

PREPARATION OF PAPERS FOR ACCELERATOR CONFERENCES*

J. Poole, C. Petit-Jean-Genaz, CERN, Geneva, Switzerland
P. Lucas, FNAL, Batavia, IL60510, USA

Abstract

APAC, EPAC and PAC have adopted the same standards for electronic publication and have created the Joint Accelerator Conference Website¹ (JACoW) for the publication of their proceedings. This document describes the common requirements for submission of papers to these conferences. The information given here is generally applicable and individual conferences have their own specific information which should be consulted in order to find information like the limits on the number of pages, the format of the author list 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) needed to make the paper, 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 the hard copy will be used for comparison with the version produced for publication.

2 MANUSCRIPTS

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)
- Single spaced text in two columns of 82.5 mm (3.25 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
Left	20 mm	20 mm (0.79 in)
Right	20 mm	26 mm (1.0 in)
Top	37 mm	19 mm (0.75 in)
Bottom	19 mm	19 mm (0.75 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 (see Fig. 2).

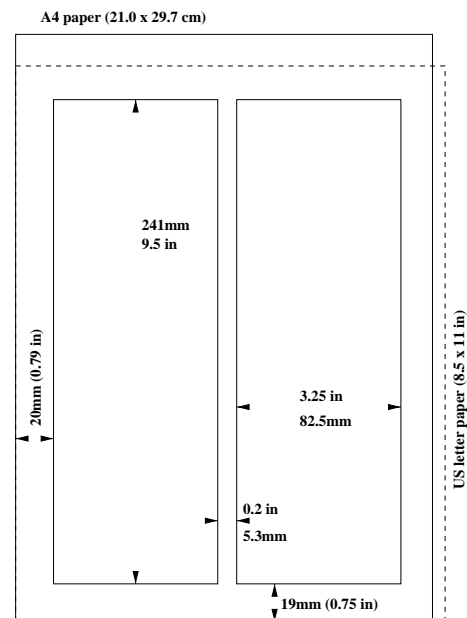


Figure 1: Layout of papers.

2.2 Fonts

In order to produce Adobe Acrobat PDF files which have good performance, use only TIMES (in roman, bold or italic), symbol and Zapf Dingbats fonts.

All contributions should use 10pt fonts for the normal text.

2.3 Title

The title should use 14pt bold uppercase letters and be centred on the page. The names of the authors and their organisation/affiliation and mailing address should be listed in 12pt upper and lower case letters, grouped by affiliation.

2.4 Section Headings

Section headings should be numbered, use 12pt bold uppercase letters and be centred in the column.

Widow and Orphan Control All headings should appear next to the following text - there should never be a column break between a heading the following paragraph.

* Work supported by long suffering spouses and colleagues

¹<http://www.cern.ch/accelconf/>

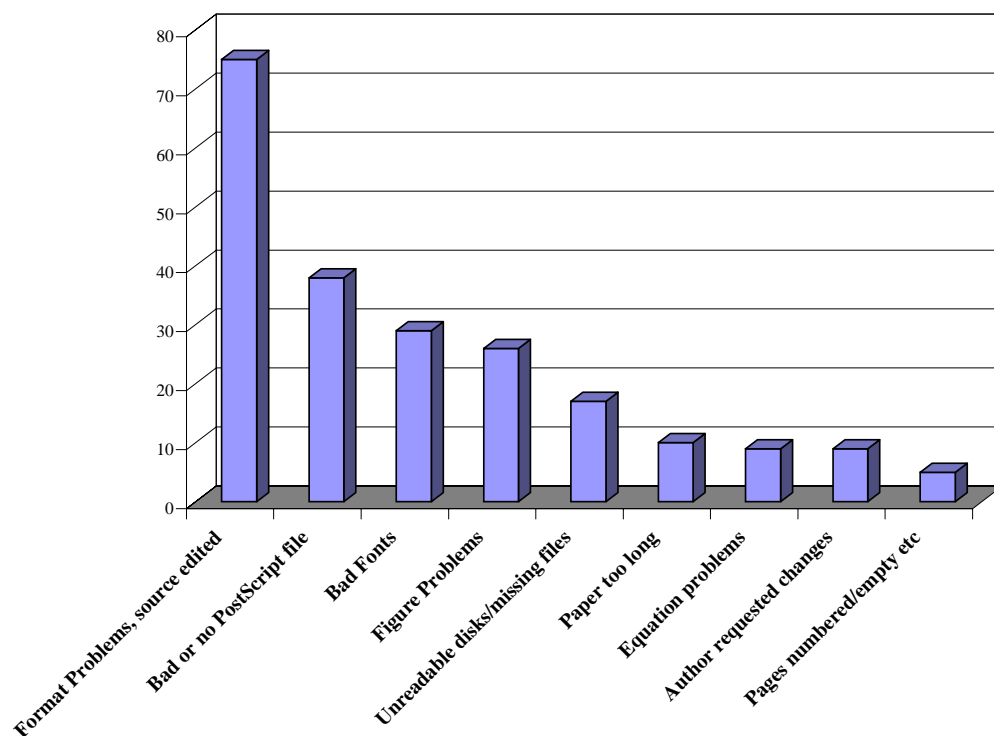


Figure 2: Example of full width figure, showing the distribution of problems commonly encountered during the processing of EPAC'98 papers.

2.5 Subsection Headings

Subsection headings should be numbered (e.g. *3.2 Penalties for Late Submission*), have 12pt italic letters and be left aligned and justified in the column.

2.6 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, **using only the approved fonts**. Use of non-approved fonts in figures often leads to problems when the files are processed and may even cause loss of information.

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have a caption placed below the figure or above the table being described, using 10pt font.

If a displayed equation needs a number, place it flush with the right margin of the column.

2.7 References

All bibliographical 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[1].

2.8 Acronyms

Acronyms should be defined the first time they appear.

3 PAGE NUMBERS

DO NOT have any page numbers. They will be added by the editing team when they produce the final proceedings.

4 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 JACo Website² and exist for LaTeX and WORD (Mac and PC) for US letter and A4 paper sizes.

Authors are strongly advised to use the template corresponding to the **correct version** of WORD **and not to transport the document across different platforms** e.g. MAC ↔ PC.

5 FINAL CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only TIMES (roman, bold or italic) and Symbol fonts (in the text and in the figures), 10 pt minimum.
- Check that the postscript file prints correctly.
- Check that there are no page numbers.

²<http://www.cern.ch/accelconf/templates.html>

- Check that the margins are correct on the printed version (left 20 mm (0.79 in), bottom 19 mm (0.75 in), overall height of text 241 mm (9.5 in)). There may be differences of ± 1 mm on the margins from one printer to another.
- Check the size of the postscript file - an average size is about 100-300 kbytes.

6 REFERENCES

- [1] A.N. Other, "A Very Interesting Paper", EPAC'96, Sitges, June 1996.