A Review of JACoW Templates and the Online Author Information and Help Pages

Cathy Eyberger
Argonne National Laboratory

JACoW Team Meeting, Shanghai, China
November 14-18, 2011

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Overview

Updating Templates

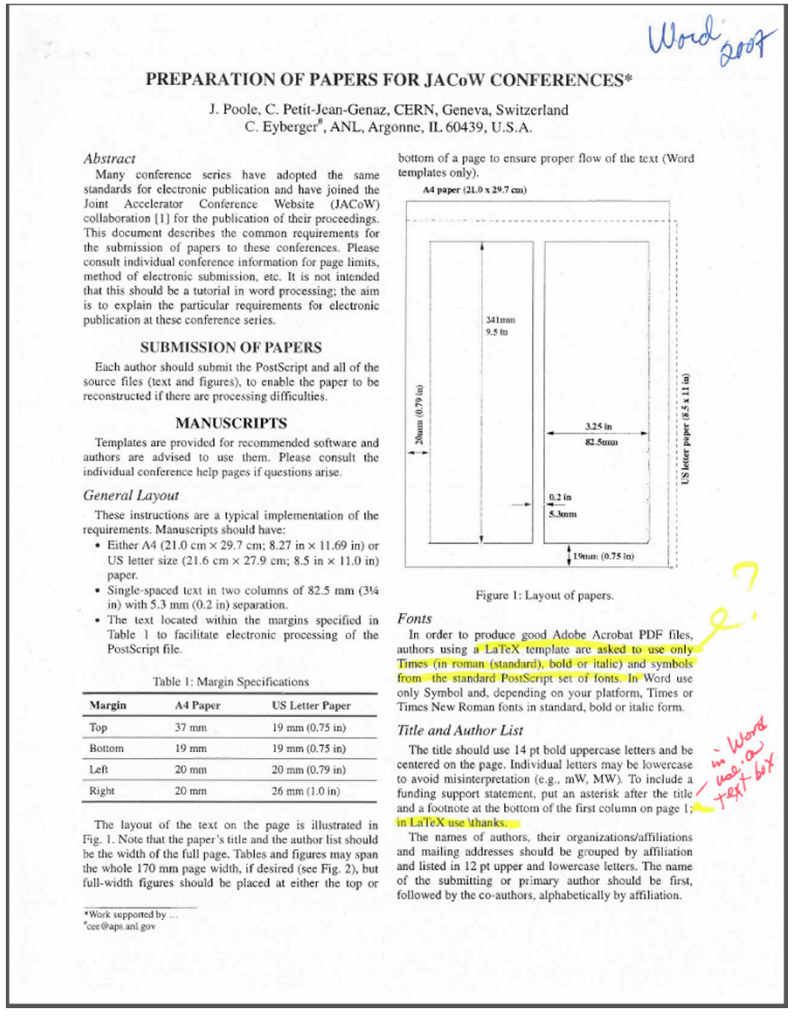
- Compare three types of JACoW templates: Microsoft Word (MS), LaTeX, and Open Office Word (OO)
- Solicit and discuss proposed changes

Updating Online Author Info and Help Pages

- Look at these pages to determine what needs to be updated
- Assign people to make the updates

MS Word vs LaTeX Templates - page 1

MS Word



PREPARATION OF PAPERS FOR JACoW CONFERENCES*

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C. Eyberger#, ANL, Argonne, IL 60439, U.S.A.

Abstract

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Table 1: Margin Specifications

Margin	A4 Paper	US Letter Paper
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Figure 1: Layout of papers.

Fonts

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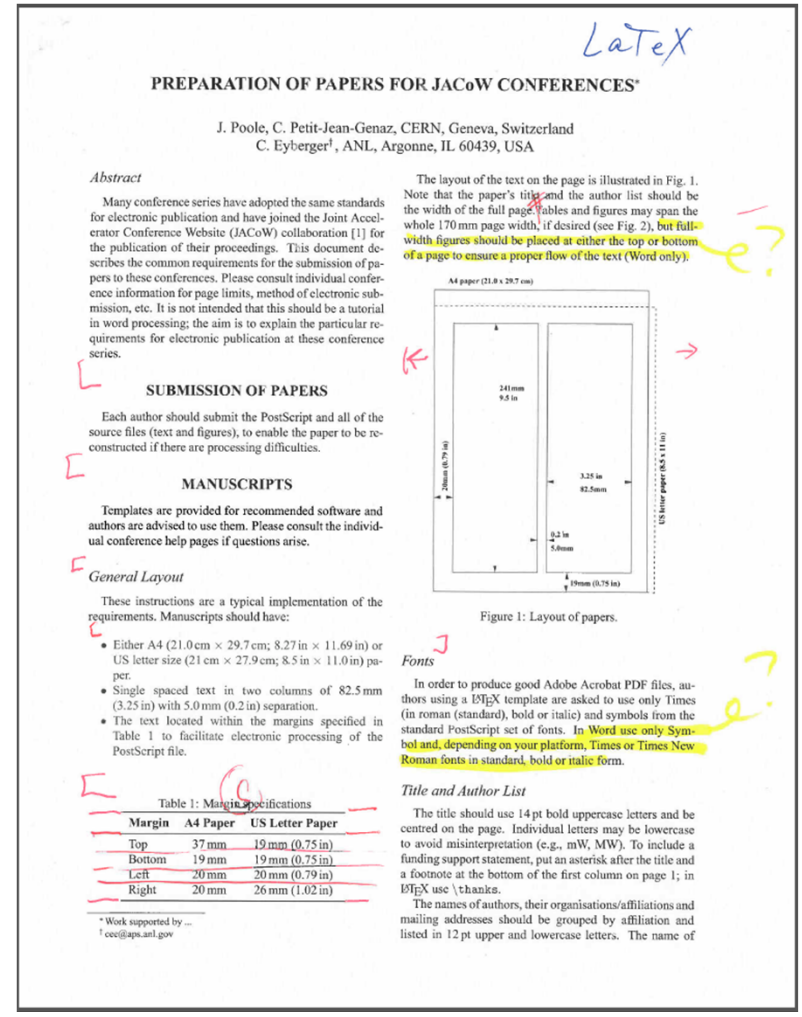

