

# PREPARATION OF PAPERS FOR PAC'99{Accel Conf}\*

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## Abstract

The proceedings will be produced in both electronic and paper versions{How much longer do we say paper?}. The use of electronic publishing imposes certain requirements on authors. APAC, EPAC and PAC {all accelerator conferences?} have adopted the same standards for electronic publication and have created mirrored Web sites [1], [2] for the publication of their proceedings. This document describes the requirements for preparation of electronic PostScript files to be submitted to PAC'99 {accelerator conferences}.

## 1 SUBMISSION OF PAPERS TO PAC'99

Papers will be submitted for the proceedings via anonymous FTP to the server `papers.pac99.bnl.gov` {For a standard template this will have to be placed elsewhere.}. Instructions for submission of the electronic files may be found on the Web [3].

## 2 MANUSCRIPTS

Authors are advised to use the templates provided (see below); it is suggested that the PAC {accelerator conference} electronic publication help pages be consulted if questions arise [4].

### 2.1 Length

Contributed papers may be up to 3 pages long and invited papers up to 5 pages. Since the proceedings will be published in paper form, it is necessary to respect these limits. {Does EPAC have the same limits? I recommend replacing this with a statement that papers of excessive length will not be accepted. This worked for ICALEPCS where there was one 20 page paper which I sent back, and all others were reasonable.}

### 2.2 General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared as though for one side of the paper and have:

- Either A4 (21.0 cm × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.6 cm × 27.9 cm; 8.5 in × 11.0 in);
- Single spaced text in two columns of 82.5 mm (3.25 in.) each with 5.3 mm (0.2 in.) separation.
- The text located within the margins as specified in Table 1 to facilitate electronic processing of the PostScript file.

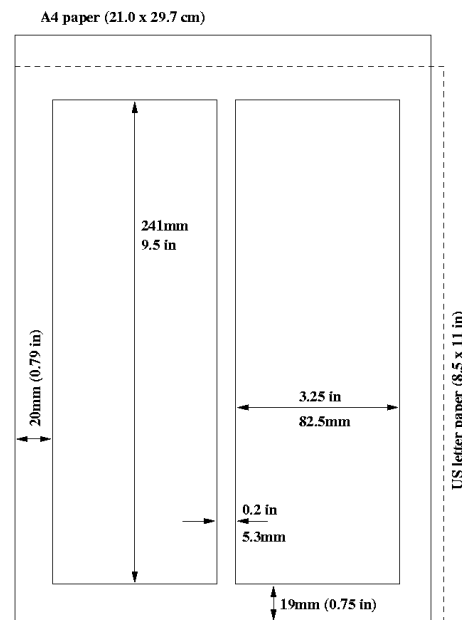


Figure 1: Layout of papers for publication at PAC'99 {accelerator conferences}{Use this version of the figure. There is an EPS version which does not appear on the screen.}

Table 1: Margin specifications

Margin	A4 Paper	US Letter Paper
Left	20 mm	20 mm (0.79 in)
Right	20 mm	26 mm (1.00 in)
Top	37 mm	19 mm (.75 in)
Bottom	19 mm	19 mm (.75 in)

\*Work supported in part by the Terlingua Society of Dodo Hunters.

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The layout of the text on the page is illustrated in Fig. 1. Note that the paper's title should be centered across the full page. Tables and figures may span the whole page (170mm), if necessary. {I would like to say something here about widows and orphans.}

## 2.3 Fonts

The CD and Web versions of the proceedings will consist of PDF files produced with Adobe Acrobat software. In order to produce PDF files which have good performance **use only** Times (in roman, bold or italic), Symbol and Zapf Dingbats fonts { Does anyone really use Dingbats?} from the standard PostScript set of fonts. Problems have arisen at previous conferences concerning Cyrillic and Asian fonts. Experts will be available at the conference to help address any difficulties. {Can't we make some statement about what to do? We should also say something here about fonts in figures.} All contributions should use 10pt fonts for the normal text.

