

CONFERENCE STAFF EDUCATION

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Setting up the directory structure for papers

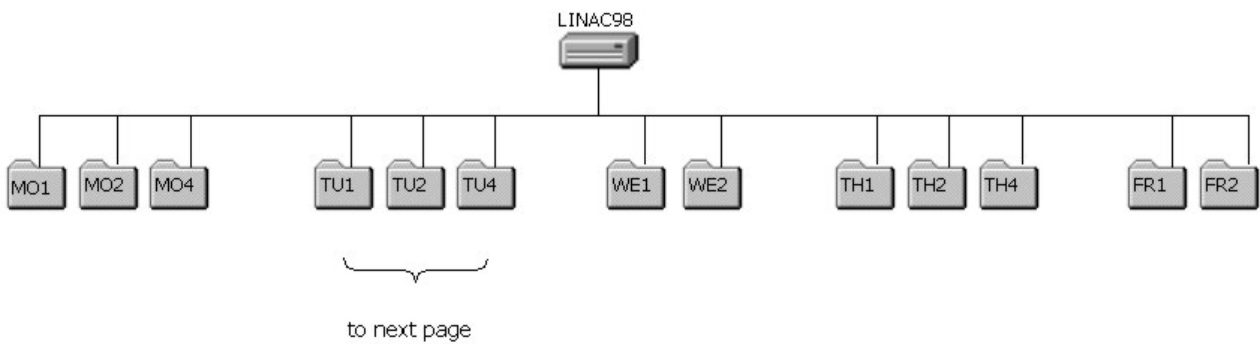
Receiving papers

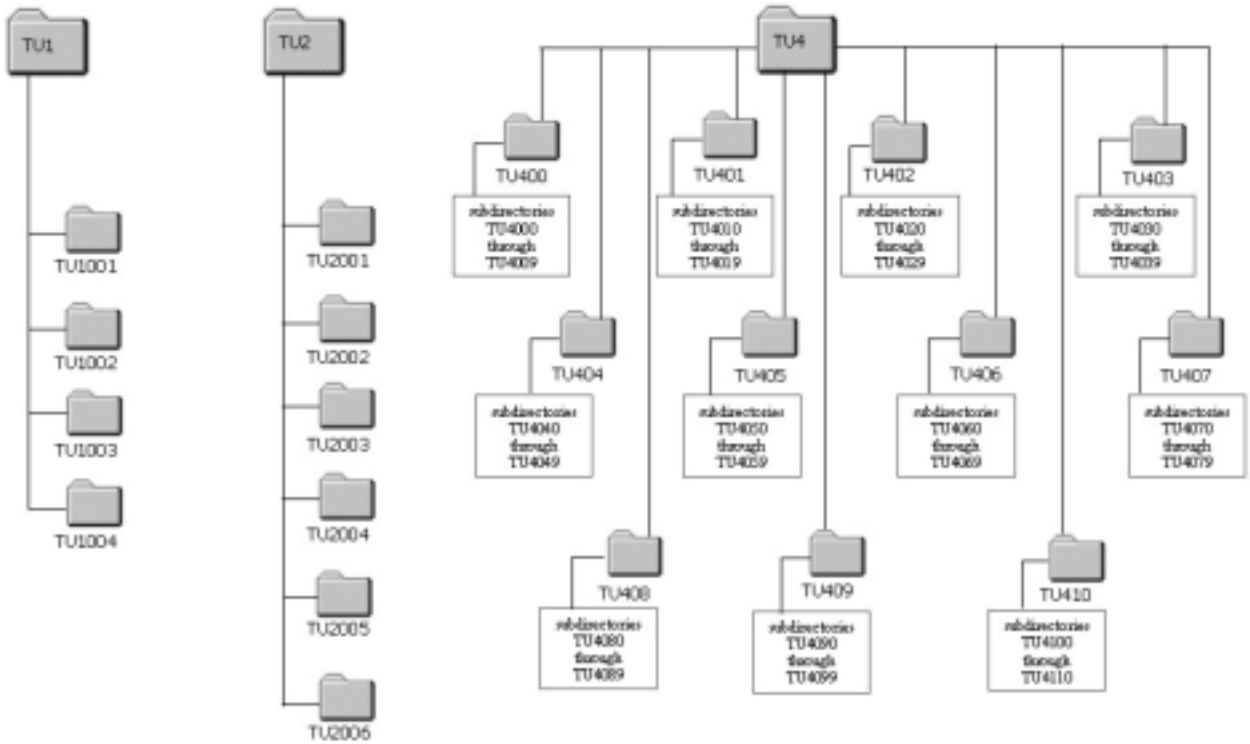
Processing papers

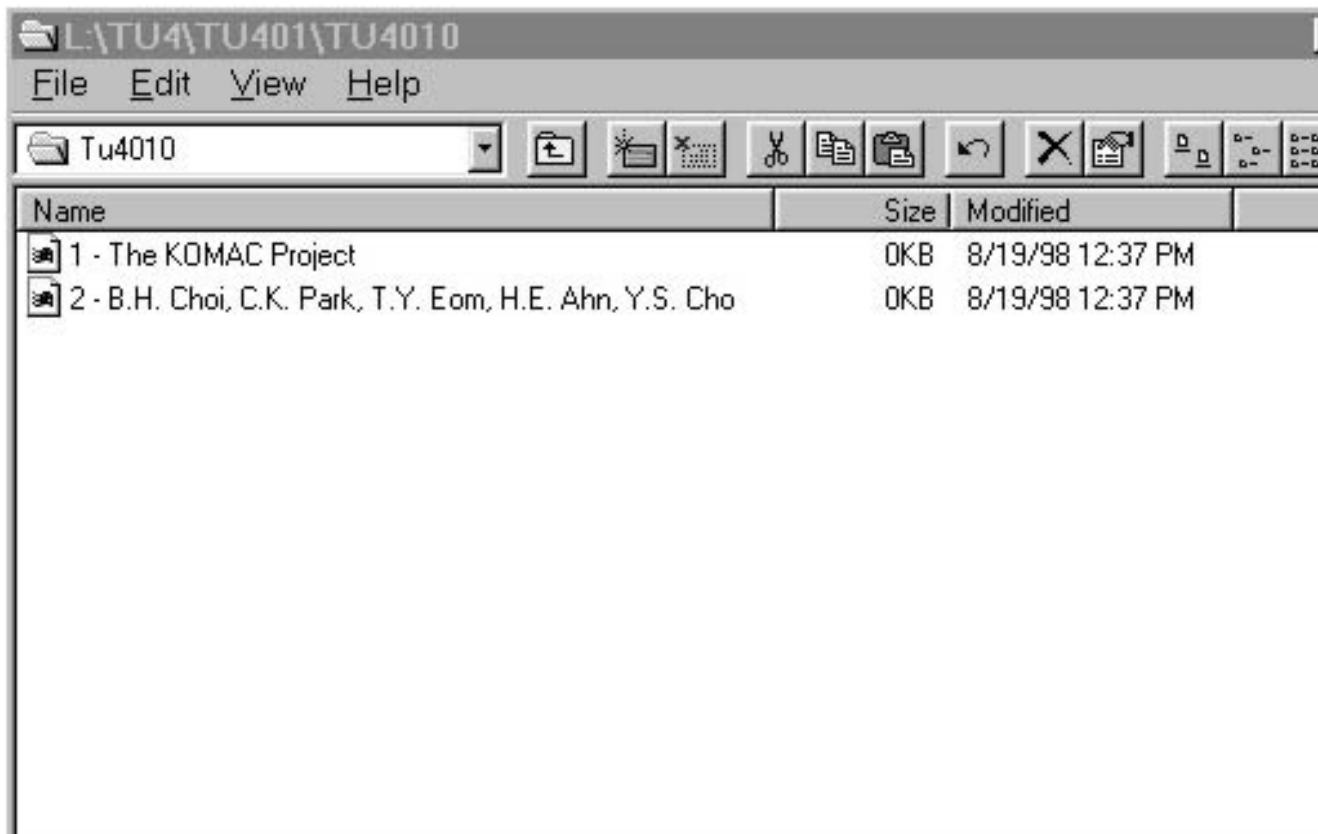
Some common problems

Sample papers

Setting up the directory structure for papers







Receiving papers

Material received from authors

- Diskette/CD with electronic files
- Hard copy of paper
- Paper submission sheet
- Copyright transfer form (add paper ID #)

Material placed in folder

- All of the above except copyright transfer form
- Manuscript processing sheet

Database check

- Check paper title
- Check authors
- Enter number of pages
- Enter keywords

Processing papers

Copy author files to corresponding subdirectory on the hard drive

Create the PDF file

- Check distiller settings if using a new computer
- Use author's PostScript (PS) file; if none, create one from source file
- Distill PS file into portable document format (PDF) file

Process the paper -- check the following:

- Fonts (Times, Symbol, Zapf Dingbats)
- Margins (overlay with transparency template)
- Quality of PDF file (text legible, figures display quickly)
- Crop pages to 210 mm x 279 mm

Processing papers (continued)

Identify problem papers

- Fixable
 - Edit PDF file with Pitstop (for minor font problems, correcting text, resizing tables or images)
 - Run Tailor on PS file (for some graphics and text)
 - Edit source file
- Not fixable – contact author

Some common problems

- Can't read diskette
 - Try reading on a Mac
 - Have author resubmit
- Virus on diskette
 - Remove from system and notify author
- Postscript file won't distill
 - Run Tailor on PS file OR recreate PS file from source
- Columns/gutters are wrong size
 - Edit source and recreate PS and PDF files
- Figure is too big—won't display or displays very slowly
 - Have author resubmit OR scan image if a clean copy is available
- Paper is too long
 - Have author edit at conference and recheck edited paper
- Need to edit source (e.g., to change margins) but source file not provided or it's written with a word processor we don't support
 - Have author make changes and resubmit PS file

Some common problems (continued)

- When source file is opened, one or more files are missing
 - Have author supply missing files
- Fonts are illegible
 - Word: sometimes fixed by opening source file and recreating PS and PDF files
 - LaTeX: recreate PS file with Type 1 fonts loaded
- Files are compressed with nonstandard compression software
 - Hope someone else has provided it ☺
 - Have author resubmit

Sample Papers