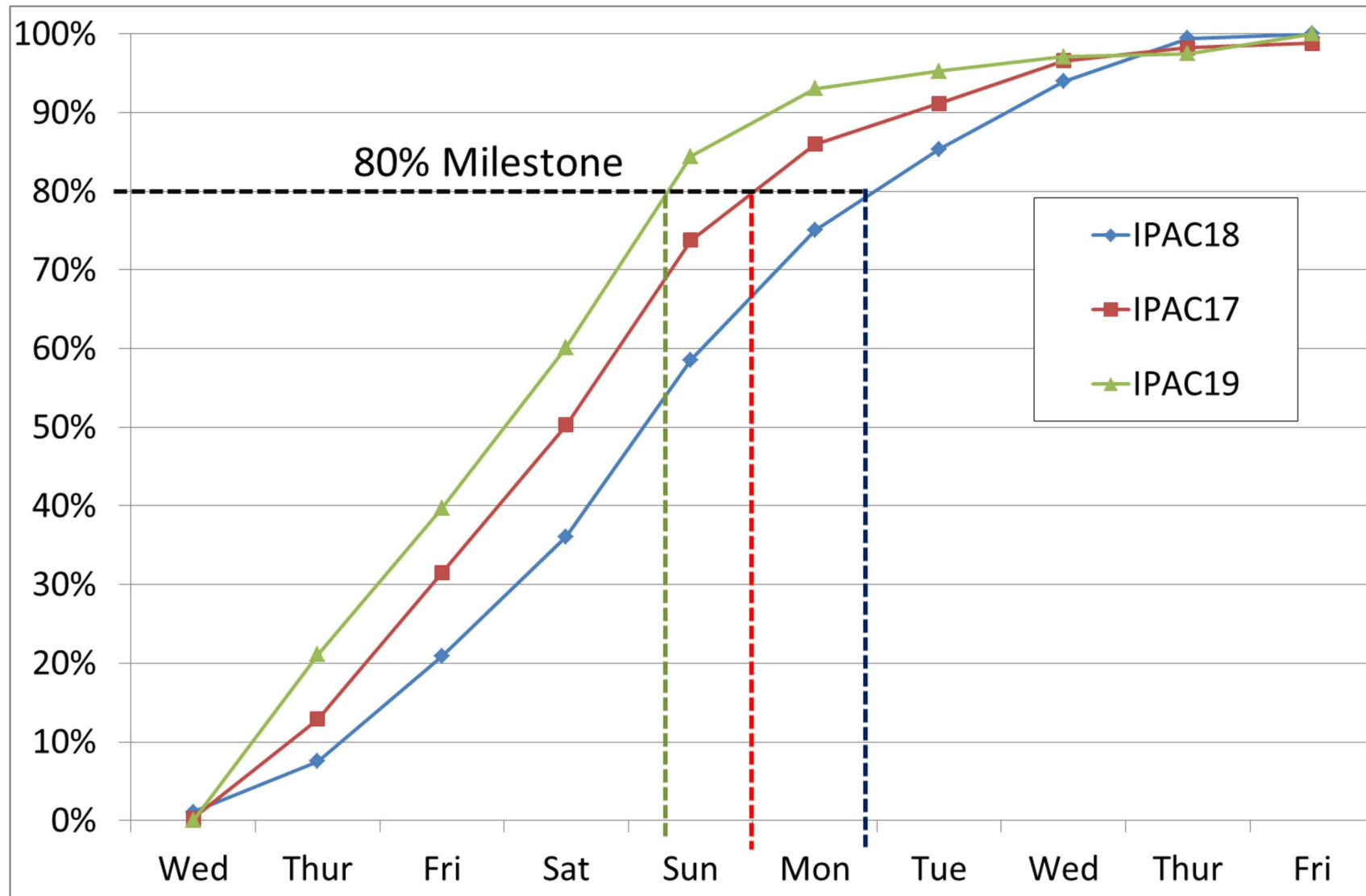
* Be careful this is only papers/editors, not the work days



Editorial Team – Top 4 Formatting Errors



Paper Initial Edits Complet



Forming an Editorial Team

Running & Staffing Your Proceedings Office & Other Important Roles (JACoW 2017 TM)

Christine Petit-Jean-Genaz - CERN

<http://www.jacow.org/JTM2017/RunningStaffingYourProceedingsOfficeOtherImportantRoles>

How many staff doing what?

Old semi-scientific calculation (a more scientific one was produced by Jan Chrin at an earlier Team Meeting):

- The number of papers to be processed will be approximately 80% of the number of contributions submitted on abstract submission
- 80% of the 80% needs to be processed during 3 days pre-conference processing by the "core" team estimate an average of **35** papers per day per experienced editor during pre-conference processing

An example with 1000 contributions:

- 80% of 1000 - 800 contributions to process in total
- 80% of 800 - 640 papers to be processed in 3 days
- 640 divided by 3 days = 213 papers to be processed per day 213 divided by **35** (average number of papers per editor) = around 6 pre-conference editors for pre-conference processing

IPAC17 and IPAC18 have increased the processing work load and the level of adherence such that this number to divide the number of papers by has shifted from **35 to **20****

Introduction Talk (C-1)

