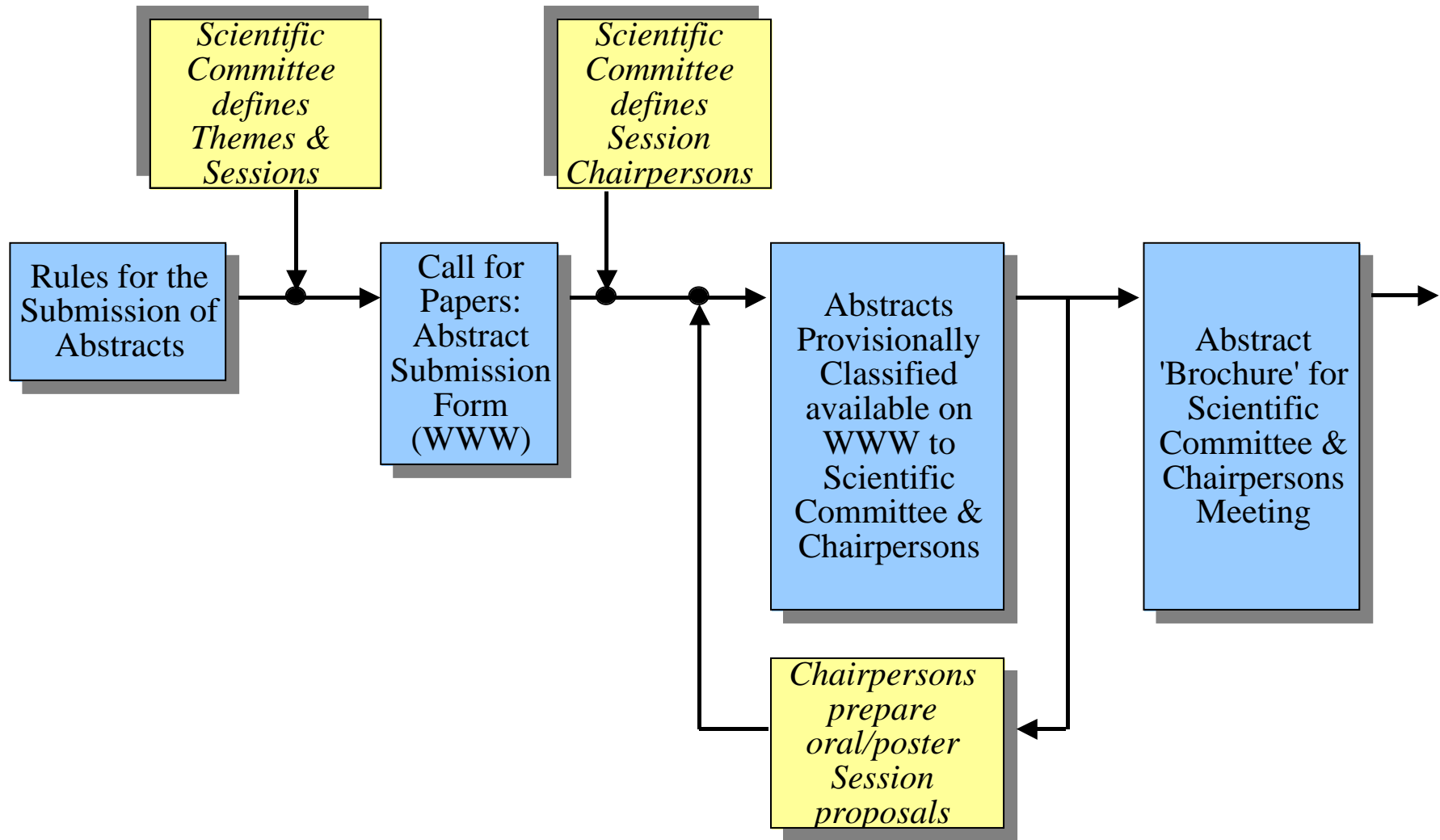


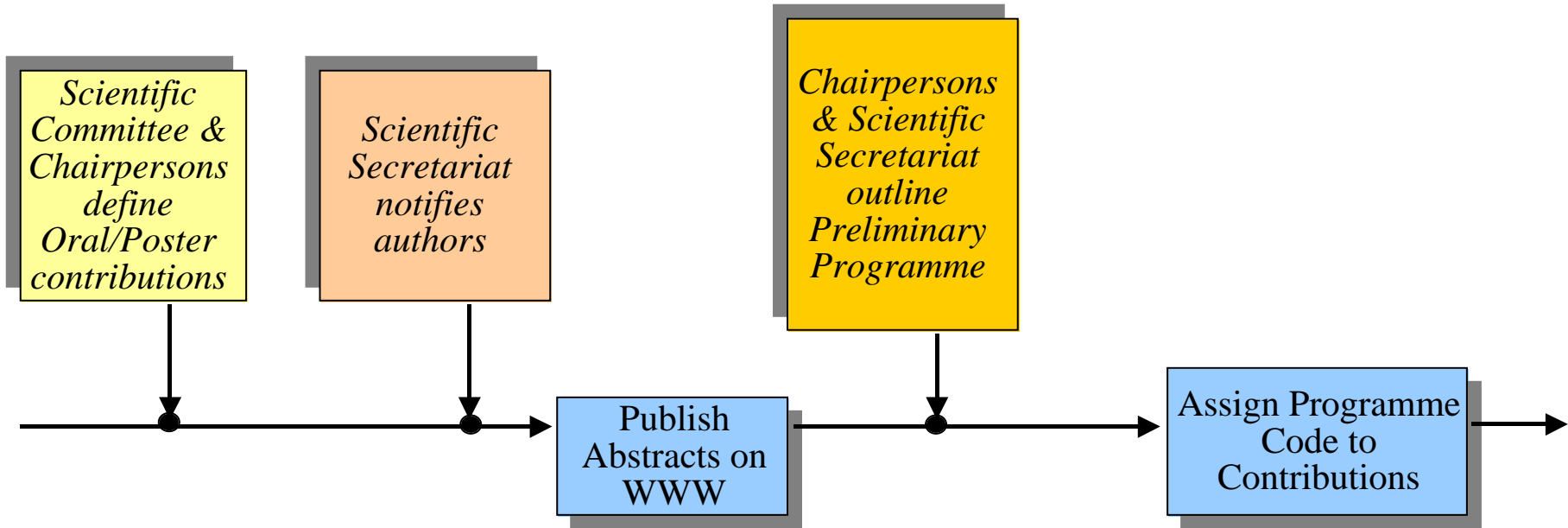
**Abstract Submission**

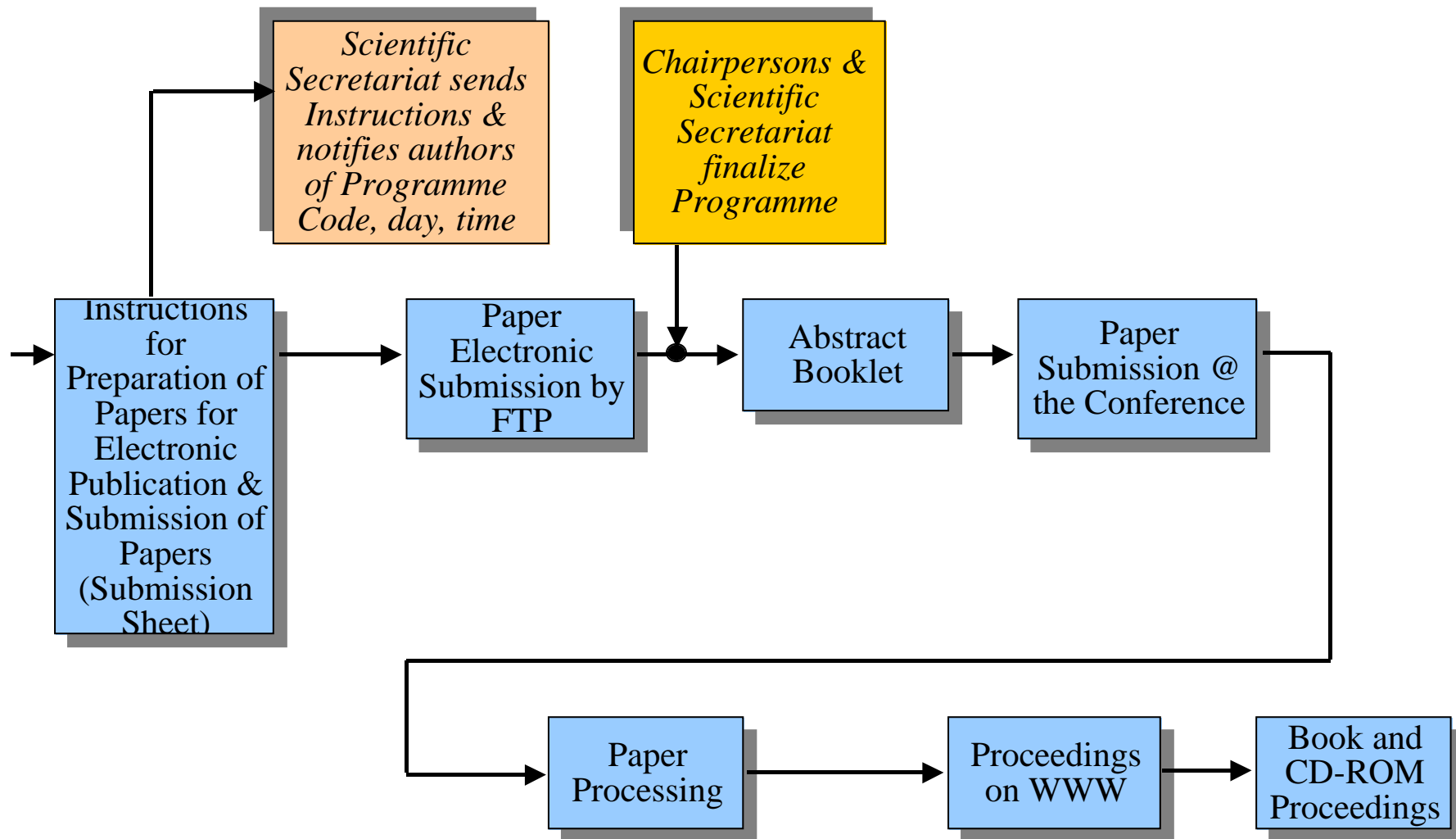
**Paper Submission**

**D. Bulfone**  
**Sincrotrone Trieste, [bulfone@elettra.trieste.it](mailto:bulfone@elettra.trieste.it)**

## Abstracts/Papers Logical