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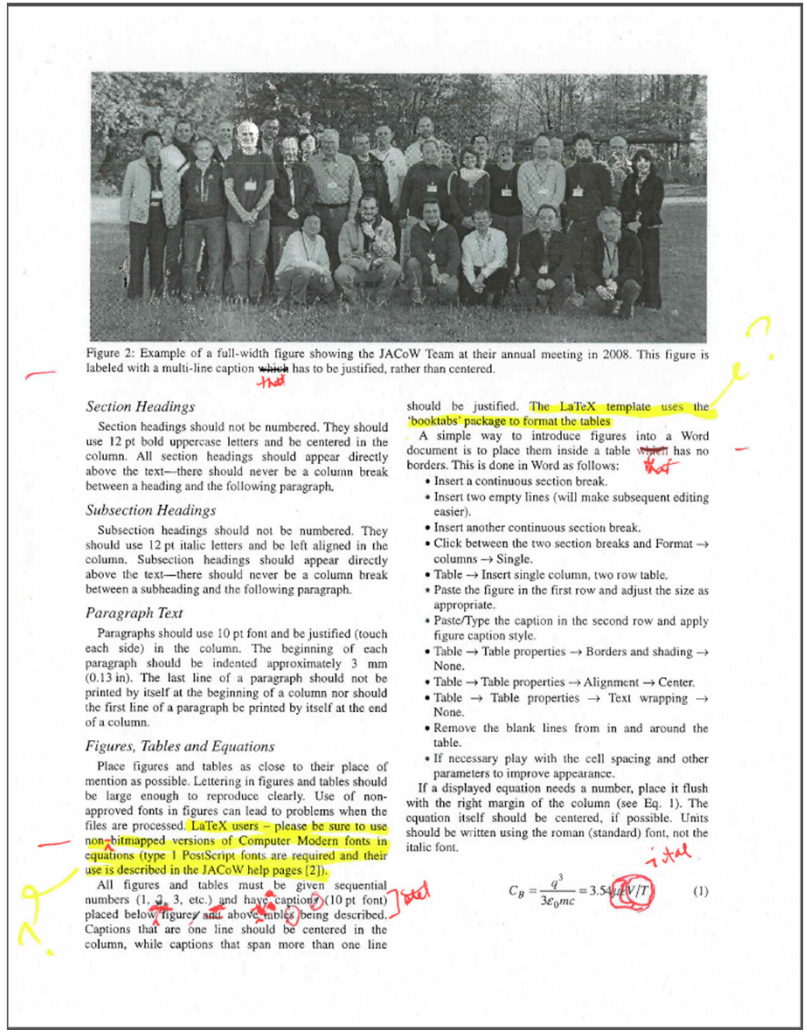

Figure 2: Example of a full-width figure showing the JACoW Team at their annual meeting in 2008. This figure is labeled with a multi-line caption ~~which~~ that has to be justified, rather than centered.

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- Click between the two section breaks and Format → columns → Single.
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- Paste/Type the caption in the second row and apply figure caption style.
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- Table → Table properties → Alignment → Center.
- Table → Table properties → Text wrapping → None.
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- 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 (see Eq. 1). The equation itself should be centered, if possible. Units should be written using the roman (standard) font, not the italic font.

