GUIDELINES FOR PROCESSING AND QA CHECKING JACoW PROCEEDINGS

Author's files	→	File server at CAMD
Author's working files	→	On your computer
Metadata	→	SPMS at FNAL
Trace of all events/comments	→	SPMS at FNAL

Preparing electronic manuscripts for JACoW publication consists of two phases: paper processing and QA review. This document provides the following information:

1. An **Overview** of how verify your computer's software is properly configured, a description of the file organization, and where to logon to access the conference's SPMS system;
2. **Paper Processing** guidelines for processing contributions submitted to JACoW conferences (please refer to the list of **common oversights** that authors make when preparing their papers);
3. **Quality Assurance** guidelines for ensuring that the papers are ready for publication; and
4. **Tips, tricks, and reference information** that might come in handy.

OVERVIEW

You can use any computer that is available, but use the same computer throughout the conference. All of the software settings and preferences should already be set, but if you'd like to double check, see the box to the right →.

The first time that you start a paper processing session you'll find a folder on the Desktop named **Editor Working Folder**. **This is the only folder that is backed up**, so please **DO NOT RENAME OR MOVE IT**. Use this folder for all the papers you are working on. There is also a folder named **DONE** on the Desktop. When you are done processing a paper (successfully or not, it doesn't matter), create a subfolder under the **DONE** folder and name it according to its paper code. Move all of that paper's files into the new subfolder.

EXAMPLE: when working on paper **MOXAA01**, all its files will stay in

C:\Users/Rentex\Desktop\PO

(i.e., create **WorkingFolder** on your desktop). When you're done, all the processed files of that paper will be moved to
C:\ Users/Rentex\Desktop\PO\DONE\MOXAA01

Login to your IPAC/JACoW account at
http://appora.fnal.gov/pls/ipac12_debug/profile.html

Setting up Acrobat, Distiller, and the PitStop Action List

There are many settings to check before starting to process. The settings in the PDFOptimizer (for experts) should also be set so that they are the same as for Distiller, PDFMaker etc. (compression, fonts etc.) and to Acrobat 7.0 or later compatibility.

The distiller settings (JobOptions file) can be downloaded *here*.

The JACoW Media Box Action list can be downloaded *here*.

PAPER PROCESSING

Once logged in, you will automatically get the editor interface.

- o Select the platform - in general MAC papers should not be processed on a PC and vice versa. You can safely process Linux, Unix, and Windows documents on a PC.
- o Select the source type – MS Word or LaTeX.
- o Click **Get Next Paper** (or choose a specific PAPER_ID, e.g., MOXAA01).

Basic Processing Procedure

Getting an Acceptable PDF File

1. **The SPMS database will assign each paper** for an Editor to work on. The editor should select the platform through the web interface; remember that MAC files are only processed on MACs. Once an editor has been assigned a paper for processing, the author cannot re-submit any files without some manual intervention by the editorial staff.

2. Click on the **Download** link. Download this file to your **Editor Working Folder** and continue with the following steps.

3. If there IS a PDF file from the author, it is named <paper_id>_AUTHOR.PDF.   Process the paper using steps 8 through 14 below.

    ▪ If the PDF file is not usable, proceed to step 3, as if there were no PDF file.

    ▪ If the PDF file is usable, make any changes needed and then:

        1. Save As → More Options → Postscript. Save the file with the name <paper_id>.PS and go to step 6.

4. If there is no PDF file, look for a PostScript file. If the author submitted a PostScript file, go to Step 6.

5. If there is no PostScript file **download the source** file(s) and make a PostScript file using the Generic PostScript Printer - **DO NOT USE** PDFMaker.

    NOTE: If you have to open the source file to create the PDF, the paper must be flagged with a yellow dot even if you made no changes to the source. If there are subsequent problems you cannot resolve, then a red dot should be assigned.

6. Drag and drop the PostScript file onto the **Distiller** icon.

7. If the distilling works, the PDF will automatically open in Acrobat. If the PostScript file doesn't distill, go back to step 5 and create a new PS file from the source file.