Flow







## **PART I: Abstract Submission**

### **Rules for the Submission of Abstracts**

#### **Call for Papers**

##### **- Functionality:**

- **Store Abstract and Submitting Author information in Database**

**Database information must be kept up-to-date and will be used down to the production of the Proceedings**

**- Options for Abstract submission:**

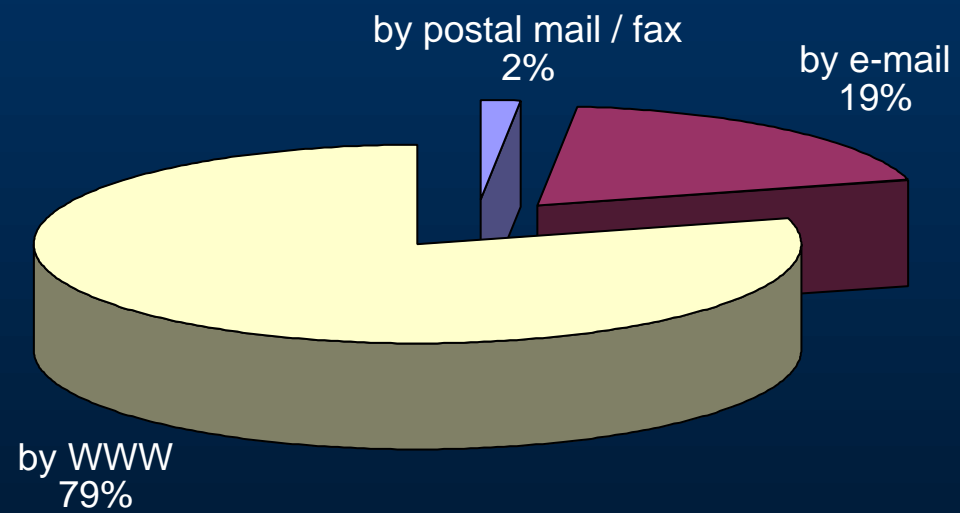
- 1. Electronic Submission through the WWW (preferred method)**
- 2. Submission by plain e-mail, e-mail attachments, diskette (Word only), FTP**
- 3. Postal mail/fax (still accepted for ICALEPCS'99)**