$$C_B = \frac{q^3}{3\varepsilon_0 mc} = 3.54\mu V/T \qquad (1)$$

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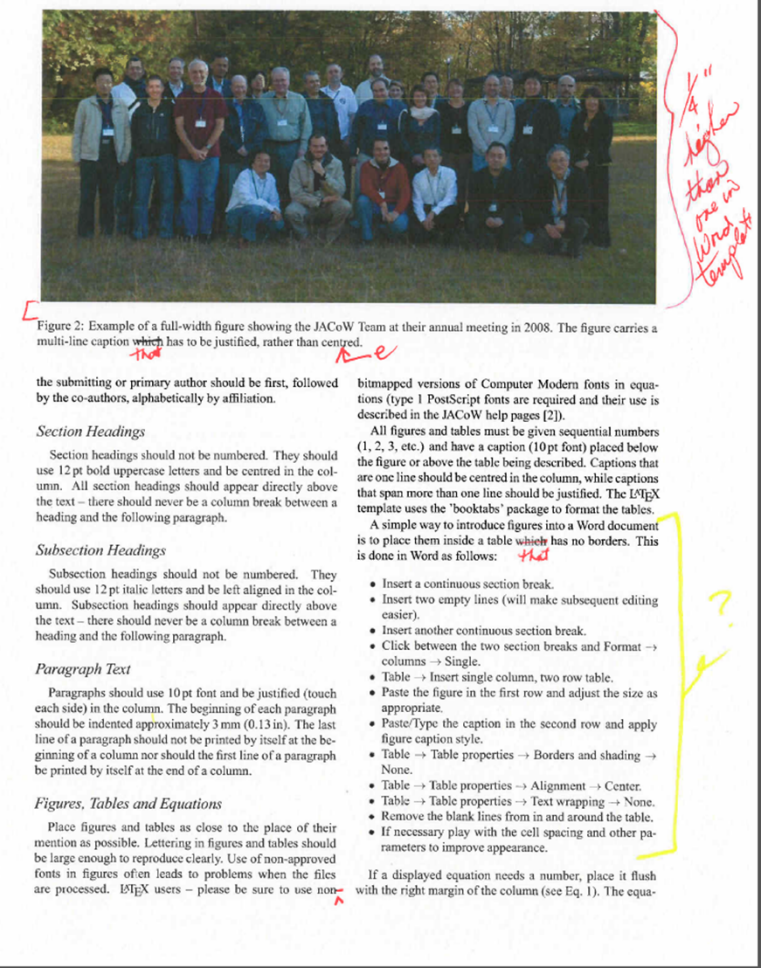

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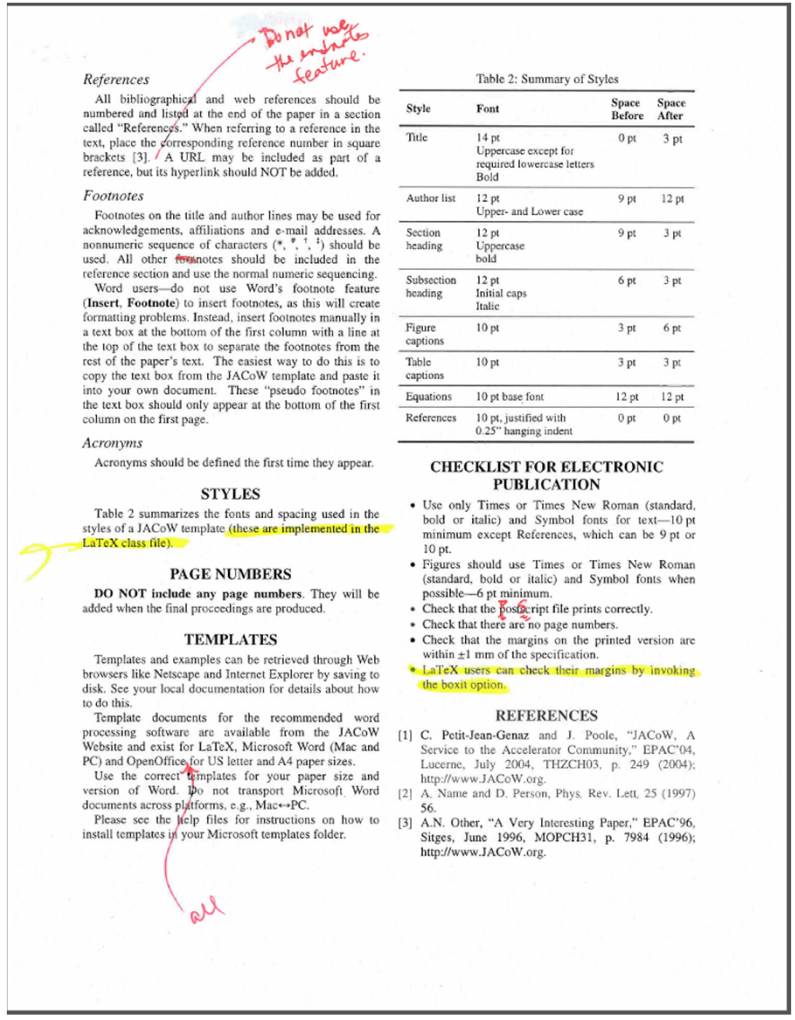

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Acronyms

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STYLES

Table 2 summarizes the fonts and spacing used in the styles of a JACoW template (these are implemented in the LaTeX class file).

