

Guidelines for the Preparation of Contributions to the Proceedings

Why Do We Allow Authors to Submit PDF Files When We Only Accepted Postscript Files Before?

Most authors can generate PDF files, however the standard is far from uniform and often they are not acceptable for the JACoW database because:

the compression settings are wrong;

fonts are not embedded;

JACoW scripting procedures to create the final publication set required a standard input; and

most importantly, PDF files produced according to the JACoW recipe are PDF/A compliant, which is fundamentally important for the long term.

We now have prepared a workflow that we think will enable us to process and convert author PDF files to JACoW acceptable ones. Therefore we want to test the new workflow on a major conference to find out whether this workflow covers all possible PDF generating facilities the authors might use.

How Do You Produce a JACoW Acceptable PDF File?

LaTeX

You may generate your PDF file using the standard JAC2003 class with pdfLaTeX, XeLaTeX or LuaLaTeX.

If you are using the US letter format like

```
\documentclass[acus]{JAC2003}
```

no changes are necessary.

Authors using the A4 paper format have to change their source files to compensate for a vertical displacement introduced by the JAC2003 class file (in a future version of the JACoW class file this behavior will be corrected).

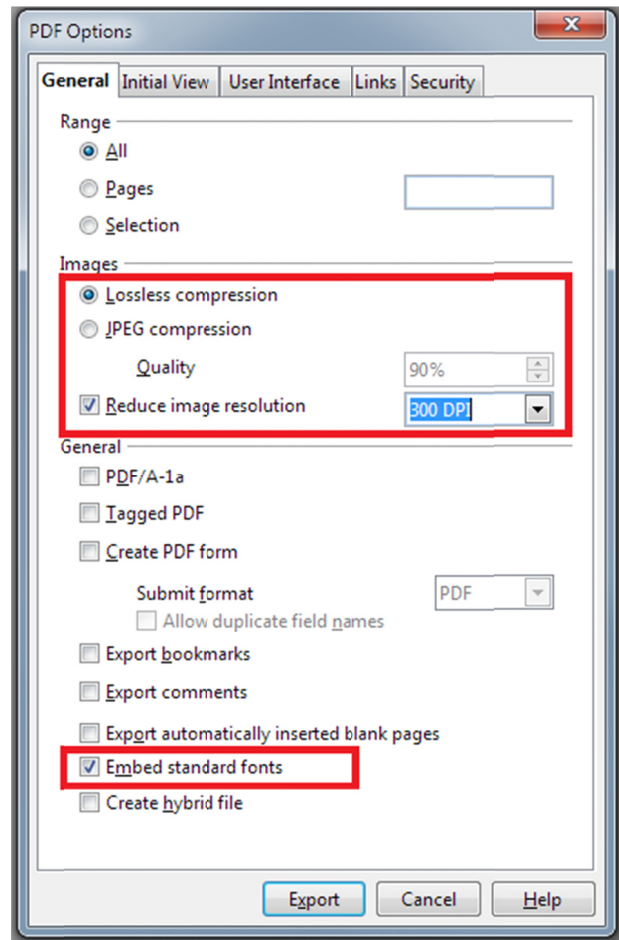
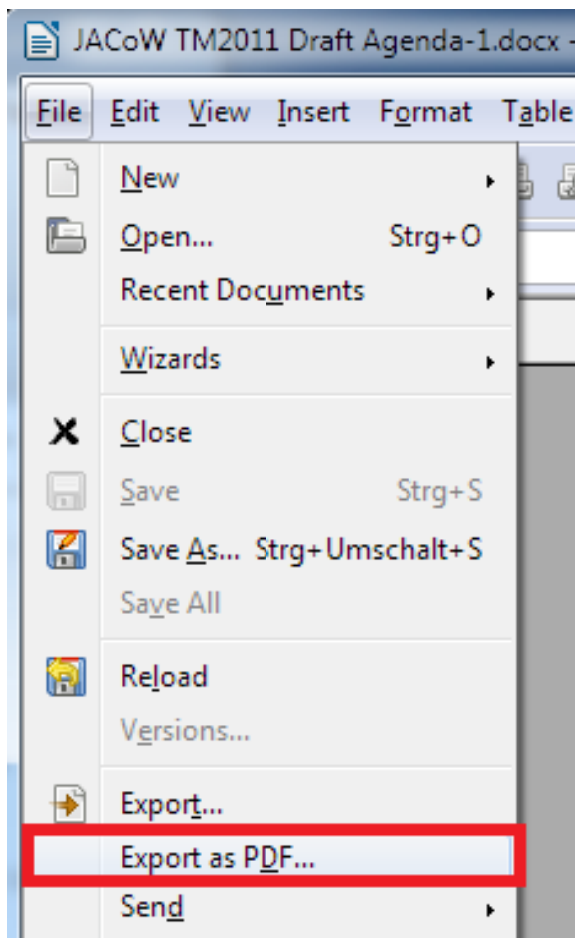
For papers with A4 format the source should start with the following lines

```
\documentclass{JAC2003}
\addtolength{\topmargin}{-18mm} % add this line for JAC2003
```

