PREPARATION OF PAPERS FOR ACCELERATOR CONFERENCES*

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Abstract

APAC, EPAC and PAC have adopted the same standards for electronic publication and have created the Joint Accelerator Conference Website (JACoW) [1] for the publication of their proceedings. This document describes the common requirements for submission of papers to these conferences. Please consult individual conference pages for information on numbers of pages, 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.

SUBMISSION OF PAPERS

Each author should submit all of the source files (text and figures), the PostScript version and a hard copy of the paper. This will allow the editors to reconstruct the paper in case of processing difficulties and compare the version produced for publication with the hard copy.

MANUSCRIPTS

Authors are advised to use the templates provided.

General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared for one side of the paper and have:

- Either A4 (21.0 cm × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.6 cm × 27.9 cm; 8.5 in × 11.0 in) paper.
- Single spaced text in two columns of 82.5 mm (3.25 in) with 5.0 mm (0.2 in) separation.
- The text located within the margins specified in Table 1 to facilitate electronic processing of the PostScript file.

Table 1: Margin specifications

Margin	A4 Paper	US Letter Paper
Top	37 mm	19 mm (0.75 in)
Bottom	19 mm	19 mm (0.75 in)
Left	20 mm	20 mm (0.79 in)
Right	20 mm	26 mm (1.02 in)

The layout of the text on the page is illustrated in Fig. 1. Note that the paper's title should be the width of the full page and that tables and figures may span the whole 170 mm page width, if desired (see Fig. 2).

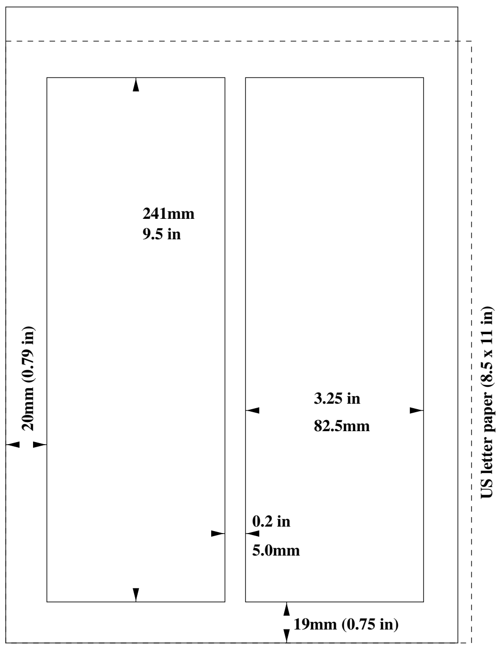

Figure 1: Layout of papers.

Fonts

In order to produce good Adobe Acrobat PDF files, the editorial staff asks authors to use only Times (in bold or italic) and Symbol from the standard postscript set of fonts. The editorial staff is aware of problems processing Asian and Cyrillic fonts and will have experts in these matters available at the conference.

Title

The title should use 14pt bold uppercase letters and be centered on the page. The names of the authors and their organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12pt upper and lowercase letters. The name of the submitting or primary author should be first, followed by the co-authors in alphabetical order by affiliation.

Section Headings

Section headings should not be numbered. They should use 12pt bold uppercase letters and be centred in the col-