**- Option 3: someone has to do the input on the WWW**

**- Option 2: someone has to do some copy/paste into the WWW.**

**- Option 3 and 2 -> Option 1.**

**Abstract Sub. Method Statistics for ICALEPCS'99**



## **WWW Abstract Submission Form**

### **- Functionality:**

- **Get the Abstract Submission Form data into the Database**
  - Submitting Author Name and Title, Affiliation/Institute, Address, Telephone, Fax, e-mail
  - Title of Paper, Co-Authors, Abstract text, Presentation option, Speaker @ the Conference (default = Sub. Author)
  - Keywords (if not already available)
  - Check mandatory fields not empty (at least), manual checks from time to time
  
- **Get provisional classification**
  - Classification pop-up menu (have a defined set of categories from the Scientific Committee)
  
- **Automatically assign a unique ID to the submitted abstract**



- **Confirm ID and submission to author by immediate acknowledgement on the WWW and by e-mail**

- WWW confirmation page
- automatically send e-mail from Scientific Secretariat to submitting author containing ID and main data entered in the form

*- On-line checking, editing of Abstract through the WWW (PAC'99)*

- **Notify Conference Secretariat of Abstract submission by e-mail**

- automatically send same e-mail as above to Scientific Secretariat



# Abstract Form

## ICALEPCS '99 Secretariat

Sincrotrone Trieste  
 S. S. 14 - km 163.5 in Area Science Park  
 I - 34012 Basovizza - Trieste  
 ITALY  
 icalepcs@elettra.trieste.it  
 Tel. +39-040-3758534 Fax. +39-040-3758058

Fill in the following fields and click the "Submit" button to send your **Abstract** form directly via Internet.

Items with gold arrows ▶ are mandatory.

Title

▶ First Name

▶ Last Name

▶ Sex  M  F

▶ Affiliation/Institute

▶ Address

▶ Town

▶ Country

▶ ZIP

▶ Telephone

Fax

▶ E-Mail

Type in aside the title of paper. Use "\*" to indicate references to the paper and describe the reference in the References field further down:

List aside the authors in alphabetical order (all letters capitalized) grouping them by affiliation (i.e. D. BULFONE, SINCROTRONE TRIESTE; A.J. DANEELS, C. PETIT-JEAN-GENAZ, CERN; etc.). Again indicate references to authors with "\*" in the References field further down :

### ICALEPCS'99: Many authors did not follow this Rule.

- Have separate field boxes for each author (name, Institute and select Institutes from a pre-defined list)
- Would help in the production of the Author List

Type in aside the text of the abstract in one continuous paragraph (maximum 200 words). For Footnotes, use [1], [2], etc. as many times as necessary and use the Footnotes field further down to describe them:

Type in aside the references to title or authors using "\*", "\*\*", etc. as many times as necessary with a carriage return between each:

**ICALEPCS'99: Same field for references to title and authors was confusing.**

**- Have separate fields for each reference type.**

Footnotes: Use [1], [2], etc. as many times as necessary with carriage return between each:

Indicate aside any keyword: (max. 5)

**ICALEPCS'99: Purpose: create a database of keyword.**

Indicate aside any additional note:

**ICALEPCS'99: Many authors used this field to send messages/comments to the Secretariat.**

**- Avoid loosely defined fields.**

Indicate aside your presentation option:       Oral  Poster

The classification defines the contributions place in the programme:

R-01 Status Report

**If a person other than the submitting author would present the paper (if selected for oral presentation), please indicate that person's title, initial and family name.**

**... some more comments**

- **Problems with greek characters and formulas**
  - *special field/use the LaTeX syntax*
  