Authors using the production chain LaTeX → DVIPS → PS2PDF have to apply the change according to the paper format (see above).

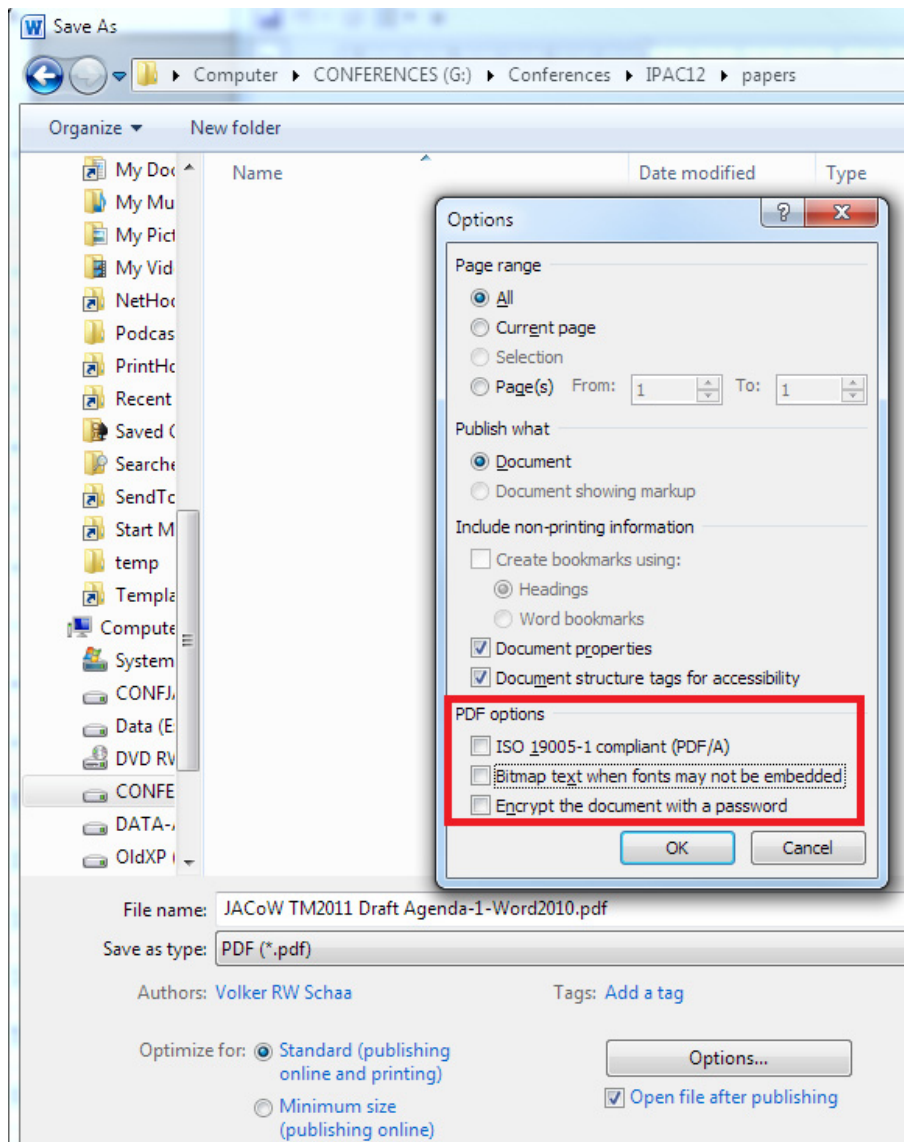
OpenOffice/LibreOffice

You can generate your PDF file using the “Export as PDF” function of OpenOffice Writer accessible via the “File” option (left picture). Before clicking the “Export” button make sure that the PDF options for “Images” and “General” are set as shown (right picture).