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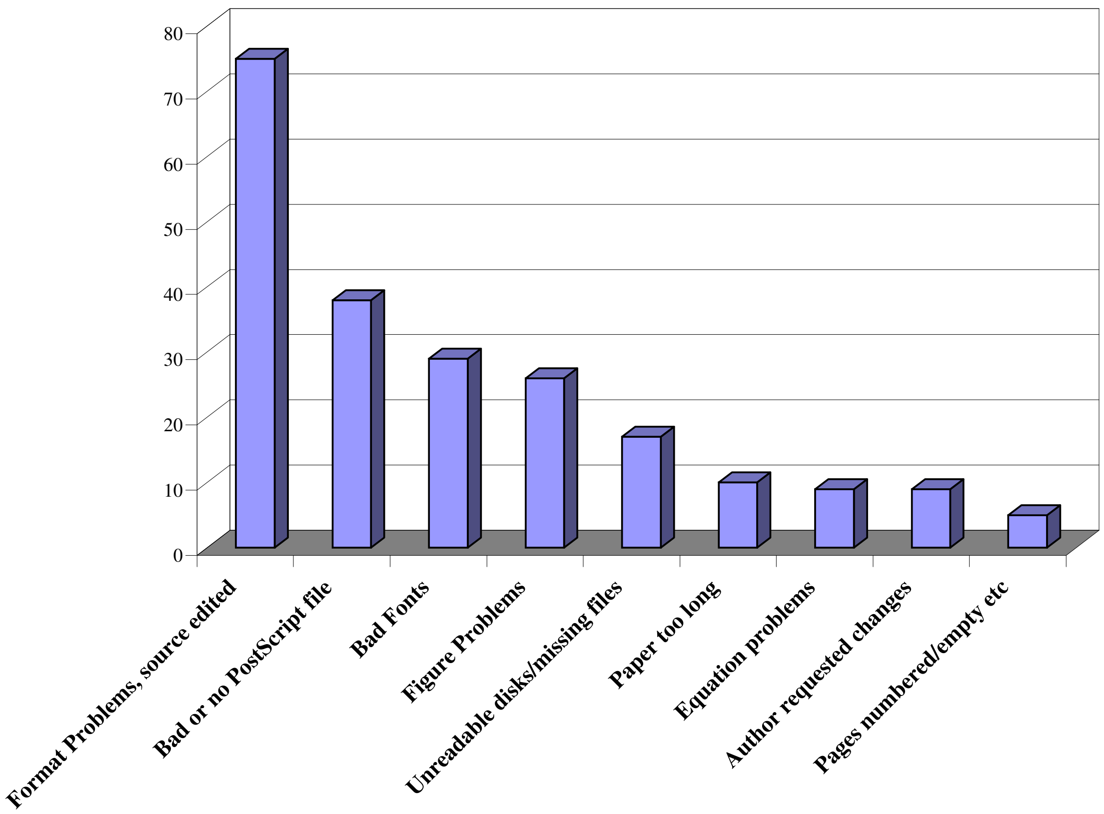

Figure 2: Example of full width figure showing the distribution of problems commonly encountered during paper processing.

umn. 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 12pt 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 heading and the following paragraph.

Paragraph Text

Paragraphs should use 10pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 3mm (.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.

Figures, Tables and Equations

Place figures and tables as close to the place of their mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures often leads to problems when the files are processed. Please use the approved fonts whenever possible. LaTeX 2_ε 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 a captions (10pt font) placed below the figure or above the table being described.

Text should not be obscured by figures.

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

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

References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called "References". When referring to a reference in the text, place the corresponding reference number in square brackets [3].

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 notes should be included in the references section and use the normal numeric sequencing.

Acronyms

Acronyms should be defined the first time they appear.

PAGE NUMBERS

DO NOT have any page numbers. The editorial staff will add them when they produce the final proceedings.

TEMPLATES

Templates and examples can be retrieved through Web browsers like Netscape and Internet Explorer by loading to disk. See your local documentation for details of how to do this.

Template documents for the recommended word processing software are available from the JACoW Website and exist for LaTeX 2_ε and Microsoft Word (Mac and PC) for US letter and A4 paper sizes.

Authors are required to use templates for the correct paper size and advised to use the template corresponding to the correct version of Word. Do not transport Microsoft Word documents across platforms, e.g. Mac $\leftrightarrow$ PC.

Please see the help files for instructions on how to install templates in your Microsoft templates folder.

CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only Times (bold or italic) and Symbol fonts for text—10 pt minimum.
- Figure labelling should be in Times (bold or italic) and Symbol fonts whenever possible—6pt minimum.
- Check that the PostScript file prints correctly.
- Check that there are no page numbers.
- Check that the margins are correct on the printed version. There may be differences of ± 1 mm on the margins from one printer to another.
- LaTeX 2_ε users can check their margins by invoking the `boxit` option.
- Check the size of the PostScript file—an average size is about 100–300 kbytes. If the file size is over 300 kbytes, please try to make it smaller.

REFERENCES

[1] http://www.JACoW.org.

[2] A. Name and D. Person, Modern Editor.s Journal 25 (1997) 56.

[3] A.N. Other, “A Very Interesting Paper”, EPAC’96, Sitges, June 1996.