Processing the Paper

8. **Check the fonts** by opening File -> Document Info -> Fonts. All fonts should be Type 1, TrueType, or OpenType. If there is a problem, go back to the document and try to change fonts or in the case of LaTeX pass the paper to an expert to fix the font problem. The PostScript file should be re-made and the processing repeated from Step 6. When a WORD document has been repaired make the PDF from a new PostScript file.

9. **Check the number of pages**: only invited oral papers can have up to five pages (the third letter of the Program Code for invited oral papers is I, X, Y or Z), for all others the maximum is three (third letter, or third and fourth letters of Program Code O, OA, OB, OC, etc., E, or P).

10. **Check that all pages are readable** and are displayed in a reasonable time (every page should display in less than about 5 seconds).

11. Change to full page view and enable grid (View → Show Form Grid or shortcut CTRL-U), if not already on.

12. **Resize the document** by using the PitStop Action List. Open the Action List Control Panel , locate the JACoW Media Box Action List in the Local List and Run it.

13. **Check the page size** at the bottom of the window: it should be 595 x 792 pt. Move the mouse pointer to the lower left corner of the screen to make the page size appear.

14. The text should now be inside the **margins** on all pages (± ~1 mm). If part of the text or graphics is outside the box, the offending objects may be moved using the *Select Object* tool in the PitStop toolbar to select the object, then either hold down the CTRL key or click on the *Move* tool , and then use the keyboard arrows to nudge objects into position.

15. **If the format is wrong**, download the source file, edit the document, make a new PostScript file, and go back to Step 6.

16. **Save the PDF** file using the **Save As...** command (CTRL-Shift-S).

17. Check that the name of this final PDF is the PAPER_ID.PDF.

18. **Print the PDF** and check for readability and figure quality.

19. **Check that the size of the PDF** file is reasonable. For larger files, double check that it will display rapidly.

20. **Upload files** when you are finished and then set the status in the SPMS to Green, Yellow, or Red, as described below.

21. If the PostScript file has to be made or re-made even if the problem is trivial, e.g. wrong paper size, stick a Yellow dot, record your actions through the processing interface, check the boxes which describe the problem best and forward the paperwork for filing. Always be clear in your comments about processing so that others can understand what the problems were. The author will be invited either to download the .pdf and check it himself, or to come to the proceedings office to proof read the paper which has been fixed.

22. If the problem is very complicated and you cannot fix it yourself, check to see whether another editor could. If this is the case, ask the alternative editor to re-assign the paper to himself/herself.

23. ***If it is estimated that a paper will take more than an hour to fix, assign a Red dot, explain clearly the problem through the processing interface, and ask the author to fix at his earliest convenience.***

General Information, Tips, and Tricks

Number of Pages Allowed

Contributed papers may be up to 3 pages [program codes: OA, OB, or P].
Invited papers up to 5 pages [program codes: E, I, X, or Y].

Paper Sizes of Source Files

Units	US Letter Paper	A4 Paper
mm	216 × 279	210 × 297
inches	8.5 × 11.0	8.26 × 11.68
points	612 × 792	595 × 841

Distilled Page Sizes

A4 on A4	A4 on US letter	US letter on US letter	US letter on A4

Painting over Unwanted Objects in a PDF File using PitStop

Sometimes an unwanted line or object will appear in the PDF file and a method for painting over it with a white box is described *here*.

Moving an Object in Acrobat

Objects (like all of the text on the page) can be selected and moved around using PitStop. *This document* gives some details.

Common Author Oversights

1. **Title:**
   The title should use 14 pt bold UPPERCASE letters (except for units, e.g., GeV) and be centered on the page.

2. **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 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.

3. **Section Headings:**
   Section Headings should NOT be numbered. They should use 12 pt bold UPPERCASE and be centered in the column.

4. **Subsection Headings:**
Subsection Headings use <mark>12 pt *italic* lowercase and uppercase</mark>. The initial letters are capitalized, and the heading is left aligned in the column.

5. **Figures:**
Figure captions should be placed <mark>below the figure</mark> and centered if on one line, but justified if spanning two or more lines:

<div align="center">

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

</div>

<mark>Note the colon ":" after the figure number and the period "." at the end of the caption.</mark>
When referring to a figure from within the text, the convention is to use the abbreviated form, <mark>i.e., Fig. 1, unless the reference to the figure is at the start of the sentence</mark> as shown below:

Figure 1 shows a schematic view of …
  and
… as shown in Fig. 1.