- **Forms should be as much as self-contained as possible**
  - *more pages/form, use pre-defined pop-up menus where possible*

## **Abstracts Provisionally Classified available on WWW to Scientific Committee & Session Chairpersons**

### **- Functionality:**

- **Provide Scientific Committee and Session Chairpersons with a password protected access to submitted Abstracts**
- **Provide index by Author and by Classification/Session**
- **Provide Search tools**

*- ICALEPCS'99: remote access to the Database through WWW forms*

## **Abstract 'Brochure' for Scientific Committee & Chairpersons Meeting**

### **- Functionality:**

- **Print Abstract 'Brochure' to be used as a work document during the Scientific Committee/Chairpersons Meeting**

*- ICALEPCS'99: Sorted abstracts accordingly in the Database and Printed from the Database*

## **Publish Abstracts on WWW**

### **- Functionality:**

- **Provide public access to submitted Abstracts through the WWW, with Author and Table of Contents index**

- Produce .pdf files of the abstract and link them with html indexes

## **Abstract Booklet**

### **- Functionality:**

- **Prepare printed booklet including Abstracts and general conference info (only for registered delegates)**

- Produce formatted document (Word typically) for camera ready reproduction containing:  
Programme Code, Title, Authors, Institutes,  
References, Text & Footnotes

## **Assign Programme Code to Contributions**

### **- Functionality:**

- **Assign Code to accepted Contributions which univocally identifies paper in the Conference Programme**
- **Enable Database to sort by 'Conference Programme'**

- Different 'schools'

- Should at least identify Day, Session, Contribution Type (invited, oral, poster), Place in Session

- Use individual fields of the same length

- Sort posters by classification, then by institute, then by last name (M. Poole's "village system")



