# AUTHOR EDUCATION

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Current practices

Common mistakes

What's hard for authors

How are authors doing?

Recommendations

# Current practices

## Templates

- MS Word - two (A4 and US paper) each for the current and previous PC and Macintosh versions (eight total)

- LaTeX - one source (.tex) file and one style (.cls) file

- One Encapsulated PostScript (.eps) file containing the figure used in the template

- Text of template file contains instructions

# Current practices  (continued)

## Manuscript  preparation  instructions

- Checklist for margins, column/gutter widths, fonts, text formatting

- Information on preparing electronic manuscripts

  - Overview of electronic processing

  - Tips on using MS Word and LaTeX

  - Preparing graphical images

  - Scanning images

  - Troubleshooting

  - Miscellaneous links to helpful software (e.g. Ghostview, Emacs)
- FAQ (PAC99)

# Current practices  (continued)

## Submission  instructions

- FTP files prior to conference

    – Preview PDF file

- Turn in the following at conference

    – Diskette/CD

    – Hard copy of paper

    – Signed copyright release form

    – Paper submission sheet
        * Paper # and title
        * Submitting author
        * Number of pages
        * Keywords (maximum of 5)
        * Software and hardware used to create files
        * Hardware used to create diskette/CD

# Common Mistakes

- Wrong fonts used in text

  - LaTeX users -- Type 3 fonts

  - Word users -- Cyrillic/Asian or non-standard English fonts

- Not following formatting rules (e.g., point sizes, bolding, section numbering)

- Using 'illegal' fonts in imported figures, graphs

- Adjusting margins, line spacing to squeeze text into allotted number of pages

- Using graphics packages or file formats that are discouraged (e.g., .gif or .jpg files instead of .eps, creating .eps files with Illustrator or Photoshop)

# What's Hard for Authors

- Difficulty using an unfamiliar word processor

- Templates can translate slightly different for various hardware/software configurations and can get corrupted

- Templates not always easy to modify (e.g., area for writing support statement at bottom of 1$^{st}$ column)

- Templates should be more tolerant of author's cutting and pasting

- EPS files not always created with preview    can't see image in Word

LaTeX—

- Need to resolve missing Times font package problem

- Have to tweak documentclass and figure area; there are usually problems with LaTeX template

# How are authors doing?

|  |  | EPAC'96 | EPAC'98 |
|---|---|---|---|
| Hardware: | PC | 48% | 60% |
|  | Mac | 31% | 22% |
|  | Unix | 18% | 11% |
|  | Other | 3% | 7% |
|  |  |  |  |
| Software: | Word | 66% | 72% |
|  | LaTeX | 30% | 28% |
|  | Other | 4%  (6) | 0.03%  (1) |
|  |  |  |  |
| Problems: | US letter paper | ⎫ 26% | n/a |
|  | bad format/fonts | ⎭ | 14% |
|  | bad PS/figures | 7% | 9.8% |
|  | missing files | 0.02% | 2.2% |

# Recommendations

- Thoroughly test templates

- Add a full-width section (e.g., table, figure) to template

- Use a macro to set formatting defaults

- Keep the ftp server up longer