Website

- http://www.JACoW.org/ has been purchased for 3 years.
- 13 conferences are posted.
- Cyclotron'01 and APAC'01 a working to produce files which conform to JACoW standard.
- More news from ICALEPCS'01 later this week, I hope.
- PAC'91 has just been posted and PAC'93 will be ready soon.
- LINAC'02 will soon be ready.
- DIPAC starting an exercise to re-process the last conference so that JACoW can publish it.
  - ☐ They still have all of the files in WORD.
- CERN Courier to publish an article about JACoW in the December issue.

Statistics

- Currently more than 10'000 papers posted on JACoW.
- Around 500 hits per week on the JACoW search engine.
- 3000 - 5000 hits per week from other search engines.
- ~0.5 Gbyte of PDF files served per day.
- Several hits from enquiries to Spires database per day.
- ~10'000 log entries per day.

A chamber of horrors …

Hand corrected document, scanned and inserted into Word

PREPARATION OF PAPERS FOR ACCELERATOR CONFERENCES*

J. Poole, C. Petit-Jean-Genaz, CERN, Geneva, Switzerland
P. Lucas, FNAL, Batavia, IL 60510, USA

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 the 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.

1 SUBMISSION OF PAPERS
Each author should submit all of the source files (text and figures), the postscript file and a hard copy version 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.

2 MANUSCRIPTS
Authors are advised to use the templates provided. The JACoW Styles and Macros menu is designed to help authors format their papers correctly. Please consult the individual conference help pages if questions arise.

2.1 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 (3¼ in) with 5.3 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 (1.0 in)

*Revised by Sara Webber, FNAL, April 25, 2001.
lucas@fnal.gov

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).

Figure 1: Layout of papers.

2.2 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.

2.3 Title and Author List
The title should use 14pt bold uppercase letters and be centred on the page. The names of authors and their organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12pt upper and lowercase letters.

2.4 Section Headings
Section headings should be numbered, use 12pt bold uppercase letters and be centred 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.

LaTeX, all type 3 fonts, 10 pages in submitted paper, single column 16pt

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September 25, 2002

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1

Terms of Reference I

Governance

- The rules for conducting the business of the Sites will be established by consensus decisions of the Organizing Committees of each member series of conferences, via the Chairmen of the Scientific Programme Committees. The Organizers of each series undertake to adhere to the boundary conditions cited below.

  Changes to JACoW or to its activities should be approved by a simple majority of the Chairmen of the Scientific Programme Committees for the member conferences.

  It will be the responsibility of the Chairman of JACoW to communicate all proposals for change to the Scientific Programme Committee Chairmen.

Rights of the Individual Conference Organisers

- The existence of the combined site does not detract from the rights of individual conference organizers to publish their proceedings on other web sites, storage media or hard copies of their choice.

  Proposals for change can be formulated by a member conference, through the Scientific Programme Committee Chairman, or by JACoW Team Members.

Composition and Turnover

- Previous, present, future and co-opted representatives of Editorial Boards of each series and the webmasters of JACoW Websites - the change happening immediately after the 'current' conference has taken place. Members may be co-opted at the discretion of the Steering Committee.
JACoW will be led by a Chairman appointed for three year periods, selected by the Scientific Programme Committee Chairmen of the member conferences following nominations from the Steering Committee.

All responses so far have been in agreement with these changes.

Request received from here …

Discussion Topics

- Should we do more for the community ?

- What do people think about slides and videos posted on JACoW ?

- Should we be looking to extend towards other conferences ?

- We have http://cern.ch/JACoW for our own business, templates and author information and all of the papers sit on http://cern.ch/AccelConf.

- How can we make the Website better ?

- How should we map to http://www.JACoW.org ?

- How about a poster for each conference to publicise and explain a little about JACoW ?