Review of the JACoW Microsoft Word Templates

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Recent Changes to JACoW Word Templates

- Removed .doc files; only .dot files provided for downloading

- Word 2007 template relatively new; any problems?

Brief Questionnaire

Emailed the following questions to 14 editors of recent JACoW conferences:

1. Did any authors experience problems using the templates?

2. Did anyone have problems because only the .dot (template) files were offered?

3. Asked for estimate of number of .doc vs .docx papers were received.

4. Were any files incorrectly saved in .docm (macro) format submitted?

5. Any recommendations on how the template can be improved?

6. Additional comments?

Responses to Questionnaire

Received 5 responses, a 36% return rate…☺ **Thank you Maksim, Jan, Martin, Christine, Joe!**

Question 1: Did authors experience any problems using the template?

Generally, no, but one response suggested that authors may not even realize that JACoW macros exist or understand how to use them.

Question 2: Any problem with only offering .dot files (i.e., no .doc files)

- about 1% of authors needed assistance using the template

- some authors using Vista may have had problems; probably used an old JACoW .doc template to circumvent the problems

Responses to Questionnaire (continued)

Question 3: **Estimate of number of .doc files vs .docx files received**

Conference	# of .doc files	# of .docx files	.doc : .docx
LINAC'08	250	25	10 : 1
PAC'09	1011	96	10.5 : 1
HB2010	37	17	2.2 : 1
RuPAC'10	---	---	~40 : 1

No clear trend can be seen from this small amount of data over several years and wide variance in conference size.

Question 4: **Any .docm files received?**

- Very few; a total of 3 .docm files received in four conferences.

Responses to Questionnaire (continued)

Question 5: Recommendations on how to improve the template

- Need formal instructions on how to format references. Right now we often get "a horrible mix of everything!" (Jan)

- Confusion on using the two types of figure captions (centered vs justified) (Maksim)

- Authors still have problems with footnote and horizontal line in the text box at the bottom of column 1, page 1   (Martin)

Responses to Questionnaire (continued)

Question 6: Comments?

- We should offer author training, perhaps in a satellite meeting. [Joe, Christine]

- Would adding a revision number or other versioning mechanism on the templates help the authors use the most current template? [Cathy]

- Need to resolve the problem of Word 2007 using Cambria Math font (in equation editor) that do not distill. Current solution is to open/save with earlier version of Word where fonts are bitmapped (see next slide). [Jan]

- We need to discuss whether to have the same wording for MS Word and LaTeX templates or customized text for each version.   [Martin]
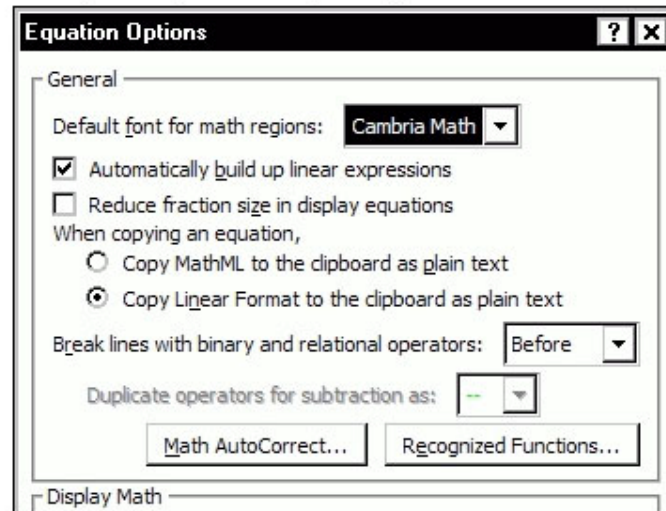
Changing Cambria Math Font in Word 2007 Equations

From: http://www.uwec.edu/help/Word07/EQ-opt.htm

Conclusions

- The elimination of .doc templates appears not to have been too traumatic (however, authors may have just used old templates).

- Authors need training on how to use the correct template in the proper way (e.g., address using macros, text box footers, types of figure captions)...perhaps a tutorial at a satellite meeting.

- Add more examples of how to format different types of references.

- Cambria Math font issue...will continue to follow up with University of Wisconsin people.

- Result of discussion on customizing template text...??