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Section heading	12 pt Uppercase bold	9 pt	3 pt
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- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text—10 pt minimum except References, which can be 9 pt or 10 pt.
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[2] A. Name and D. Person, Phys. Rev. Lett. 25 (1997) 56.

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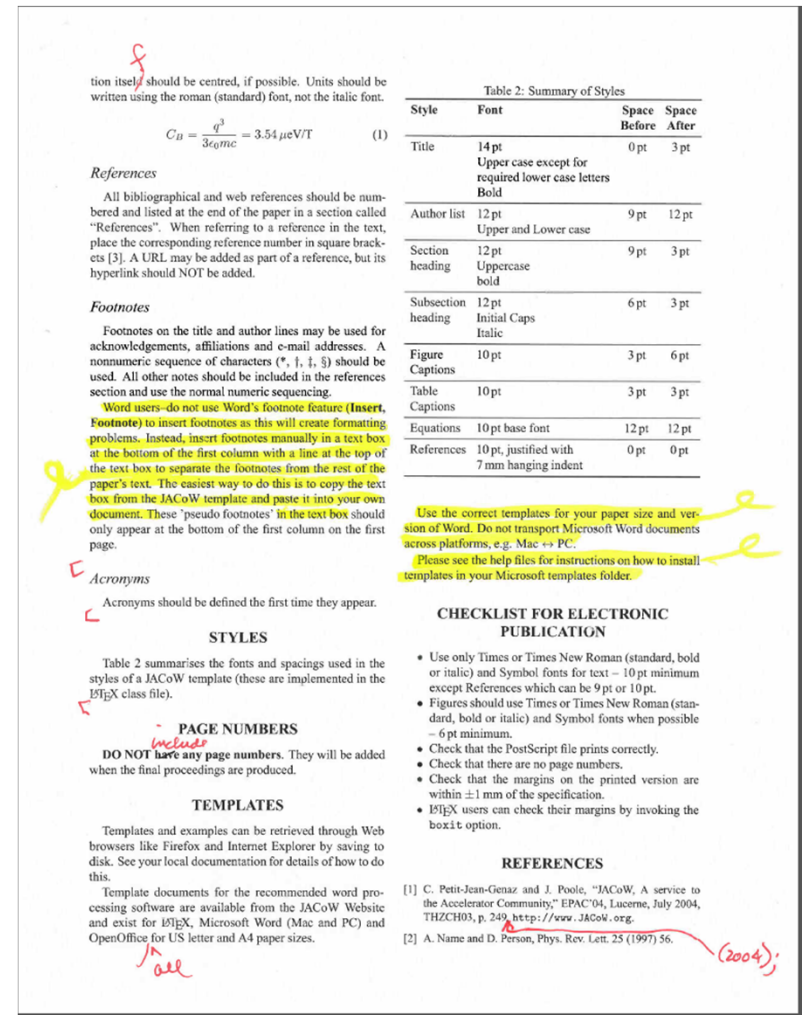

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MS Word

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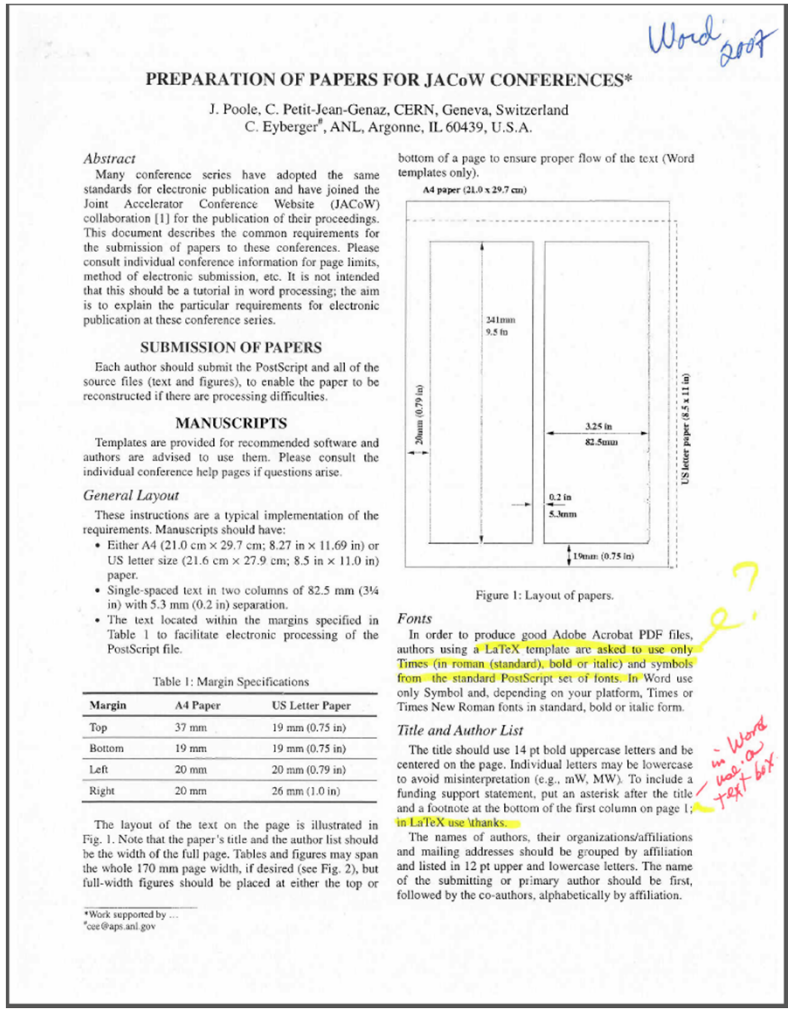