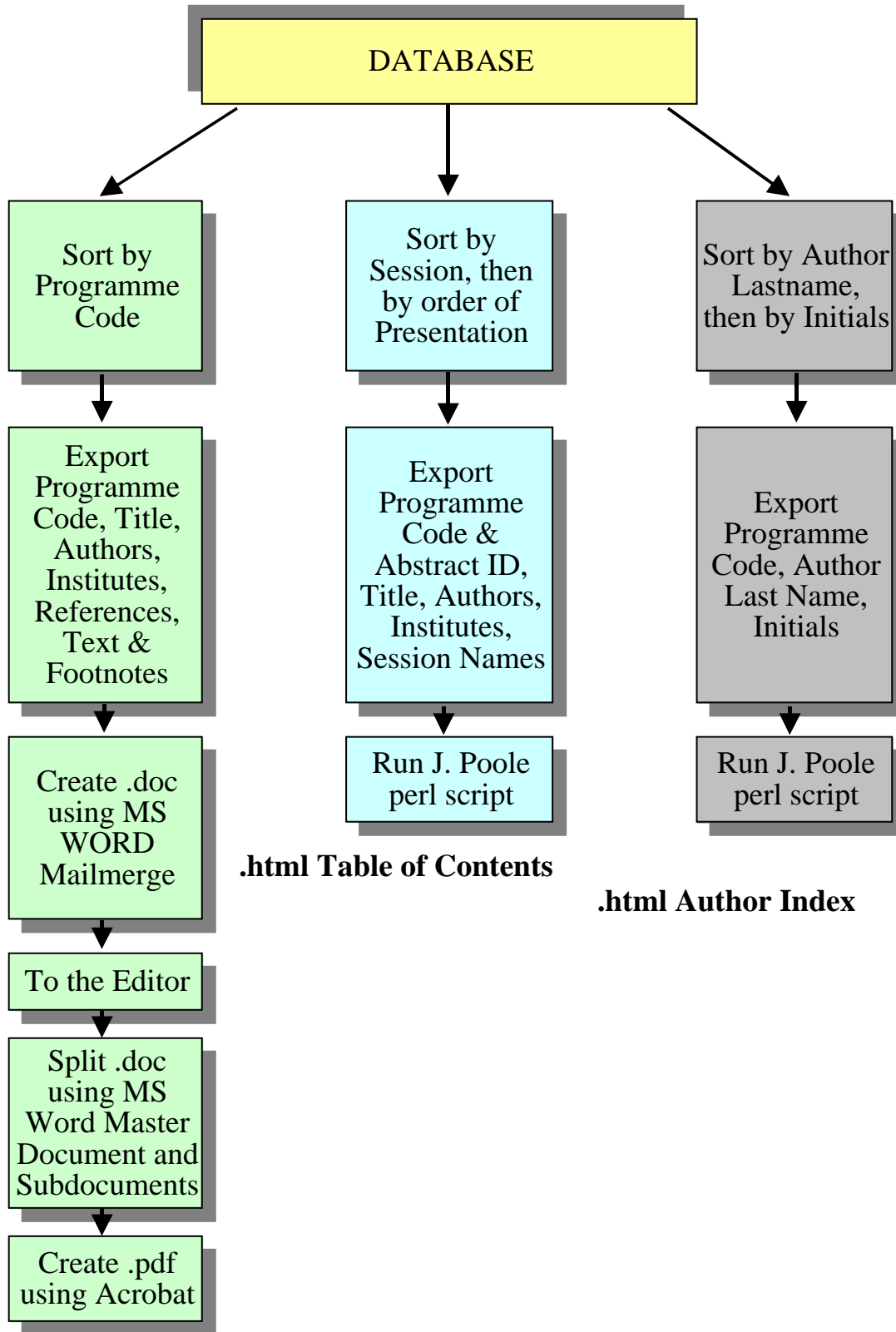


## Legenda

- The first letter identifies the day of the week;
- the second and the third letters identify the session inside a day
  - **A** - early morning
  - **B** - late morning
  - **C** - early afternoon
  - **D** - late afternoon
  - the number identifies one session between two in the same timeslot;
- the fourth letter (x) identifies the presentation type:
  - **P** - poster
  - **O** - oral normal
  - **I** - oral invited
- the last two digits (yy) form a number that identifies the order of the paper inside a session.

In the above scheme, **x** is a placeholder for **O** or **I** , **y** for a digit.

## Abstract on the WWW & Booklet Procedure



**.doc and .pdf files**

## **PART II: Paper Submission**

### **Instructions for the Preparation of Papers for Electronic Publication**

#### **- Functionality:**

- **Provide detailed instructions, as Proceedings are produced electronically from the submitted files (define length, margins, fonts, section headings, figures, tables, references, acronyms, etc... see the JACoW WWW at <http://www.cern.ch/accelconf>)**
- **Provide and insist on the use of templates (download by WWW or FTP)**

## **Paper Submission Instructions**

### **- Functionality:**

- **Contributions submitted by FTP before the Conference date (see later) or on a diskette during the Conference.**

- **All of the source files (text and figures) needed to make the paper, the PostScript version and the Submission Sheet (see later) must be submitted.**

- File extensions: 3 or fewer characters

- File names according to the paper's Programme Code, e.g. for paper TC1P23:

- TC1P23.ps - the PostScript file
- TC1P23.doc - the WORD source file (TC1P23.tex in case of LaTeX)
- TC1P23f1.eps - EPS file containing figure 1
- TC1P23f2.tif - TIFF file containing figure 2

- Diskette(s) must be clearly labelled with the paper's Programme Code.

## **Submission Sheet**

### **- Functionality:**

- **Contains essential information about the paper, how it was prepared and its 'keywords'.**

### **- Requested information:**

- Paper Programme Code
- Submitting Author name and affiliation
- Title of the paper
- Author name(s)
- Number of pages in the document
- Keywords (maximum 5) to be used as pointer when doing a 'search' in the CD-ROM proceedings
- File names and description
- Types of software and versions used for preparation of the paper and the figures
- The platform on which it was prepared
- The platform used to generate the diskette
- Name of the person to contact at the Conference

**Authors should in any case submit a paper hard copy together with a diskette accompanied by the Paper Submission Sheet at the Conference.**

# Paper Submission Sheet

icalepcs | 99

This sheet should be handed in to the Proceedings Office when submitting this contribution to the Proceedings.