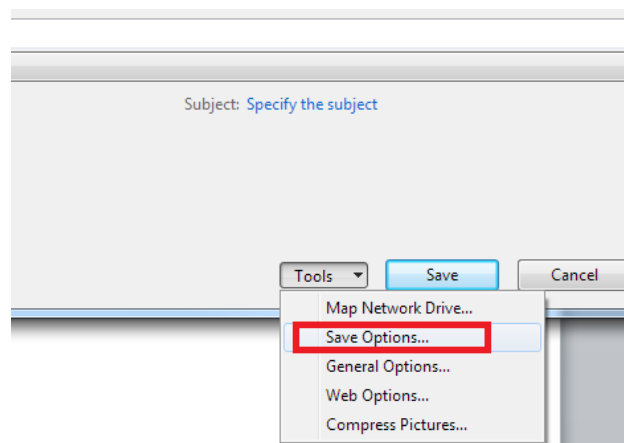


Microsoft Word for Windows 2010

Word2010 allows you to produce a PDF file by using File → Save As → Save as type: PDF. Please make sure that the PDF file options (click “Options...”) are set as indicated in the picture before saving the PDF (this has to be done each time the file is saved as a PDF file):

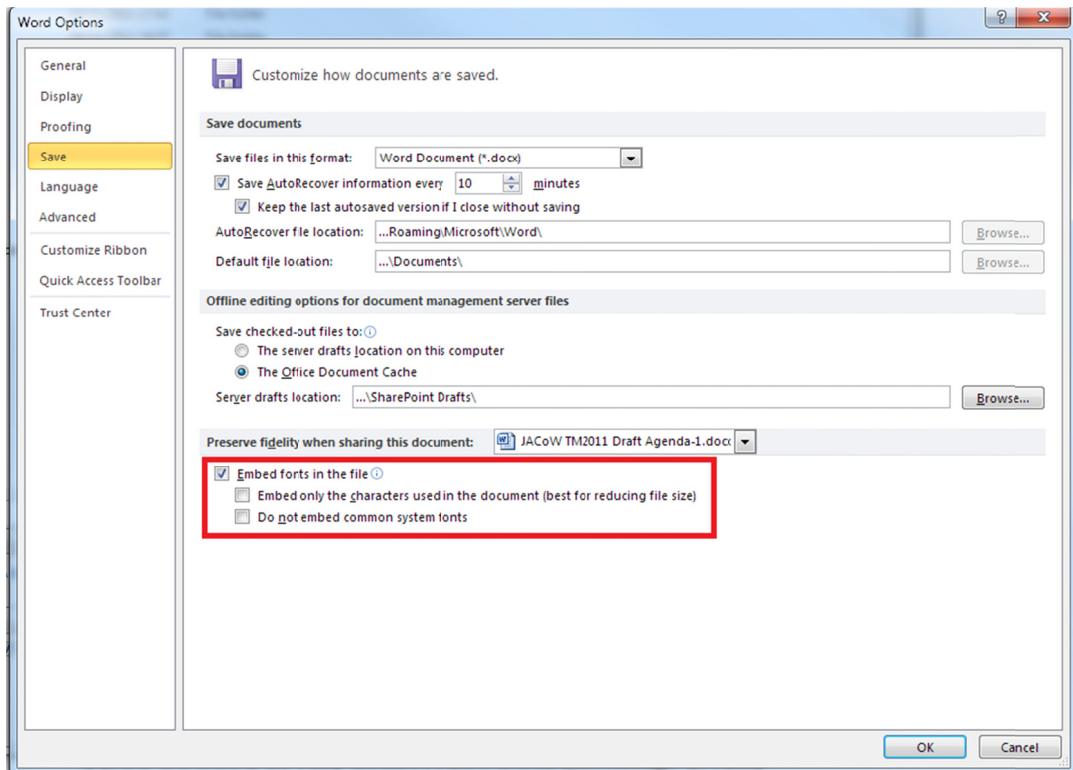


There is a second set of parameters that should be set (accessible via "Tools → Save Options...").