6. **Tables:**
The publishing standards of today dictate that <mark>tables are to be drawn without vertical lines</mark>. See Table 1 in the [template](#).

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

<div align="center">

Table 1: Table Heading
Table 1: A Particularly Long Table Heading
Spanning Two Lines

</div>

<mark>Note the colon ":" after the table number</mark>, initial letters of the table heading are capitalized, and the absence of a period at the end of the caption. It is also acknowledged, however, that in some instances authors find it necessary to replace the table heading with an actual sentence. In such cases, follow the formatting rules given for figure captions. The table caption should, however, always be placed above the table.

When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., write Table 1.

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

8. **References:**
References are written in 10 pt and should be justified with a 0.25-in (7-mm) hanging indent (using Word terminology) i.e., neatly presented with reference numbers aligned.

Post-Processing Procedure

1. **Print** the processed paper from the final PDF, in color and in duplex mode.

2. **Write the PAPER_ID** in the center of the top margin of the paper copy.

3. **Write your name** just below the PAPER_ID.

4. **Stick a** red, yellow, or green dot on the paper in the upper-right corner. Use:

   - <mark style="background-color:red;color:white">**RED**</mark> where there are problems:
     indicates to the author that he must come to the proceedings office

- <mark>YELLOW</mark> if the source file was opened to fix a small problem:
  indicates that the author should proofread in case things have inadvertently been changed

- <mark>GREEN</mark> if everything was OK:
  no further action required - paper can proceed to QA review

5. **Upload** ALL the processed files - no need to upload unchanged source files. **If you are replacing the author's Source, PostScript, or PDF file, you must do so _before_ setting the status**, otherwise, the paper will be flagged as having received new files after its status was set.

6. After upload - use the interface to **set the status** to red, yellow, or green in the database.

7. **Enter explicit comments** when there were problems, **check the boxes** to indicate what type of problems were found, and **click** the **Save** button.

8. If there were problems, be explicit in your comments so that the staff in the Author Reception can explain the problem to the author.

9. Author Comments can be seen by the author. Editor's notes are only available for the editors to see.

10. Place the paperwork in the appropriate stack (red, yellow, green) for filing.

11. Click **Get Next Paper** to be assigned your next paper to process.

QUALITY ASSURANCE PROCESSING (revised)

Once QA Processing starts, the **Editor/QA privilege** will be enabled.

1. **Take a paper** from the QA folder that was NOT processed by you.
2. **Download the PDF** file from the server using the editor interface:
   - Click on Final Paper QA (on right side of editor web page).
   - From the Paper QA page choose the paper from the pull-down menu and click Submit.
3. Then **perform** the following **checks**:
   - The **title** and **number of pages** is the same as in the database. If they differ, change the data in SPMS to agree with the paper.
   - All pages of the document **display in <5 seconds**
   - All pages of the document display **without error**
   - Check the **margins** once more
   - Check the **paper size** once more (595 pt x 792 pt)
   - **Ignore author list** differences (this step will be performed by the Author Reception Office)
   - **Look carefully** at the text and...
   - **Check equations and figures** for strange or bad (e.g., unprintable) fonts.
   - **Check the paper copy** again for any problems.
4. If everything is **NOT all OK but you can fix it**…
   - If you can **fix it in the PDF:**
     1. Fix the problem and put a comment in the database
     2. **Upload** the new version of the PDF file
   - If you need to **go back to the source to fix it**:
     1. Select **QA Failed**
     2. Select **Reassign paper to me**
     3. Re-process the paper to fix the problem, put your name on it, and put it back in the stack for QA processing (not by you)
     4. **Upload** the new version of the PDF file
5. If you **cannot fix it**:
   - Select QA Failed
   - Assign red dot on the paper copy.
   - Describe the problem and red dot the paper in the SPMS. The author will be notified of the operation by the SPMS automatically.
   - File it again in the processed papers stack.
6. If **all is OK** choose **QA OK** in the SPMS and **submit**.
7. On the paper copy, just below the green dot, write 'QA OK.'
8. Place all paper work in the folder, placing the latest PDF version (the one with the dot) on top.