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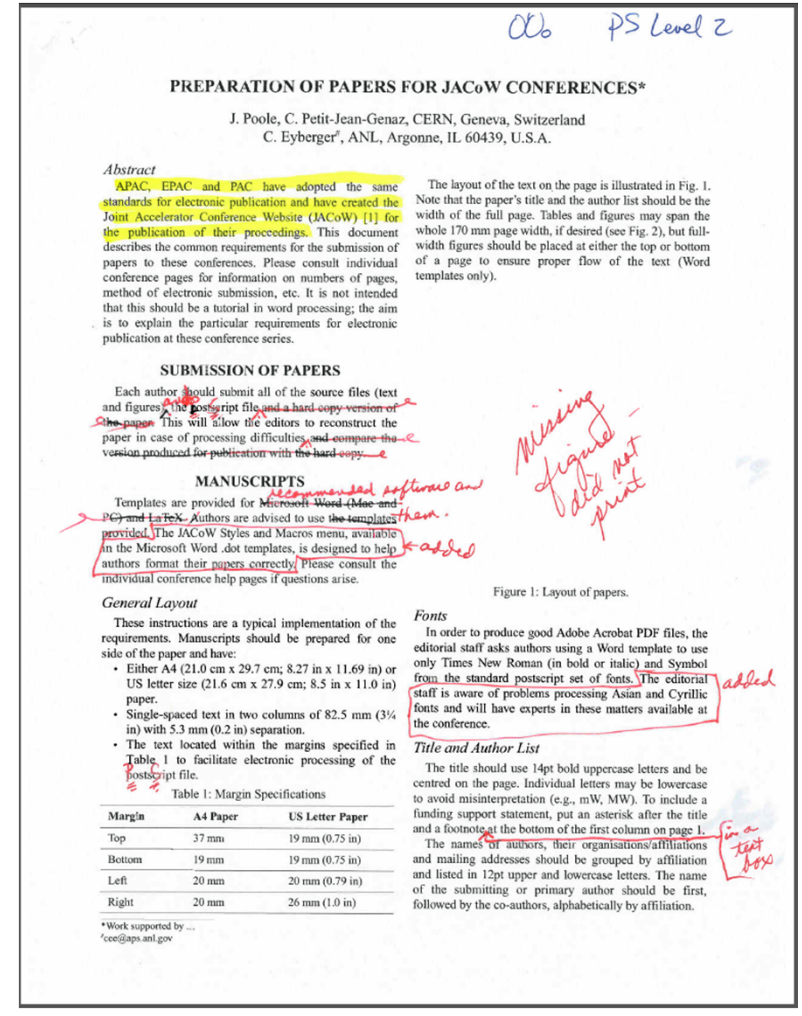

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MS Word vs Open Office Templates - page 2

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Place figures and tables as close to their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. LaTeX users – please be sure to use non-bitmapped versions of Computer Modern fonts in equations (type 1 PostScript fonts are required and their use is described in the JACoW help pages [2]).

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have captions (10 pt font) placed below figures and above tables being described. Captions that are one line should be centered in the column, while captions that span more than one line should be justified. The LaTeX template uses the 'booktabs' package to format the tables

A simple way to introduce figures into a Word document is to place them inside a table which has no borders. This is done in Word as follows:

- 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 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 (see Eq. 1). The equation itself should be centered, if possible. Units should be written using the roman (standard) font, not the italic font.

$$C_B = \frac{q^3}{3\varepsilon_0 mc} = 3.54 \mu e\,V/T \qquad (1)$$

OO Word

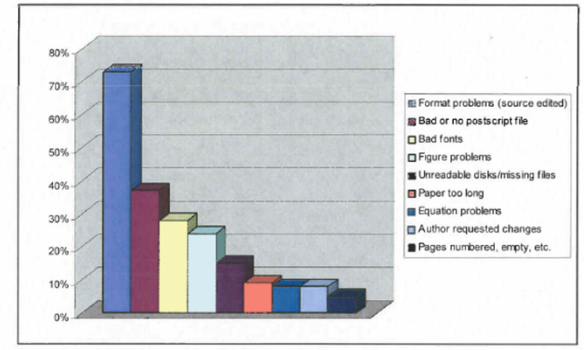


Figure 2: Example of a full-width figure showing the distribution of problems commonly encountered during paper processing. This figure is labeled with a multi-line caption which has to be justified, rather than centered.