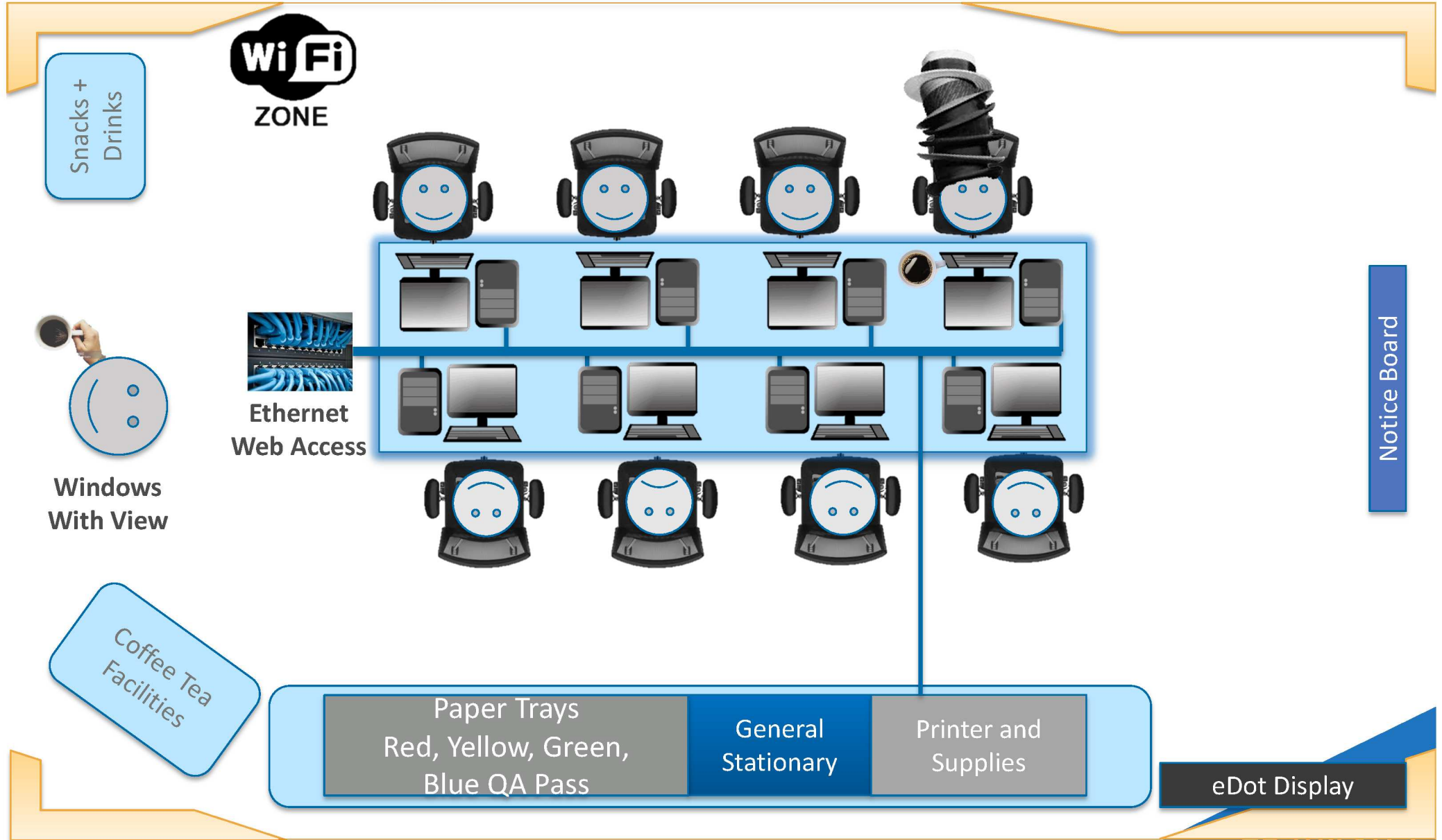
Suggested Points to Cover

Introductory Talk

- Introduce all team members
- Familiarise with facilities
- Identify support staff
- Give overview of work volume
- Give review of process and any variances
- Give guidance and direction on standards
- Give expectation of progress to achieve outcome
- Identify who will give help, and make final call
- Access and working hours
- Advise of any social events
- Thank them and their institutions
- Answer any questions

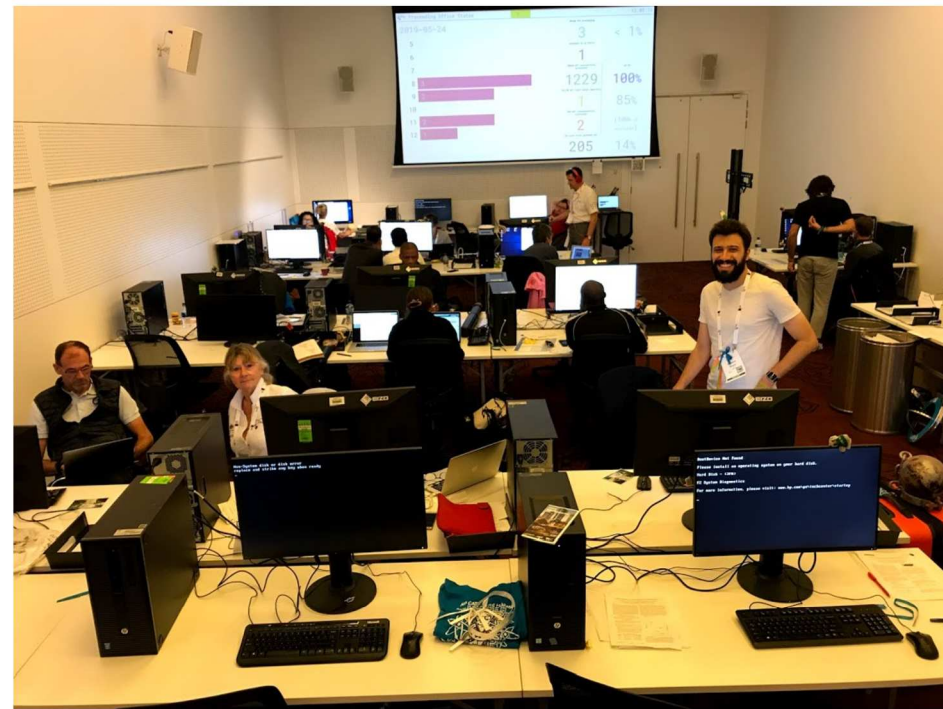
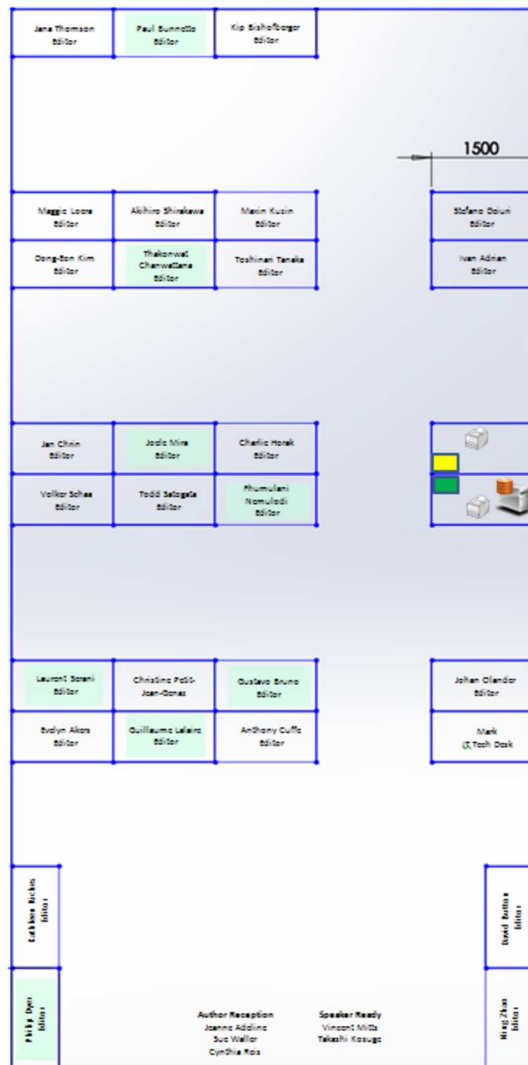


Proceedings Office Layout



Proceedings Office Layout

Speak with your venue early, as they may have restrictions you are not aware of such as minimum spacing, and passages for emergency.