## **Submitting Author Information**

First Name(s): \_\_\_\_\_  
Family Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Country: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## **Paper Information**

Type: \_\_\_\_\_

Programme code: \_\_\_\_\_ Abstract ID no.: \_\_\_\_\_ No. of pages: \_\_\_\_\_

Session: \_\_\_\_\_

On: \_\_\_\_\_ Session Starting Time: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authors: \_\_\_\_\_  
\_\_\_\_\_

## **Please give up to five keywords:**

Keyword1: \_\_\_\_\_ Keyword4: \_\_\_\_\_

Keyword2: \_\_\_\_\_ Keyword5: \_\_\_\_\_

Keyword3: \_\_\_\_\_

## **Submission of Electronic Files (diskettes to be labelled accordingly)**

PostScript File Name: \_\_\_\_\_

Source File Name: \_\_\_\_\_ (add the file extension\*)

Figure File Names: \_\_\_\_\_ (add the numbers and file extensions\*\*)

Software and Versions Used\*\*\*: \_\_\_\_\_

Platform for preparation of files: \_\_\_\_\_

Platform for generation of diskette: \_\_\_\_\_

## **Name of the person to contact at the conference:**

\_\_\_\_\_

\* .doc for Word files, .tex for LaTeX documents, etc.

\*\* each figure should be numbered, for example:  
TC1P23f1.eps, TC1P23f2.tif etc.

\*\*\* for example: software for text (Word 97, LaTeX 2e,  
etc.), software for figures (Excel 97, etc.), etc.

**Date, time and Signature**

## **Paper Submission @ the Conference**

### **- Functionality:**

- **Set-up Front Desk for checking completeness of the Submission: paper copy, filled Submission Sheet, etc...** (may need to distribute submissions during Conference days)

- Check number of pages, labels on diskette

- Insert submitted material in a plastic folder, with associated Submission and Processing Sheet (contains info about Processing Office person who worked on the paper (FTP submission case), problems, etc...)

- **Cross-check the information in the Database**

**Note that Database contains information which come from the abstract or paper FTP submission time; will be used to create Table of Contents and Author Index for the Proceedings!**

## **Paper Electronic Submission by FTP**

### **Functionality:**

- **Set-up an FTP server to allow remote submission of paper files** (on a dedicated machine, should be accessible also through hyper-links in the Submission Rules published on WWW)
- **Allow anonymous FTP connection** (ask authors to put files in binary mode)
- **Deadline some days earlier than the start of the Conference** -> eventual problems with the paper can be analysed and discussed with authors at the Conference (need Processing Office man-power ahead of the Conference)



## **WWW Submission Sheet Form**

### **Functionality:**

- **Get the data as requested by the Submission Sheet**

- **Confirm submission to author by immediate acknowledgement on the WWW and by e-mail**

- WWW confirmation page
- automatically send e-mail from the Editorial Team to submitting author containing data entered in the form

- **Notify Editorial Team of submission by e-mail**

- automatically send same e-mail as above to Editorial Team

... authors who cannot use WWW forms:

- should create a plain text (ASCII) file (with extension 'txt') containing the data as requested by the Submission Sheet

- submit it with all of the files by FTP

- notify the Editorial Team of submission by e-mail



## Paper Submission via FTP - step 1 of 2

---

### Brief instructions:

1. Send your files by FTP to the server, ([see the separate instructions](#)).
2. Fill in the programme code of your paper send it, by clicking on the 'SEND' button (pressing the 'Enter' key does not run).
3. Continue reading the instructions in the next page.

If your browser does not support forms, make a copy of the [example](#) submission sheet, prepare an E-mail containing the same information and send it to the ICALEPCS'99 [editors](#).

Be sure to **follow the [instructions](#)** to ensure successful FTP submission.

<b>Programme Code</b> <input type="text"/>
--

**SEND**

**( Press only once ! )**



[Back to ICALEPCS'99 main page](#)

[Comments](#) [Contact us](#) © 1998, Elettra Synchrotron Light Source

*Photo by Ugo Borsatti, Archivio Storico "Foto Omnia"*



## *Paper Submission via FTP - step 2 of 2*

### **Brief instructions (continue):**

4. Complete this form and send it, by clicking on the 'SEND' button (pressing the 'Enter' key does not run).

Note that the identification data is retrieved from our abstracts database, and shows who first posted the abstract.