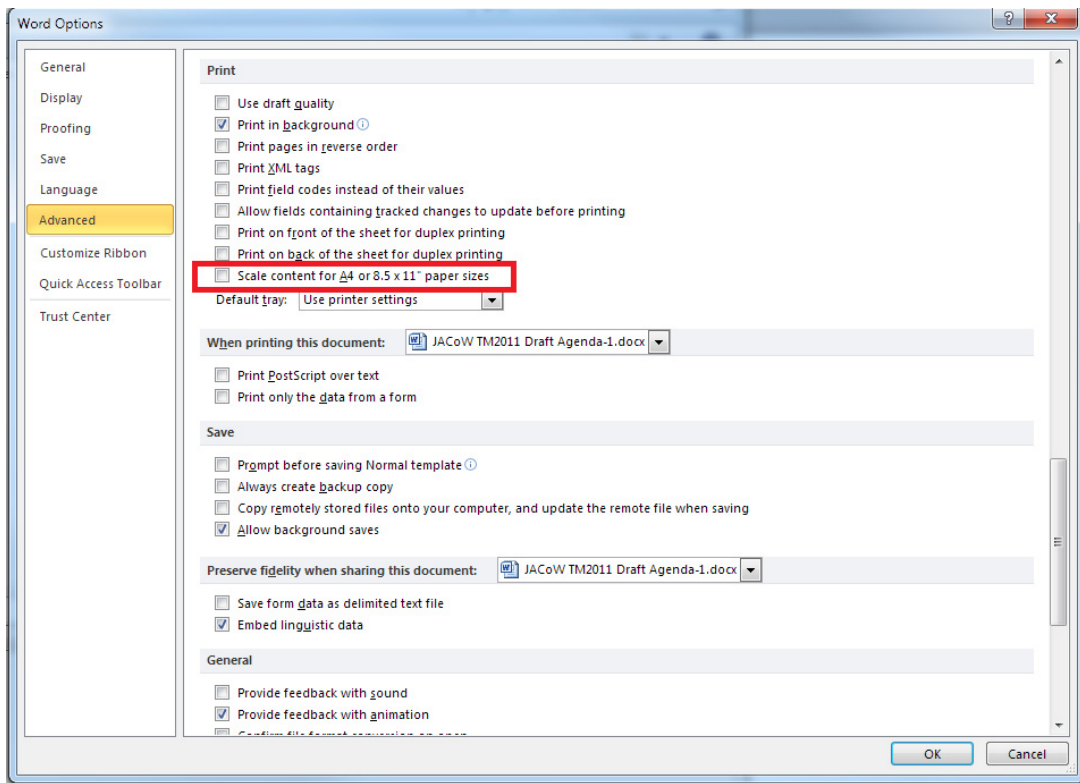


This influences the font embedding in the source file. This eases the work for the editors when problems with unrecognized symbols occur with PS/PDF files and the source file has to be used.

Please tick the marked boxes as shown in the picture:



The set of JACoW templates ensures a unique formatting on paper formats used in countries with US letter and A4 sized paper. There is one parameter in Word that should be unchecked, as it can conflict with the template setting. Use the following figure as a reference:



Previous Versions of Word for Windows

Pre-2010 versions of Microsoft Word do not have the capability to "Save As" a PDF file. It is common to use a virtual printer driver that creates an electronic PDF file, rather than printing to an actual printer. There are several similar tools available, both for free or under a cost. We do not suggest any particular one. Please check that such PDFs do satisfy the JACoW formatting requirements and that the overall quality of the generated file is satisfactory to the authors. Remember to always check that the file prints correctly.