- Consider flow of editors to and from printers, refreshments, daylight, etc.
- Particularly with larger teams consider specifying seating for particular editors this maybe for;
 - Training
 - Minimising disturbance
 - Language groups
 - Upcoming common conference series
 -

Editing Papers

Types of Papers

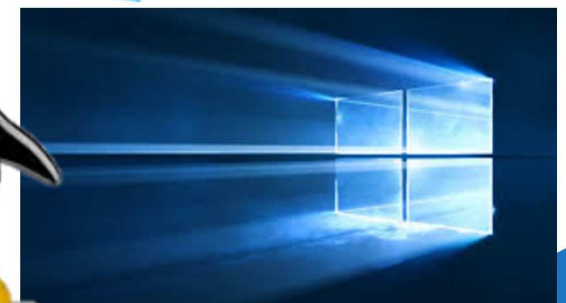
- Word Documents
- Latex Documents
- Open Office
- PDF

L^AT_EX



Platforms

- Intel / Windows
- Macintosh
- Linux



Editing Papers

</editor.html>

IPAC 2015 Paper Editors' Page

Sunday

Monday

Tuesday

Wednesday

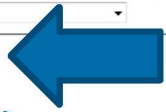
Thursday

Friday

Platform "No Preference"

Source Type "Any Type"

Paper ID



Make sure Editors have selected platform and source type that they are familiar with

David Taylor Button

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Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - Abstract Search/Edit
 - Activity Log - Staff
 - List My Papers
 - My Contributions
 - My Profile
 - Paper Final QA
 - Presentations Management
 - Reassign "Red" Dot Papers
 - General
 - Data Extracts
 - Reports
 - Statistics
 - Programme Committee
 - Contribution Counts: Classifications - Presentation Summary
 - Invited Extract
 - Referee
 - Scientific Program Administration
 - Generate Paper TOC Values
 - Restore Withdrawn Abstract
 - Program Code Assignment

Active Papers

Paper ID	Function	Change Status	Files Uploaded
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Email questions, problems or suggestions to the [JACoW Users Mailing List](#)

SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

11-NOV-15 12:55 AM (GMT)

JACoW SPMS Version 10.3.5

[JACoW Legal and Privacy Statements](#)



Editing Papers

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David Taylor Button



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Paper ID	Function	Change Status	Files Uploaded
MOPWA020	View Abstract Edit Abstract Full Log Email Upload Files Download	Green <input type="button" value="Set Status"/>	<input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020_f5.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f4.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f3.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f2.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f1.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_AUTHOR.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.docx

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11-NOV-15 12:59 AM (GMT)
JACoW SPMS Version 10.3.5
[JACoW Legal and Privacy Statements](#)

Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Editing Papers

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David Taylor Button



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Paper ID	Function	Change Status	Files Uploaded
MOPWA020	View Abstract Edit Abstract Full Log Email Upload Files Download	Green <input type="button" value="Set Status"/>	<input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020_f5.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f4.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f3.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f2.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f1.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_AUTHOR.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.docx

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JACoW SPMS Version 10.3.5
[JACoW Legal and Privacy Statements](#)

Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Editing Papers

Download files for MOPWA020

Download a ZIP file with ALL the < last > files.

DOCX - 'DOCX' files

	Filename	Version	
Get this ->	MOPWA020.docx	< last > - Wed Apr 29 12:58:17 2015	log

BMP - Graphical files

	Filename	Version	
Get this ->	MOPWA020_f2.BMP	< last > - Wed Apr 29 13:00:04 2015	log
Get this ->	MOPWA020_f3.bmp	< last > - Wed Apr 29 13:00:15 2015	log
Get this ->	MOPWA020_f5.bmp	< last > - Wed Apr 29 13:00:41 2015	log
Get this ->	MOPWA020_f4.BMP	< last > - Wed Apr 29 13:00:27 2015	log
Get this ->	MOPWA020_f1.bmp	< last > - Wed Apr 29 12:59:50 2015	log

PDF - Portable Document Format files

	Filename	Version	
Get this ->	MOPWA020_FOP.AUTODISTILL.PDF	< last > - Wed Apr 29 12:59:02 2015	log
Get this ->	MOPWA020_AUTHOR.PDF	< last > - Wed Apr 29 12:58:54 2015	log
Get this ->	MOPWA020.PDF	< last > - Fri May 8 09:59:36 2015	log

Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Editing Papers

IBIC 2015 File Upload

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Abstract: WEBLA02 Development of the Beam Loss Monitor for Beam Halo Measurement in the J-PARC RCS
Paper ID WEBLA02
Presentation Type Contributed Oral
WEBLA -- Beam Loss Detection
Program Session 09/16/2015 1100 -- 1230
Theatre 105 & 106 Level 1
Capacity: 400

File Type

Platform Intel PC

File to Upload

Comments (Optional)

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WEBLA02.PDF	Portable Document Format or Post Script	Intel PC	17-SEP-15 01:40 AM (GMT)	Remove
WEBLA02.docx	Source File (MS Word, Open Office or LaTeX)	Intel PC	09-NOV-15 10:52 PM (GMT)	Remove
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WEBLA02_TALK.PDF	Transparencies	Intel PC	16-SEP-15 02:16 AM (GMT)	Remove
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Editing Papers

