Paper Preparation

Manuscripts and Templates

Authors are advised to use the templates, and in case of difficulties, they should consult the JACoW electronic publication help pages. The templates contain styles which, when applied, will automatically ensure correct typesetting and layout. Use the JACoW Styles and Macros pull-down in the MS Word toolbar. Authors are strongly advised to use the template corresponding to the correct version of MS Word and not to transport the document across different platforms (e.g., Mac <-> PC or across different versions of MS Word on the same platform).

Length of Contributions

Papers for both contributed oral and poster presentation may be up to 4 pages long; invited oral presentations may be up to 7 pages and tutorials may be up to 7 pages. If contributions contain numerous references, these may be carried over to an extra page.

General Layout

See the templates for a typical implementation of the requirements. Manuscripts should be prepared for the appropriate paper size and have:
• US letter size (8.5 in x 11.0 in; 21.6 cm x 27.9 cm) or
• A4 (8.27 in x 11.69 in; 21.0 cm x 29.7 cm)
• Single spaced text in two columns of 3.25 in (82.5 mm) with 0.2 in (5.3 mm) separation
• The text located within the margins specified as follows to facilitate electronic processing of the PostScript file

The margins should be as follows:

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 (1.00 in)

Authors should use only Times or Times New Roman (in roman, bold, or italic) and Symbol fonts. All contributions should use 10pt fonts for the normal text.

Title

The title should use 14 pt bold uppercase letters (except for instances such as GeV, Nb, etc.) and be centered on the page. The names of the authors and their organization/affiliation and mailing address should be listed alphabetically in 12 pt upper and lower case letters, grouped by affiliation. When there is more than one author, the submitting author's name should be listed first, followed by the other names in alphabetical order.

Section Headings

Section headings should use 12 pt bold uppercase letters (except for instances such as GeV, Nb, etc.) and be centered in the column. They should NOT be numbered. Widow and Orphan Control: All headings should appear next to the following text - there should never be a column break between a heading and the following paragraph.

Subsection Headings

Subsection headings should use 12 pt italic letters, be left aligned and justified in the column. As for section headings, they should NOT be numbered.

Paragraph Text

Paragraphs should use 10 pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 3 mm (0.13 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 first 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 unless the fonts are embedded. 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. A simple way to introduce figures into a Word document is to place them inside a table that has no borders. This can be achieved by doing the following.

To insert a full width figure:
• Insert a continuous section break
• Insert two empty lines (will make subsequent editing easier)
• Insert another continuous section break
• Click between the two section breaks and Format -> columns -> Single • Table -> Insert single column, two row table
• Paste the figure in the first row and adjust the size as appropriate
• Paste/Type the caption in the second row and apply the appropriate single or multi-line figure caption style
• Table -> Table properties -> Borders and shading -> None
• Table -> Table properties -> Alignment -> Center • Table -> Table properties -> Text wrapping -> None
• Remove the blank lines from in and around the table

If necessary play with the cell spacing and other parameters to improve appearance.
If a displayed equation needs a number, place it flush with the right margin of the column.

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. A URL may be included as part of a reference, but its hyperlink should NOT be added. See the templates for a typical example.

Acronyms

Acronyms should be defined the first time they appear.

Page Numbers

DO NOT number pages. Page numbers will be added by the editing team when they produce the final proceedings.

Paper Preparation Checklist

• Use only Times or Times New Roman (roman, bold or italic) and Symbol fonts (in the text and in the figures), 10 pt minimum
• Check that the PostScript file or PDF file prints correctly
• Check that there are no page numbers
• Check that there are no section or subsection numbers
• 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

Once contributions are prepared, follow the paper submission instructions.

Common Oversights

Please check your paper against this list of common oversights before submitting your paper, giving particular attention to the formatting of figures, tables, and references.

► **Title :**

Use 14 pt bold UPPERCASE letters (except for units, e.g. GeV) Centered on the page

► **Authors:**

The names of authors, their organizations/affiliations, and mailing addresses should be in 12 pt uppercase and lowercase letters. When there is more than one author, the submitting author should be first, followed by the co-authors. Co-authors should be grouped by affiliation and then be listed alphabetically. Primary authors are kindly reminded that it is their responsibility to check the accuracy of the title and co-authors entered in the SPMS abstract.

There should be an exact match to those appearing in the paper. This is required to ensure the proper indexing of authors to papers in the published proceedings

► Section Headings:

Section Headings should NOT be numbered Use 12 pt bold UPPERCASE Centered in the column

► Subsection Headings:

Use 12 pt italic lowercase and uppercase. The initial letters of significant words are capitalized, and the heading is left aligned in the column

► Figures:

Figure captions should be placed below the figure and centered if on one line, but justified if spanning two or more lines:

- Figure 1: A one line figure caption
- Figure 2: A figure caption that takes two lines or more is justified

Note the colon ":" after the figure number and the period "." at the end of the caption. When referring to a figure from within the text, the convention is to use the abbreviated form, i.e., Fig. 1, unless the reference to the figure is at the start of the sentence: Figure 1 shows a schematic view of..., ... as shown in Fig. 1.

► Tables:

Table headings should be placed above the table and centered if on one line but justified if spanning two or more lines:

- Table 1: Table Heading (if on one line is centered)
- Table 1: A Particularly Long Table Heading Spanning Two Lines (is justified)

Note the colon ":" after the table number, initial letters of the Table Heading are capitalized, and the absence of a period at the end of the caption. When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., Table 1.

► Equations:

If a displayed equation requires a number, it should be placed flush with the right margin of the column.

► References:

References are written in 10 pt and should be justified with 7 mm hanging indent (using Word terminology), i.e., neatly presented with reference numbers aligned.

Submission of Electronic Files

Once the contribution has been prepared using the appropriate template according to the paper preparation guidelines, the author should submit a PDF made from this document (please make sure the fonts are embedded into the PDF file), the source file and all illustrations in its native format named according to the paper's program code. For example, for paper MOPP001, the following files should be uploaded:

A PDF made from the paper:

- MOPP001.pdf – only if you do not have the possibility to generate a PDF,
  you may submit a PS file instead

Source files:

- MOPP001.doc – the WORD source file, or

- MOPP001.tex – the LaTeX source file, if LaTeX was used, or

- MOPP001.odt – the OpenOffice.org source file, if OOo was used

Figures:

- MOPP001f1.eps – EPS file containing figure 1
  (uploaded as «other supporting file»)

- MOPP001f2.tif – TIFF file containing figure 2
  (uploaded as «other supporting file»)

- etc…

Guidelines for Paper Preparation & Submission

Once all files are ready for submission, login to your author account via
https://spms.fnal.gov/pls/ibic17/profile.html, choose the paper you are working on and click on the file Upload link.
Then upload all the requested properly named files.

Papers will be processed by the editorial team starting during the week before the conference. Authors will receive a mail indicating the status (accepted, request for proof-reading or in some re-submission of a new version) of their paper after processing and can also retrieve this information after login to the author account or, during the conference, from the paper status board installed near the author reception room