Section Headings

Section headings should not be numbered. They should use 12pt bold uppercase letters and be centred in the column. All section headings should appear directly above the text—there should never be a column break between a heading and the following paragraph.

Subsection Headings

Subsection headings should not be numbered. They should use 12pt italic letters and be left aligned in the column. Subsection headings should appear directly above the text—there should never be a column break between a subheading and the following paragraph.

Paragraph Text

Paragraphs should use 10pt 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 their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. Please use the approved fonts when possible [2].

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have captions (10pt font) placed below figures and above tables being described. Captions that are one line should be centred in the column, while captions that span more than one line should be justified.

Text should not be obscured by figures. For more information on working with figures in Microsoft Word (including how to insert them in the most efficient manner), see the Microsoft Word help files.

If a displayed equation needs a number, place it flush with the right margin of the column (see Eq. 1). The equation itself should be centered, if possible. Units should be written using the roman font, not the italic font.

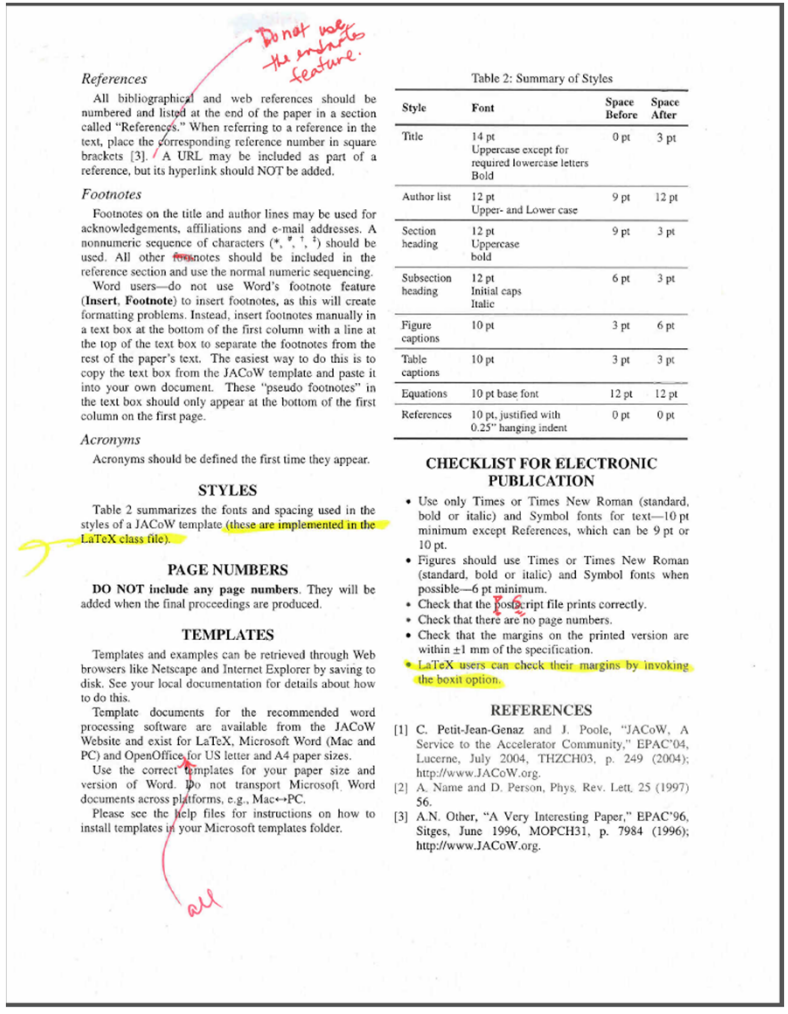
$$C_B = \frac{q^3}{3\varepsilon_0 mc} = 3.54 \mu e\,V/T \qquad (1)$$

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 [3]. A URL may be included as part of a reference, but its hyperlink should NOT be added.

MS Word vs Open Office Templates - page 3

MS Word



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Footnotes

Footnotes on the title and author lines may be used for acknowledgements, affiliations and e-mail addresses. A nonnumeric sequence of characters (*, #, †, ‡) should be used. All other footnotes should be included in the reference section and use the normal numeric sequencing.

Word users—do not use Word's footnote feature (**Insert**, **Footnote**) to insert footnotes, as this will create formatting problems. Instead, insert footnotes manually in a text box at the bottom of the first column with a line at the top of the text box to separate the footnotes from the rest of the paper's text. The easiest way to do this is to copy the text box from the JACoW template and paste it into your own document. These "pseudo footnotes" in the text box should only appear at the bottom of the first column on the first page.

Acronyms

Acronyms should be defined the first time they appear.

STYLES

Table 2 summarizes the fonts and spacing used in the styles of a JACoW template (these are implemented in the LaTeX class file).

PAGE NUMBERS

DO NOT include any page numbers. They will be added when the final proceedings are produced.