IBIC 2015 Paper Editors' Page

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MOBLA03

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- FC00 General Problems with files
- FC01 PS/EPS/PDF/source or supporting file(s) missing
- FC02 Problem with pictures (to big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)
- FC04 Multiple or Unusable Files
- FC05 Bad EPS/PS/PDF: Scale to fit; Colour image printed B/W; PostScript/EPS doesn't distill
- FC10 full page image, no text
- FP00 General Problems with Fonts
- FP01 Font Problems (wrong font, wrong font size, Type3/bitmap font as main text, too many fonts >50)
- FP02 Font Problems (missing character, unknown glyph, unknown encoding: PDF doesn't contain readable text for search/export)
- MP00 Miscellaneous or Formatting Problems
- MP02 Spelling Corrections
- MP03 Too many pages, blank pages
- MP04 Comments to the Author/Editor in Chief
- TC00 General Problems related to formatting
- TC01 Incorrect Author Affiliation formatting (size, full UPPER/lowercase, not in required lowercase [MHz], country missing)
- TC02 Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow, number/unit split over lines)
- TC03 Table formatting incorrect (not centered, outside margins, caption below table, wrongly labeled, not in Initial Caps, single/multiple line caption not centred/justified)
- TC04 Figure formatting incorrect (caption missing, outside margins, single/multiple line caption not centred/justified/placed above, caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])
- TC05 Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)
- TC06 Reference or Reference formatting incorrect (multiple lines, no line above, wrong line definition, wrong line definition, wrong line definition)
- TC07 Figure/Table/Equation/Reference numbers not in sequence
- TC08 Figure/Table/Reference not referenced in text or missing
- TC09 Equation/Eq., Figure/Fig., Table/Tronk/Equation/Reference wrong (wrong material, wrong line)
- TC10 Slow graphics
- TC11 Equation formatting incorrect (outside margins, Eq. number outside, not Eq. (x))
- TC12 Reference inconsistent, wrong font size
- UT00 General problems with template used
- UT01 Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used
- UT02 A4 on US or US on A4 to produce PostScript/PDF

Steps
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Comments to Author	Editor's Notes
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Editing Transparencies

Slide Processing

This is a dedicated role and requires an editor to be familiar with the process of splitting animations, creating screen videos of complex animations, and embedding videos into PDF documents.

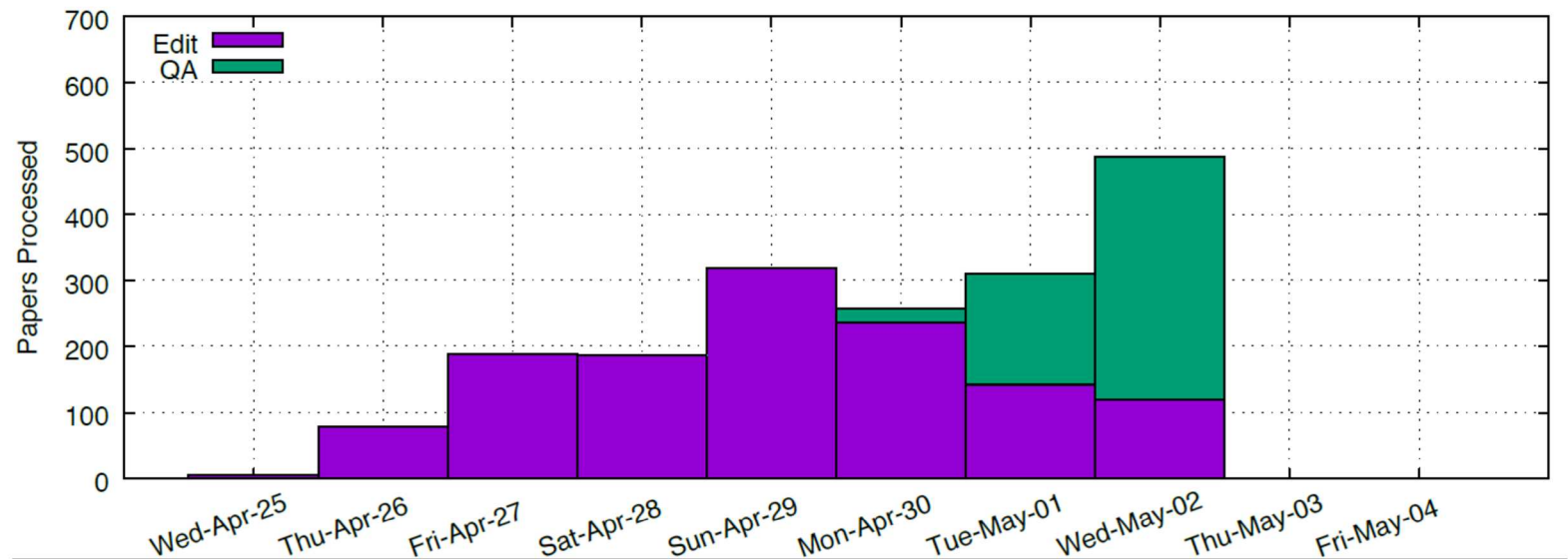
This topic is best to refer to “Processing Talks” on the jacow.org website.

[Possessing Slides](http://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations)

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Monitoring Progress

- Monitoring and Directing



Monitoring Progress

- Having a large screen with very informative for staff and yourself. statistics displayed can be and yourself.

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IBIC 2015 Paper Processing Status — 11-NOV-15 12:18 — Page 1

MOALA01	MOPB011	MOPB030	MOPB048	MOPB067	TUBLA01	TUPB011	TUPB027	TUPB049	TUPB065	TUPB085	THBLA01
MOALA02	MOPB012	MOPB031	MOPB049	MOPB068	TUBLA03	TUPB012	TUPB028	TUPB051	TUPB066	TUPB086	THBLA01
MOBLA01	MOPB013	MOPB032	MOPB050	MOPB070	TUBLA04	TUPB013	TUPB030	TUPB052	TUPB067	TUPB087	THBLA02
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MOPB006	MOPB025	MOPB043	MOPB064	MOPB085	TUPB008	TUPB024	TUPB046	TUPB062	TUPB081	WEDLA02	
MOPB007	MOPB026	MOPB045	MOPB065	TUALA01	TUPB009	TUPB025	TUPB047	TUPB063	TUPB082	WEDLA03	
MOPB009	MOPB029	MOPB046	MOPB066	TUALA02	TUPB010	TUPB026	TUPB048	TUPB064	TUPB084	THALA01	