## 2.4 Title and Author List

The title should use 14pt bold uppercase {too many papers at PAC99 didn't follow this} letters and be centered horizontally on the page. The names of the authors and their organizations/affiliations and mailing addresses should be listed alphabetically in 12pt upper and lower case letters, grouped by affiliation. When there is more than one author, the submitting author's name should be underlined. It is suggested that the submitting author provide an email address as is indicated above.

## 2.5 Section Headings

Section headings should be numbered, use 12pt bold uppercase letters and be centred in the column.

## 2.6 Subsection Headings

Subsection headings should be numbered (e.g. 2.6 Subsection Headings), have 12pt italic letters and be left aligned in the column.

## 2.7 Indentation

The first paragraph of a section or subsection should not be indented. The remaining paragraphs should be indented approximately 3 mm (0.12 in).{Is this really what we want?}

## 2.8 Figures, Tables and Equations

Place figures and tables as close to the place of their mention as possible. Lettering in figures and tables should be large enough to reproduce clearly, **using only the approved fonts**{It just is not possible to limit fonts in figures. Let's say something else here.}.

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have a caption placed below the figure or above the table being described, using 10pt font. Figures should be generated as encapsulated PostScript. {With WORD you often don't know the format of the

figure. Also, don't we want the figure to have a viewer so that it can be seen on a screen?}

If a displayed equation needs a number, place it flush with the right margin of the column (e.g., see Eq. 1).

$$\theta = \frac{q}{p} \int |\vec{B} \times d\vec{l}| \quad (1)$$

## 2.9 References

All bibliographical 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 [5].

## 2.10 Footnotes

Footnotes on the title and author list may be used for acknowledgements, affiliations and E-mail addresses. A nonnumeric sequence of characters (such as \*, #, +, &, &N, ♣){These are the symbols which show up in WORD when one inserts a symbol. I don't know why dagger and double dagger do not appear?}) should be used. All other footnotes should be included in the reference section and use the normal numeric sequencing.

## 2.11 Symbols and Acronyms

The use of the International System of Units (SI units) is advocated. {Do we really want to say this?} Units should be written using the roman font, not the italic font (e.g., see Eq. 2).

$$C_B = \frac{q^3}{3\epsilon_0 mc} = 3.54 \mu\text{eV/T} \quad (2)$$

Acronyms should be defined the first time they appear.

## 3 PAGE NUMBERS

**DO NOT have any page numbers.** They will be added by the editing team when they produce the final proceedings.

## 4 TEMPLATES

Templates and examples can be retrieved [3] through Web browsers such as Netscape and Internet Explorer by downloading to disk. Template documents for the recommended word processing software can also be retrieved from the FTP server ([papers.pac99.bnl.gov](http://papers.pac99.bnl.gov)){this can be a JACoW server}; they can be found in the directory (folder) **templates** and exist for LaTeX and WORD, for Mac and PC and for US letter and A4 paper sizes. The file

**templates.txt** in the same directory (folder) contains a description of the various files. Authors using WORD are strongly advised to use the template corresponding to the correct version of WORD and not to transport the document across different platforms e.g. MAC ↔ PC.

## 5 DOWNLOADABLE SOFTWARE

A number of software packages such as PostScript viewers for Macintosh and PC are available from the FTP server (**papers.pac99.bnl.gov**) {JACoW server} and they can be found in the directory **downloads**. Information concerning the packages will be maintained on the conference {JACoW} Web pages [3].

## 6 REFERENCES

- [1] <http://www.cern.ch/accelconf/>
- [2] <http://www.aps.anl.gov/conferences/mirrored/pac-epac>
- [3] <http://pac99.bnl.gov/paper/instructions> {JACoW site}
- [4] <http://pac99.bnl.gov/editorial/help> {JACoW site}
- [5] L. Liljeby, C. Petit-Jean-Genaz, and J. Poole, "Preparation of Papers for EPAC'98", Stockholm, (1998)