TEMPLATES

Templates and examples can be retrieved through Web browsers like Netscape and Internet Explorer by saving to disk. See your local documentation for details about how to do this.

Template documents for the recommended word processing software are available from the JACoW Website and exist for LaTeX, Microsoft Word (Mac and PC) and OpenOffice for US letter and A4 paper sizes.

Use the correct templates for your paper size and version of Word. Do not transport Microsoft Word documents across platforms, e.g., Mac↔PC.

Please see the help files for instructions on how to install templates in your Microsoft templates folder.

Table 2: Summary of Styles

Style	Font	Space Before	Space After
Title	14 pt Uppercase except for required lowercase letters Bold	0 pt	3 pt
Author list	12 pt Upper- and Lower case	9 pt	12 pt
Section heading	12 pt Uppercase bold	9 pt	3 pt
Subsection heading	12 pt Initial caps Italic	6 pt	3 pt
Figure captions	10 pt	3 pt	6 pt
Table captions	10 pt	3 pt	3 pt
Equations	10 pt base font	12 pt	12 pt
References	10 pt, justified with 0.25" hanging indent	0 pt	0 pt

CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text—10 pt minimum except References, which can be 9 pt or 10 pt.
- Figures should use Times or Times New Roman (standard, bold or italic) and Symbol fonts when possible—6 pt minimum.
- Check that the postscript file prints correctly.
- Check that there are no page numbers.
- Check that the margins on the printed version are within ±1 mm of the specification.
- LaTeX users can check their margins by invoking the boxit option.

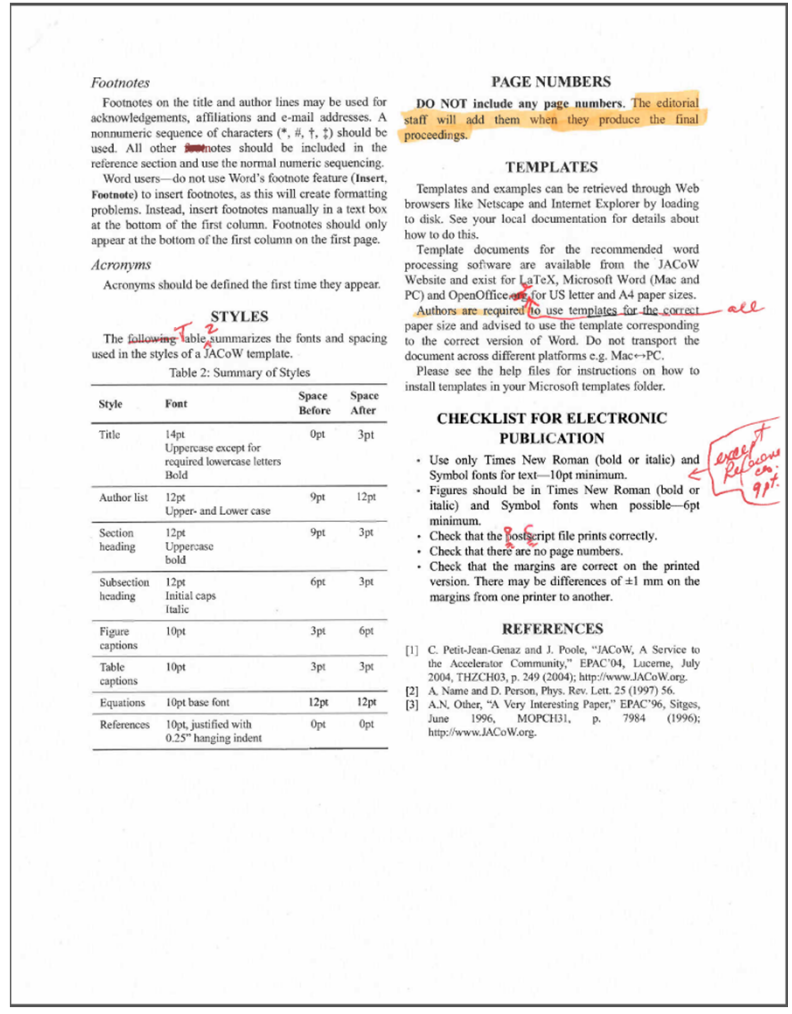
REFERENCES

[1] C. Petit-Jean-Genaz and J. Poole, "JACoW, A Service to the Accelerator Community," EPAC'04, Lucerne, July 2004, THZCH03, p. 249 (2004); http://www.JACoW.org.

[2] A. Name and D. Person, Phys. Rev. Lett. 25 (1997) 56.

[3] A.N. Other, "A Very Interesting Paper," EPAC'96, Sitges, June 1996, MOPCH31, p. 7984 (1996); http://www.JACoW.org.

OO Word



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PAGE NUMBERS

DO NOT include any page numbers. The editorial staff will add them when they produce the final proceedings.

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 about how to do this.