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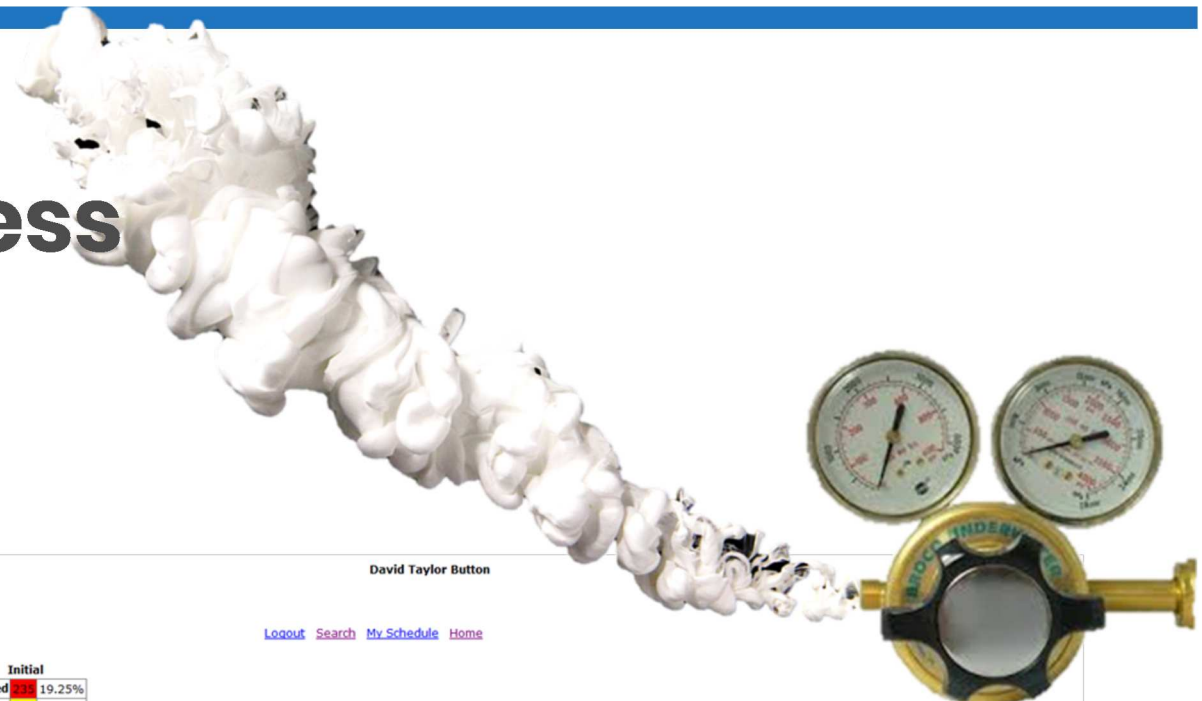
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IPAC 2015 Statistics

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Contributions (1256)

Assignable	1221	97.21%
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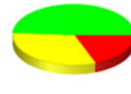
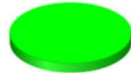
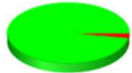
Red	0	0.00%
Yellow	0	0.00%
Green	1221	100.00%
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Final QA

Final QA Failed	0	0.00%
QA Remaining	0	0.00%
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Initial

Red	23	19.25%
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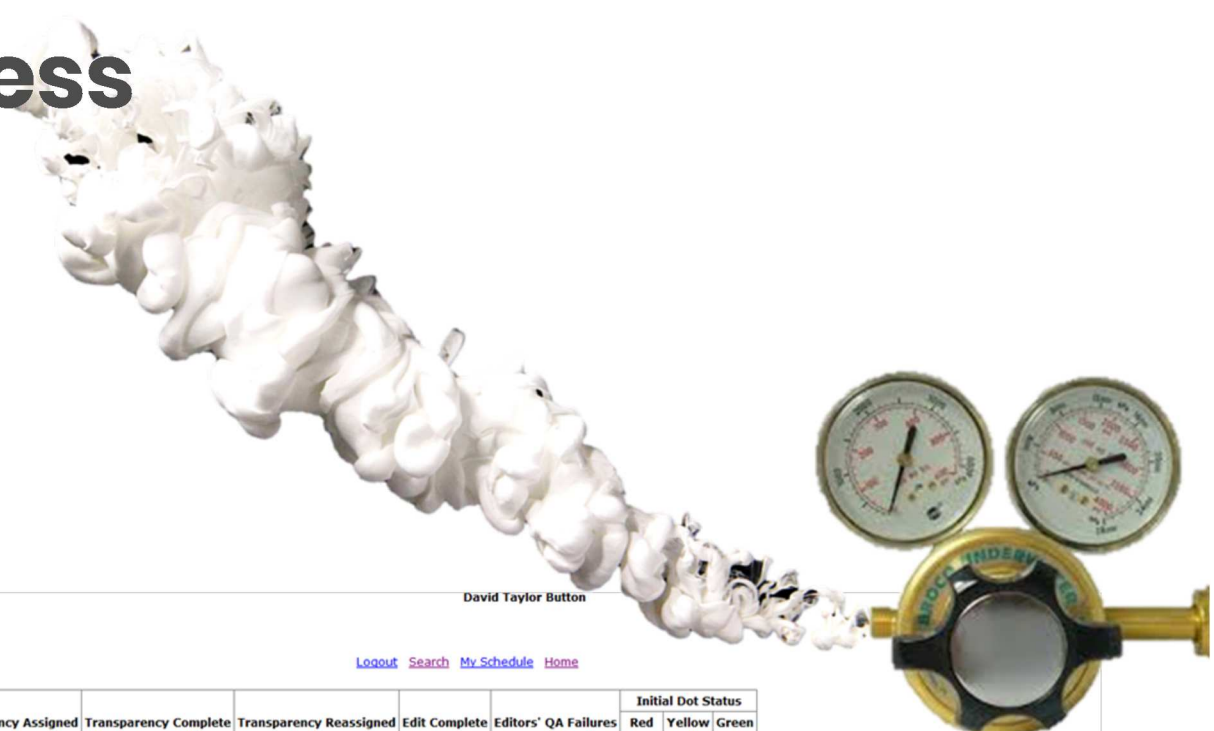
Count	Activity
13,644	File Uploaded
2,814	Abstract Updated
1,879	File Removed
1,789	Abstract Initial QA Performed
1,710	Edit Complete
1,280	Final QA Passed
1,275	Abstract Created
1,243	Paper Assigned
1,207	Poster Police
1,123	Abstract Withdrawn
504	Dot Reassignment
130	Transparency Complete
117	Abstract Owner Changed
115	Transparency Assigned
83	Final QA Failed
72	Paper Re-assigned
27	Author rejected the Editor's changes
2	Transparency Reassigned

