Basic Functionality for Scientific Programme Management with SPMS – During the Conference

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- **JACoW site @CERN**
  - http://www.jacow.org
- **Organizing IPACs: WEAB01.pdf**
- **JACoW Team Meeting SPMS @CERN**
  - https://oraweb.cern.ch/pls/jacowtm/profile.html
- **JACoW Documentation site @Elettra**
  - http://www.elettra.trieste.it/SPMS/

Overview

- Staffing
- Work Plan for Editorial Team
  - IT and Pre-conference
  - During the Conference
- Authorize/Privileges for all roles,
- Processing Contributions
- Quality Assurance
- Processing Transparencies
- Electronic Dotting Board
- Presentations Management
- Poster Session Management
- Author Reception: Sort/File/Edit
- End of the Conference: Pre-press Publication
- Final Publication on JACoW
- PRST-AB Special Issues

Staffing

- How to calculate the number of editors needed
  - Estimate 80% of entries in SPMS will need editing
  - Aim to process 80% of expected entries during pre-conference editing (3 to 4 days)
  - Establish the number of "core" editors with i.e. 1000 contributions in SPMS:
    - 80% of 1000 = possible 800 contributions to process
    - 80% of 800 = 640
    - 640 divided by 3 days = 213 papers to be processed per day
    - 213 papers divided by 35 (average number of papers per "experienced" editor per day = ~ 6 experienced pre-conference editors required for pre-conference processing
  - Establish the number of other staff – double the above + "comfort zone"
    - IT
    - Processing Transparencies
    - Sort/File/Edit

N.B. Not included: Poster Session Manager/Presentations Management

Work Plan for Editorial Team – IT and Pre-conference Editing

- Computer setup, the day prior to pre-conference editing
  - 2 or 3 persons depending on
    - Number of computers, printers, dotting board, etc. to set up
    - Whether computers could be cloned, etc.
- Pre-conf editing by "experts"
  - Criteria (to be covered by Jan, but … get them straight before starting – fewer papers, stricter criteria, ….) The most common problems are listed in the screen Editor/Proceedings Administration / Paper Error Codes
  - Aim to move fast with pre-conference editing – come back to problem papers later ….

Work Plan for Editorial Team – During the Conference

- **During the Conference:**
  - Begin with training of inexperienced or out-of-practice editors
  - Review the procedure, and criteria
  - New group tackles the 20% remaining, plus post-deadline contributions
  - Experts begin Quality Assurance (QA), or the double check, as well as re-submitted red dot papers, problem solving, revisions to green/yellow dot papers
  - Transparency processing, ~ 2 persons
  - Volker produces set of titles/co-authors on papers for …
  - Author Reception, 3 persons for helping authors, plus cross-checking of titles, co-authors, etc. …

Authorizations …

- All privileges entered in the screen Overall Database Administration / Privileges, Roles & Users / Authorize
  - Editor
  - Editor QA
  - Transparency Processing
  - Poster Session Manager
  - Presentations Manager
  - Sort/File/Edit
  - Send Automated e-mail
- All editors can see statistics, activity log, etc.

Processing Contributions

- In a perfect world authors have used the JACoW templates, respected formatting guidelines, and uploaded .ps files, original source files, figure files …

- In the accelerator world, we take what we can get and make the most of it …

- The screen Editor/Proceedings Administration / Presentation File Combinations is used to assign (weight) contributions for processing:
  - where there is a .ps file, then a source file, etc. via the screen

Processing Contributions

- Editors call for papers to process, having entered their preferred
  - platform preference for editing (PC, Mac, Linux, Unix – the platforms entered into the Platform Codes Screen
  - source file type (LaTeX, Word)
- If a specific paper needs to be re-assigned it can be re-assigned by entering the programme code
- The editor distills the .ps file to .pdf, runs through the cropping, checking, etc.