If this is not you, *correct the data proposed* before sending the form.

---

### **Submitting Author Information**

<b>First Name(s):</b>	<input type="text" value="LORENZO"/>
<b>Family Name:</b>	<input type="text" value="PIVETTA"/>
<b>E-mail:</b>	<input type="text" value="lorenzo.pivetta@elettra.trieste.it"/>
<b>Affiliation</b>	<input type="text" value="SINCROTRONE TRIESTE SCpA"/>
<b>Address</b>	<input type="text" value="SS 14, Km 163.5 BASOVIZZA"/>
<b>Town</b>	<input type="text" value="TRIESTE"/>
<b>Country</b>	<input type="text" value="ITALY"/>
<b>ZIP</b>	<input type="text" value="34012"/>
<b>Telephone</b>	<input type="text" value="++39.040.3758361"/>
<b>Fax</b>	<input type="text" value="++39.040.9380902"/>

---

## Paper Information

**Programme Code:**

TC1P21

**Abstract ID no.**

217

**Number of pages:**

3

**Type**

Poster

**Session**

Process Tuning and Feedback Systems

**On**

Tuesday, 5 October 1999

**Session Starting Time** 14:00

**Title**

Controls for the Electromagnetic Elliptical Wiggler at ELETTRA

**Authors**

D. BULFONE, M. LONZA, P. MICHELINI, L. PIVETTA

## Keywords

Please give up to five keywords:

**Keyword1:**

**Keyword2:**

**Keyword3:**

**Keyword4:**

**Keyword5:**

## File Names

**PostScript**

*e.g. TC1P23.ps or*

**File:**

*TC1P23.prn*

TC1P21.ps

**Source File:**

*e.g. TC1P23.tex or  
TC1P23.doc*

TC1P21.

**Figure Files:**

*e.g. TC1P23f1.eps,  
TC1P23f2.tif, ...*

## Software

Please give the **names and versions** of the software programs used to prepare the document and any figure e.g.

*LaTeX2e - main document*

*EXCEL 97 for figs 1 and 3*

*MS Designer 4.1a TE, for fig 2*

## Hardware Platforms

**Main document:** e.g. PC HP Kayak XAs 450

**Diskette Generation** e.g. Macintosh "Blue" G3/400

## Name of the person to contact at the conference

---

## Comments

Please add any further information which you would like to give to the Editorial Team below:

## You have successfully submitted this form if:

1. You click on the "Send" button below, *and*
2. You stay connected long enough for the confirmation page to be displayed.

**In the event that you experience problems and are unable to complete this form for any reason, make a copy of the [example](#) submission sheet, prepare an E-mail containing the same information and send it to the ICALEPCS'99 [editors](#).**

**Be sure to follow the [instructions](#) when submitting the files by FTP.**

O.K. Now you may proceed to submit your form if you wish.

**Press only once !**

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*Photo by Ugo Borsatti, Archivio Storico "Foto Omnia"*

## Testing of PostScript Files

### - Functionality:

- **Provide authors with the possibility to send PostScript files to the FTP server and have them automatically processed into .pdf files to check the results (e.g. test fonts)**
  
- Set-up an Acrobat watched 'input' directory on the FTP server.
  
- Transfer PostScript file and the generated .pdf and/or log file to an 'output' directory for being uploaded by the author.
  
- Files automatically removed from the 'output' directory after 15 days.
  
- *At PAC'99 the distilling of the PostScript file was done on-line and result shown immediately.*

### **... some more comments**

- No connection between the WWW Submission Form and the FTP server
- *Integrated WWW Submission Form, including data and files. PostScript distilled on-line by the server and result/logfile shown.*
- *Check for completeness of data + paper file(s)*
- *If correct -> on WWW immediately*

### **Re-submission of Papers by FTP**

#### **- Functionality:**

- **Allow re-submission of red dot papers on the FTP server**
- **Keep trace of (at least) the last Submission Sheet date/time and count them**
- *ICALEPCS'99: Re-Submissions after the Conference dealt with only by e-mail, directly with the Editorial Team*