Error Log

Count	Pct	Running	Error Type
312	16.24%	16.24%	TC06 Reference or Reference formatting incorrect (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)
226	11.76%	28.01%	TC03 Table formatting incorrect (not centered, outside margins, caption below table, wrongly labeled, not in Initial Caps, single/multiple line caption not centred/justified)
222	11.56%	39.56%	TC04 Figure formatting incorrect (outside margins, single/multiple line caption not centred/justified or placed above, Caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])
207	10.78%	50.34%	TC02 Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow)
143	7.44%	57.78%	TC08 Figure/Table/Reference not referenced in text or missing
136	7.08%	64.86%	TC01 Incorrect Title, Authors, Affiliation formatting (size, UPPER/Lowercase, not in required lowercase [MHz], country missing)
90	4.69%	69.55%	MP04 Comments to the Author/Editor in Chief
75	3.90%	73.45%	MP00 Miscellaneous Minor or Formatting Problems
73	3.80%	77.25%	TC07 Figure/Table/Equation/Reference numbers not in sequence
66	3.44%	80.69%	TC00 General Problems related to formatting
65	3.38%	84.07%	FC01 PS/EPS/PDF/source or supporting file(s) missing
52	2.71%	86.78%	TC05 Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)
48	2.50%	89.28%	TC09 Equation/Eq., Figure/Fig., Table wrongly used in text (lower case, abbreviated, period missing)
43	2.24%	91.51%	UT01 Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used
31	1.61%	93.13%	UT00 General problems with template usage
28	1.46%	94.59%	FC00 General Problems with files
23	1.20%	95.78%	FP01 Font Problems (wrong font, wrong font size, Type3/bitmap font as main text, too many fonts >50)
20	1.04%	96.82%	MP03 Too many pages, blank pages
15	0.78%	97.61%	FP00 General Problems with Fonts
13	0.68%	98.28%	MP02 Spelling Corrections
11	0.57%	98.85%	FP02 Font Problems (missing character, unknown glyph, unknown encoding: PDF doesn't contain readable text for search/export)
5	0.26%	99.12%	UT02 A4 on US or US on A4 to produce PostScript/PDF
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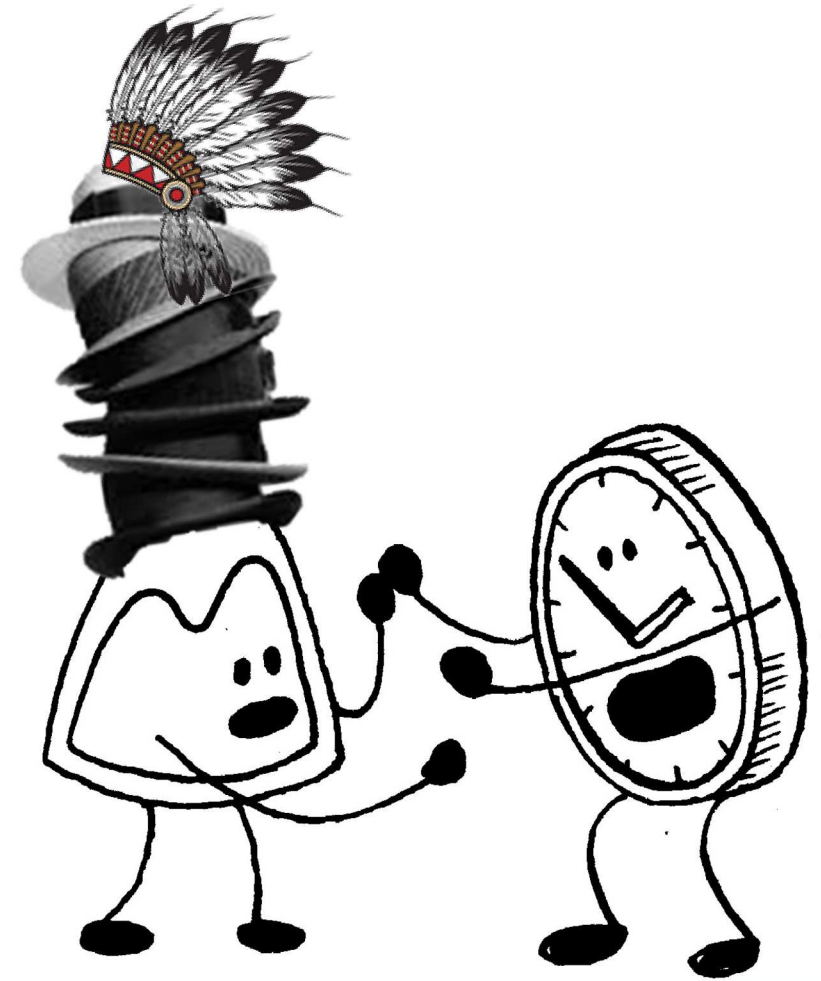
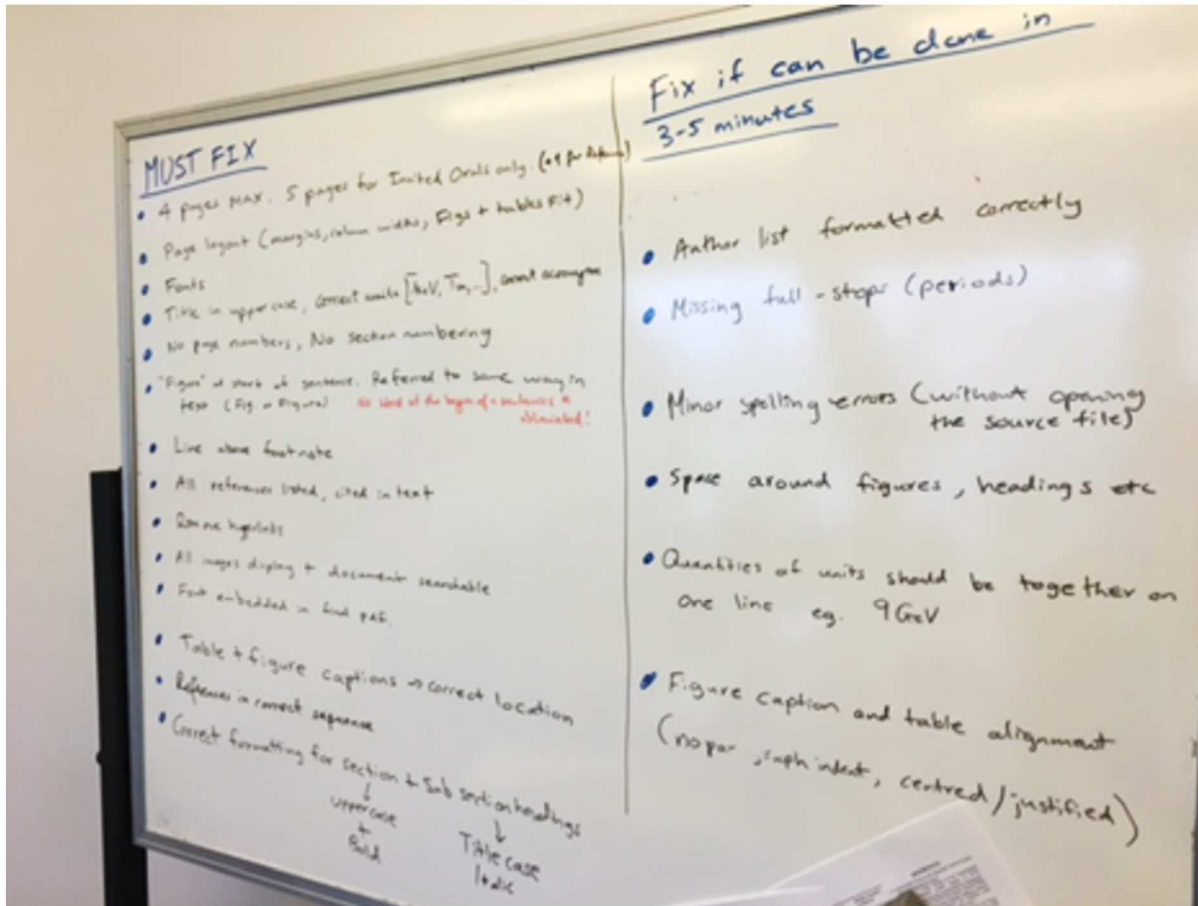
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	Dot Reassignment	Final QA Failed	Final QA Passed	Paper Re-assigned	Transparency Assigned	Transparency Complete	Transparency Reassigned	Edit Complete	Editors' QA Failures	Initial Dot Status		
										Red	Yellow	Green
Evelyn Akers	0	10	224	12	0	0	0	67	9 (13.4%)	20.9%	1.5%	77.6%
Ivan Andrian	0	0	0	2	0	0	0	77	6 (7.8%)	9.1%	18.2%	72.7%
David Taylor Button	0	9	74	10	0	0	0	125	6 (4.8%)	18.4%	29.6%	52%
Jan Chrin	1	0	2	1	0	0	0	130	1 (0.8%)	8.5%	63.1%	28.5%
Anthony Cuffe	0	0	71	0	0	0	0	1	0	0%	0%	100%
Stefano Deiuri	0	7	54	0	0	0	0	100	9 (9.0%)	9%	50%	41%
Cathy Eyberger	0	1	4	2	12	12	0	60	3 (5.0%)	51.7%	36.7%	11.7%
Charlie Horak	0	1	33	1	0	0	0	62	15 (24.2%)	35.5%	43.5%	21%
Dong Eon Kim	0	0	0	0	0	0	0	34	0	17.6%	52.9%	29.4%
Ghyung Hwa Kim	0	7	29	3	0	0	0	37	5 (13.5%)	27%	8.1%	64.9%
Chul Hoon Kim	0	1	38	1	0	0	0	32	5 (15.6%)	28.1%	28.1%	43.8%
Michaela Marx	1	0	0	0	103	102	2	59	4 (6.8%)	22%	32.2%	45.8%
Amy McCausey	0	4	69	12	0	0	0	19	4 (21.1%)	10.5%	15.8%	73.7%
Theo McGuckin	1	7	29	7	0	0	0	12	1 (8.3%)	0%	8.3%	91.7%
Raphael Mueller	0	0	0	4	0	0	0	135	5 (3.7%)	17%	9.6%	73.3%
Johan Olander	0	0	0	0	0	0	0	28	3 (10.7%)	3.6%	28.6%	67.9%
Christine Petit-Jean-Genaz	0	0	11	1	0	0	0	28	1 (3.6%)	25%	46.4%	28.6%
Todd Satogata	48	0	155	1	0	0	0	70	4 (5.7%)	12.9%	18.6%	68.6%
Volker RW Schaa	0	1	8	13	0	0	0	100	3 (3.0%)	10%	32%	58%
Akihiro Shirakawa	0	1	142	0	0	0	0	59	5 (8.5%)	28.8%	54.2%	16.9%
Toshinari Tanaka	0	18	186	1	0	0	0	20	1 (5.0%)	35%	0%	65%
Sue Waller	1	0	0	0	0	0	0	0				
Ning Zhao	0	11	139	1	0	0	0	28	2 (7.1%)	35.7%	7.1%	57.1%