Processing Contributions

- If all's well, the editor
  - uploads the .pdf file, enters the status (green) and enters comments in the appropriate field
  - prints out a copy, checks it, sticks on a green dot, initials it and puts it out for filing

Processing Contributions

- If all's not well (40% …), if the source file has to be used or if no usable file could be produced, the editor
  - uploads all newly produced files, enters the status (yellow if source file used, red if unusable), enters the appropriate comments using the list of most common errors entered in the table Editor/Proceedings Administration / Paper Error Codes
  - Prints out a copy, sticks on the appropriate dots, initials it and puts it out for filing

Processing Contributions

- Entering a status (red, yellow, green) by the editor upon completing processing generates an e-mail to the primary or submitting author. The messages to authors are entered into the table
  - Editor/Proceedings Administration / Processing Status Codes
- Hiroyuki Sako will describe the new functionality relating to automating yellow dot procedure

Quality Assurance

- Second (and final) check of all contributions with green dot status - begins once 80% of papers have been processed
  - Basic checks: number of pages (double checked by scripts), fonts, formatting, display, special characters (also checked in scripts), coherence, titles on papers to match SPMS entries, …
    - If OK, editor updates SPMS, signs QA OK with initials on paper, and passes it for filing
    - If not OK, editor either fails it in SPMS with comments and possible action, or passes it back to the editor who processed it, or tries to fix it, etc. ….

  Privilege in SPMS = Editor QA

Processing Transparencies

- New functionality, to be described by our "expert" Michaela, has been developed recently. Michaela's documentation is published at the Documentation site

- See the new module, Editor/Proceedings Administration / Presentations Management / Transparency Processing

Electronic Dotting Board

- Reflects the processing status as dots are assigned by editors as they process files. Generally set up on a monitor in front of the Proceedings Office
  - System Parameters / Edot Board – parameters of the board
  - General / Reports / Electronic Dot Board – to see what the board looks like on the monitor

Presentations Management

- New functionality, to be described by our Hiroyuki Sako, who used it for the first time at Linac'10.

- See the new module, Editor/Proceedings Administration / Presentations Management / Agenda and / Transparency List

Poster Session Management

- IPAC policy: no contributions accepted for presentation only, meaning we don't publish if work isn't properly presented, means we have to check that the work IS properly presented

- Poster Session Managers
  - Help setting up, discreetly checking that posters are posted, and of good quality
  - Ensure that authors are present during the sessions
    - If necessary get the Editor/SPC Chair to talk to presenters
  - Enter status in the SPMS – Editor/Proceedings Administration / Poster Police
  - Important: Scripts only see posters that get the 3 green flags: *posted, manned, good quality …*

Author Reception

- Author Reception: Interface between the scientific programme management and authors during the conference
- Originally around 4 full time staff, manually updated dotting board, filed (hard copies/copyright), explained problems to authors, hence the privilege in SPMS is "Sort, File, Edit" …
- Today,
  - Electronic Dotting Board
  - Authors can see status and editor comments when logging in, can approve yellow dot -> green dots
  - No hard copies to file …
- Time on their hands …. But not for long …

Author Reception

- Staff reduced to 2 or 3, including Editor-in-chief, reinforced with "novice" editors working on processing, but huge extra job:
  - Cross checking titles and co-authors on papers against those in SPMS
  - Volker produces a printout of the top half of each green dot contribution which is compared with a print out of the report General / Data Extracts / Conference Guide

Pre-press Publication

- Aiming to publish "pre-press", i.e. just the pdf files, no transparencies, no author index, is happening more frequently – last day of conference, very early afterwards

- The .pdf files are transferred to a different server, or a different part of the server used for paper upload, the SPMS is modified:
  - System Parameters / URLs / Proceedings TOC Base URL

Final Publication on JACoW

- **Editor-in-Chief**
  - Ensures the titles/co-authors are all correct on all green dot files
  - Ensures all QA failed, red dots, etc. are absorbed
  - Double checks that all posters with green dot status were:
    - Posted, manned, good quality – double check where no authors registered …
  - Prepares "wrappers"
- **IT Expert**
  - Runs scripts and sends proceedings to Ronny, who tests and if all OK passes the word to Takashi ….

PRST-AB Special Issues

- **Physical Review Special Topics – Accelerators and Beams**
  - Open Access, refereed journal in accelerator physics
  - EPAC, PAC, IPAC, etc. publish special collections regularly
- **SPC identifies possible contributions**
  - Use "Attributes" to identify the contributions
  - Email the primary authors using Email Utility
  - Track responses using "Attributes"

Brief Demo if time ..

- **JACoW Team Meeting SPMS Instance**
  - Overall Database Administration
    - System Parameters, Authorize, Functional Roles, Webpages
    - PC Functionality: Invited Orals, Re-classification and Contributed Oral
    - Scientific Program Administration, Classifications, Main Classification/Experts
- **IPAC'10 SMS Instance**
  - Scientific Program Administration
    - Classifications, Sessions, Programme Codes
- **JACoW SPMS Documentation Site at Elettra**
  - SciProg Administration