Template documents for the recommended word processing software are available from the JACoW Website and exist for LaTeX, Microsoft Word (Mac and PC) and OpenOffice for US letter and A4 paper sizes.

Authors are required to use templates for the correct paper size and advised to use the template corresponding to the correct version of Word. Do not transport the document across different platforms e.g. Mac↔PC.

Please see the help files for instructions on how to install templates in your Microsoft templates folder.

CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only Times New Roman (bold or italic) and Symbol fonts for text—10pt minimum.
- Figures should be in Times New Roman (bold or italic) and Symbol fonts when possible—6pt minimum.
- Check that the postscript file prints correctly.
- Check that there are no page numbers.
- Check that the margins are correct on the printed version. There may be differences of ±1 mm on the margins from one printer to another.

REFERENCES

[1] C. Petit-Jean-Genaz and J. Poole, "JACoW, A Service to the Accelerator Community," EPAC'04, Lucerne, July 2004, THZCH03, p. 249 (2004); http://www.JACoW.org.

[2] A. Name and D. Person, Phys. Rev. Lett. 25 (1997) 56.

[3] A.N. Other, "A Very Interesting Paper," EPAC'96, Sitges, June 1996, MOPCH31, p. 7984 (1996); http://www.JACoW.org.

Discussion Points for Template Changes

- Three types of templates. Text of current MX Word and LaTeX templates is nearly identical. Should this be kept as is OR 'personalize' templates so they contain generic information plus information specific only to a specific template?
- Propose adding a fourth sample reference for a book.
- Are the problems in LaTeX template (4 pages) and Open Office (lost figure) isolated to these instances or do they represent a larger problem for authors?
- Several IPAC'11 authors used third-level headings of their own design. If we add one to the template, John has suggested 10-pt, all caps, underlined…comments?
- LaTeX template uses 'sloppy' parameter that allows widows and orphans…can this be removed?
- COMMENT: Installing and applying the .dot template in Word 2010 did not create pull-down macros, just displays the styles in the document's Styles window.

It

Discussion Points for Template Changes (continued)

Per John Poole's emailed suggestions, we need to *add text in Word templates* to tell authors to:

- Change default line spacing in newer versions from 1.15 lines to single spacing. Trivial to change in Word 2010; not sure about older versions, Mac versions.
- In the Save options, set 'Embed fonts' for all papers.
- Be sure updates are installed to ensure the latest version is used (e.g., disappearing blank problem at IPAC'11).

Are above three points applicable for newer Mac versions of Word, as well as PC?

Discussion Points for Template Changes (continued)

For consideration:

- Should conference editors be encouraged to put the JACoW template table (below) directly on their paper preparation web pages, to encourage easier access to templates? Authors wouldn't have to go to JACoW web site, find link to templates, and then go to templates page. (Or use old template on their desktop.)

A4 Paper Size	
LaTeX	**WORD Templates (.Dot)**
Document	WORD (2003) for PC
Class file	WORD (2007) for PC
Figure 1	WORD for MAC
Figure 2	

US Letter Size	
LaTeX	**WORD Templates (.Dot)**
Document	WORD (2003) for PC
Class file	WORD (2007) for PC
Figure 1	WORD for MAC
Figure 2	

OpenOffice.org 2.x Templates	
OpenOffice for A4 format	OpenOffice for US Letter format

Online Author Information and Help Pages

About the Electronic Processing

- Do conferences still make CD-ROMs of the proceedings?
- Are Word and LateX2e really the ‘preferred’ (used in Help files) or ‘recommended’ (used in templates) software? Aren’t they the only native files we now accept?
- If the answer to the preceding bullet is *yes*, then the last paragraph of this page can be removed.

Online Author Information and Help Pages (continued)

Using LaTeX

- Is LaTeX2e still the current recommended version?
- Defer to LaTeX users – are any other changes needed on this page?

Online Author Information and Help Pages (continued)

Using MS-WORD

- *Installing the .dot templates* section needs to be updated for more recent versions of Word (2007 and 2010 on the PC, 2008 and 2011 on the Mac). Any instructions for OO version? Is existing text correct?
- *Printer Driver* section should be updated with a link to the instructions on how to install the generic PS drivers using Raphael's system.
- *Making the PostScript* section should be updated for newer versions of Word. There is no 'Print to File' check box any more for Word 2007 and 2010. What about newer Mac and OO versions?

Online Author Information and Help Pages (continued)

Preparing Illustrations and Graphics

- Is the *Remedies* section current?
- Other comments?

Online Author Information and Help Pages (continued)

Using a Scanner

- Anything to update?

Online Author Information and Help Pages (continued)

Troubleshooting

- OK as is?

Summary and Assignments

Templates

- Remove text not applicable to specific type of template (remove Word-specific instructions from LaTeX template and vice versa) – assign to Cathy/Chris/Ivan?
- Add text in Word templates per Poole suggestions – assign to Cathy/Chris?

Web Pages

- Which pages need to be updated?
- Assign most knowledgeable person(s) to update these pages