

PREPARATION OF PAPERS FOR JACoW CONFERENCES*

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Abstract

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conference Website (JACoW) collaboration 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.

SUBMISSION OF PAPERS

Each¹ author should submit the PDF or 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 × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.59 cm × 27.9 cm; 8.5 in × 11 in) paper.
- *Single-spaced* text in two columns of 82.5 mm (3.25 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)	1.02 in (26 mm)

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¹ This is a test footnote with a longer text which is wrapped over several lines to show layout and indentation when text does not fit into a single line.

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, but they should be placed at either the top or bottom of a page to ensure a proper flow of the text (Word templates only: the text should flow from top to bottom in each column).

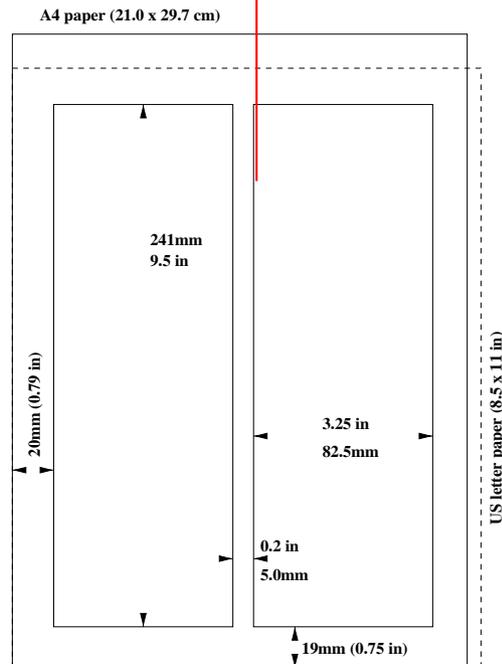


Figure 1: Layout of papers.

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 set of fonts. In Word 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 centred 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 organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12 pt upper and lowercase letters.

60.0 pt
without decenders

58.0 pt
with decenders

PURPOSE AND USAGE OF THIS CHEAT-SHEET

The purpose of this Cheat-Sheet is to help you finding the correct positions for alignment of text and picture blocks in JACoW papers.

Before you start measuring and correcting in your PDF file, make sure that the JACoW action list using PitStop has been run and the paper size is 595 × 792 pt.

Measures

All measures given in the Cheat-Sheet are values which might be slightly different (± 0.7 pt) in the document you check. This depends on where you measure the line and which fonts are used in the measured line. In general, Italic fonts start at lower x-values than Roman or Upright fonts.

For example, when you measure the first paragraph of the JACoW template you will find the leftmost anchor point to be 56.7428 pt (see Fig. 2), when adding the header *Abstract* into the selection, the position changes to 56.09 pt.

Positions

In the Position screen of PitStop Inspector you can select any anchor point for measuring position (X, Y), width (W) and height (H).

Anchor points are selectable for upper/lower, left/right coordinates of the selected object. The middle position is

only used to center objects like (modified) titles and figures or tables.

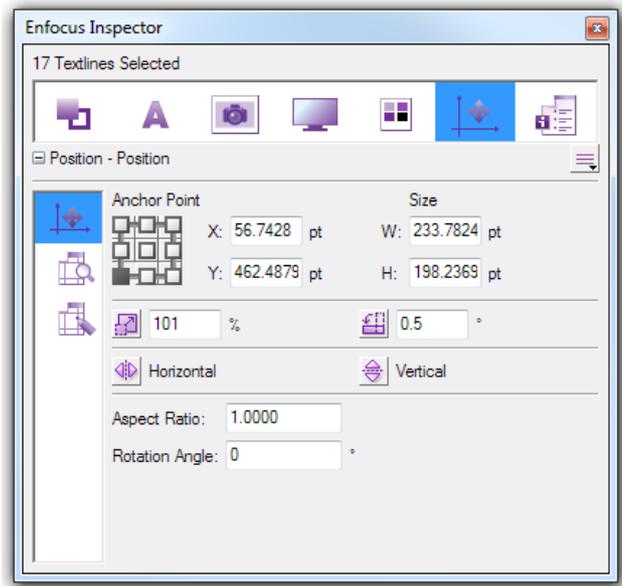


Figure 2: Example of the Position screen of PitStop Inspector (versions 9 and 10) showing the selected region of the first paragraph in the Cheat-Sheet.