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Controlling Editing Criteria



Controlling Editing Criteria

Editing Quality Matrix

PDF Version

Quality Matrix

	Non-Negotiable Level 0	Pragmatic Level 1	Pedantic Level 2															
Title	ALL CAPS Except for units, symbols, and Acronyms Font: 12pt, Times New Roman, Bold, Centered, Three New Lines																	
Author List	Font: 12 Pt, Times New Roman, Uppercase and lowercase Each Author has Affiliations and Location																	
Footnote **	Font: 10 pt, Times New Roman, run-left Located within bottom left margin Corresponding Markers/ymbols found in title or author list No hyperlinks	Must have horizontal line above footnote																
Section Heading	ALL CAPS CENTERED No period "." On the end of a Section Heading																	
Subsection Headings	Subsection Heading Level 2 Font: 12 Pt Bold No period "." On the end of a Subsection Heading Casing consistent throughout paper	Format: Must be Initial Caps/Title Case Example: Method in Use	Hyphenated following word starts with a lowercase character Example: Method in Use															
Third Level Heading	Title Case Font: 12 pt bold No period "." On the end of a Section Heading																	
Main Text	Font: Times New Roman, 12pt, justified No hyperlinks No section or subsection heading numbering	Paragraph: 0.5line indent or 0.53 pt	No minor spelling errors Quantities and their units should be together on one line (e.g. 9.9 GPa) (See 2011-19 para)															
Margins	Must be as prescribed in the template <table border="1"> <tr> <th>Metric</th> <th>Min</th> <th>Max</th> </tr> <tr> <td>Top</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Bottom</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Left</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Right</td> <td>20mm</td> <td>0.75in</td> </tr> </table> 2 Column letter format: Spacing: 0.5mm	Metric	Min	Max	Top	20mm	0.75in	Bottom	20mm	0.75in	Left	20mm	0.75in	Right	20mm	0.75in		
Metric	Min	Max																
Top	20mm	0.75in																
Bottom	20mm	0.75in																
Left	20mm	0.75in																
Right	20mm	0.75in																
Page	General layout must match JACoW template style Paper Size PDF: Cropped to JACoW Page Size (210 x 297 pt) No hyperlinks and No page numbers Page Lines: Contributed Paper/Doc: 3 Page Content Journal Doc: 3 Page Content Additional References: 1 Additional Reference Only																	
Figures	Fonts embedded in the final pdf Uniquely Numbered with no missing numbers Caption must start with "Figure" or "Fig. Sub-Caption" All figures cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the figure below" Caption: "Table X" All tables cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the table below"	Readily easily readable Figure Captions Center if 1 line, justified if more than 1 line, uppercase and strictly below figure Sequence/Order figures in order they are numbered and referred to in text Table Titles Centered if 1 line, justified if more than 1 line, uppercase above table Format: Title Case No period "." On the end of a title All tables numbered in sequence	Figures referred to in the same way throughout the text: Fig. or Figure, style should not alternate.															
Tables	Uniquely Numbered with no missing numbers Table Titles: Located above the table only Format: "Table X" All tables cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the table below"	Table Titles Centered if 1 line, justified if more than 1 line, uppercase above table Format: Title Case No period "." On the end of a title All tables numbered in sequence																
Equations	Uniquely Numbered with no missing numbers																	
References	Uniquely Numbered with no missing numbers All references cited in text No hyperlinks	Sequence/Order references must be in order they are referred to in the main text Alignment, entry aligned, use greater than 8, and less than 8 spaces First in Bold Publish Journal Proceedings in Italic	References completely as per JACoW Annex 3 of template Missing Period "." if not DOI or URL First in Bold Publish Journal Proceedings in Italic															

PPTX Version

Quality Matrix

	Non-Negotiable Level 0	Pragmatic Level 1	Pedantic Level 2															
Title	ALL CAPS Except for units, symbols, and Acronyms Font: 12pt, Times New Roman, Bold, Centered, Three New Lines																	
Author List	Font: 12 Pt, Times New Roman, Uppercase and lowercase Each Author has Affiliations and Location																	
Footnote **	Font: 10 pt, Times New Roman, run-left Located within bottom left margin Corresponding Markers/ymbols found in title or author list No hyperlinks	Must have horizontal line above footnote																
Section Heading	ALL CAPS CENTERED No period "." On the end of a Section Heading																	
Subsection Headings	Subsection Heading Level 2 Font: 12 Pt Bold No period "." On the end of a Subsection Heading Casing consistent throughout paper	Format: Must be Initial Caps/Title Case Example: Method in Use	Hyphenated following word starts with a lowercase character Example: Method in Use															
Third Level Heading	Title Case Font: 12 pt bold No period "." On the end of a Section Heading																	
Main Text	Font: Times New Roman, 12pt, justified No hyperlinks No section or subsection heading numbering	Paragraph: 0.5line indent or 0.53 pt	No minor spelling errors Quantities and their units should be together on one line (e.g. 9.9 GPa) (See 2011-19 para)															
Margins	Must be as prescribed in the template <table border="1"> <tr> <th>Metric</th> <th>Min</th> <th>Max</th> </tr> <tr> <td>Top</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Bottom</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Left</td> <td>20mm</td> <td>0.75in</td> </tr> <tr> <td>Right</td> <td>20mm</td> <td>0.75in</td> </tr> </table> 2 Column letter format: Spacing: 0.5mm	Metric	Min	Max	Top	20mm	0.75in	Bottom	20mm	0.75in	Left	20mm	0.75in	Right	20mm	0.75in		
Metric	Min	Max																
Top	20mm	0.75in																
Bottom	20mm	0.75in																
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Right	20mm	0.75in																
Page	General layout must match JACoW template style Paper Size PDF: Cropped to JACoW Page Size (210 x 297 pt) No hyperlinks and No page numbers Page Lines: Contributed Paper/Doc: 3 Page Content Journal Doc: 3 Page Content Additional References: 1 Additional Reference Only																	
Figures	Fonts embedded in the final pdf Uniquely Numbered with no missing numbers Caption must start with "Figure" or "Fig. Sub-Caption" All figures cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the figure below" Caption: "Table X" All tables cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the table below"	Readily easily readable Figure Captions Center if 1 line, justified if more than 1 line, uppercase and strictly below figure Sequence/Order figures in order they are numbered and referred to in text Table Titles Centered if 1 line, justified if more than 1 line, uppercase above table Format: Title Case No period "." On the end of a title All tables numbered in sequence	Figures referred to in the same way throughout the text: Fig. or Figure, style should not alternate.															
Tables	Uniquely Numbered with no missing numbers Table Titles: Located above the table only Format: "Table X" All tables cited in text. Sequence unless directly referred to in the paragraph above, in "this can be seen in the table below"	Table Titles Centered if 1 line, justified if more than 1 line, uppercase above table Format: Title Case No period "." On the end of a title All tables numbered in sequence																
Equations	Uniquely Numbered with no missing numbers																	
References	Uniquely Numbered with no missing numbers All references cited in text No hyperlinks	Sequence/Order references must be in order they are referred to in the main text Alignment, entry aligned, use greater than 8, and less than 8 spaces First in Bold Publish Journal Proceedings in Italic	References completely as per JACoW Annex 3 of template Missing Period "." if not DOI or URL First in Bold Publish Journal Proceedings in Italic															

Ian Martine Scale: from Diamond Light Source

Referenced Todd Satagata TM 2012 THAA2, Referenced Jan Chrin TM 2011 WEAC01



Controlling Editing Criteria

Must have for JACoW, i.e. the basic JACoW constraints

Level 0 : **non-negotiable**

Must have for the Conference, i.e. essential (conference) editing

Level 1 : **minimalistic** [if missing after edit, QA Fail]

Would be nice to have for the conference, i.e. desirable editing

Level 2 : **pragmatic** [if missing after edit, QA Pass]

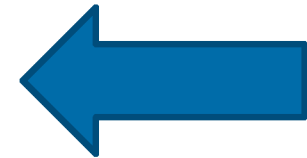
In an ideal world would have, i.e. full adherence to template

Level 3 : **pedantic** [if missing after edit, QA Pass]

Controlling Editing Criteria

Good Intentions

- Different JACoW editors have different natural strictness
 - This is often despite instructions from the lead editor
 - See “Editor 2” of previous talk with many failed QAs
 - **This is understandable**
 - Some of JACoW team are stubborn, opinionated, and/or scientists
 - An editor may have led their own conference recently with different levels of strictness
 - But this expands overhead: more time to process **and** to QA
 - Strong pressure to process papers for early publication
 - Particularly for a large conference
- Large conferences generally should have **looser guidelines**
 - Faster processing, lower costs, acceptable quality quickly
- Smaller conferences generally should have **stricter guidelines**
 - Less cost advantage, lower speed pressure, higher quality proceedings more slowly, easier to align small team strictness



Expectations

- Support of external Labs is a de-facto sponsorship of your conference and should be appreciated and treat the staff well
- Expect staff to be jet lagged on arrival
- If you are invited editor please be mindful that you have an obligation to contribute and be fit a ready to work during standard hours
- Must editorial offices normally open doors by 8:00am and look at closing doors anywhere from 5:00 – 6:00pm
- At least plan from the onset to give your long stay editor half a day break if possible
- Everyone is all on the same team, enjoy your time, and celebrate your accomplishment when you achieve your goal

