PREPARATION OF PAPERS FOR ICALEPCS'99

I. Andrian, M. Stolfa, ELETTRA, Trieste, Italy
A. Daneels, CERN, Geneva, Switzerland

Abstract

ICALEPCS'99 has adopted the JACoW[1] standards for electronic publication and has created a Web site[2] for the publication of its proceedings. This document describes the rules to be followed for the submission of papers to ICALEPCS'99.

1 SUBMISSION OF PAPERS

Each author should submit all of the source files (text and figures) needed to make the paper, the postscript version and a hard copy of the paper.

2 MANUSCRIPTS

2.1 General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared 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) with 5.3 mm (0.2 in) separation.
- The text located within the margins specified in Table 1 to facilitate electronic processing of the postscript file.

Table 1: Margin specifications

Margin	A4 Paper	US Letter Paper
Left	20 mm	20 mm (0.79 in)
Right	20 mm	26 mm (1.0 in)
Top	37 mm	19 mm (0.75 in)
Bottom	19 mm	19 mm (0.75 in)

The layout of the text on the page is illustrated in Fig. 1. Note that the paper's title should be the width of the full page and that tables and figures may span the whole page (170 mm).

2.2 Fonts

In order to produce Adobe Acrobat PDF files which have good performance, use only TIMES (in roman, bold or italic), symbol and Zapf Dingbats fonts.

[1]http://www.cern.ch/accelconf/
[2]http://www.elettra.trieste.it/ICALEPCS99

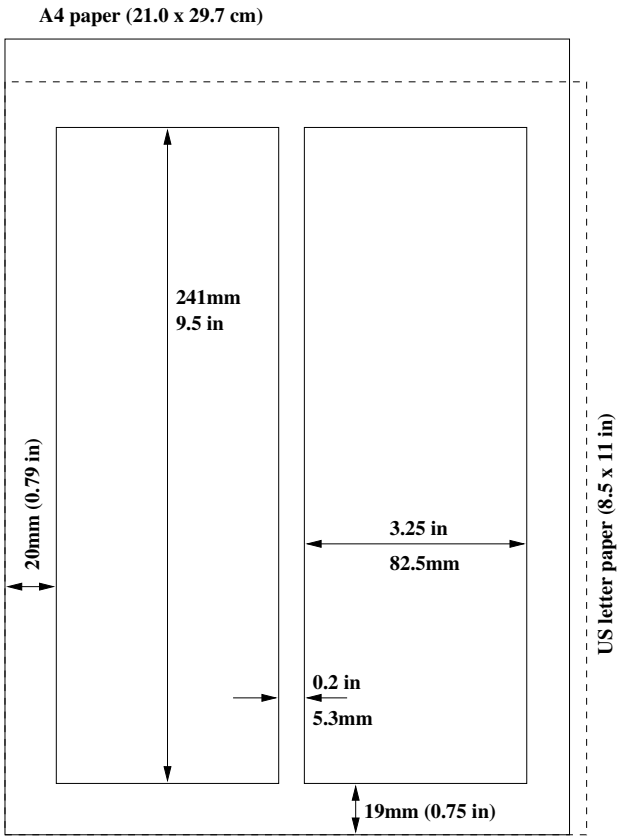

Figure 1: Layout of papers.

All contributions should use 10pt fonts for the normal text.

2.3 Title

The title should use 14pt bold uppercase letters and be centered on the page. The names of the authors and their organisation/affiliation and mailing address 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 first.

2.4 Section Headings

Section headings should be numbered and centered in the column. Use 12pt bold uppercase letters.

2.5 *Subsection Headings*

Subsection headings should be numbered (e.g. *2.6 Figures, Tables and Equations*), have 12pt italic letters and be left aligned and justified in the column.

2.6 *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**.

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.

If a displayed equation needs a number, place it flush with the right margin of the column.

2.7 *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[1].

2.8 *Symbols and Acronyms*

The use of the International System of Units (SI units) is advocated. Acronyms should be defined the first time they appear.

3 PAGE NUMBERS

DO NOT have any page numbers.

4 TEMPLATES

Templates and examples[3] can be retrieved through Web browsers like Netscape and Internet Explorer. See your local documentation for details of how to do this.

Template documents for the recommended word processing software can also be retrieved from the ftp server (*icalepcs99.elettra.trieste.it*); they can be found in the directory (folder) *templates* and exist for LaTeX and WORD (Mac and PC) for US letter and A4 paper sizes.

The file *templates.txt* in the same directory (folder) contains a description of the various files.

Authors 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 $\leftrightarrow$ PC.

5 FINAL CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only TIMES (roman, bold or italic) and Symbol fonts (in the text and in the figures), 10pt minimum.
- Check that the postscript file prints correctly.
- Check that there are no page numbers.
- Check that the margins are correct on the printed version (left 20 mm (0.79 in), bottom 19 mm (0.75 in), overall height of text 241 mm (9.5 in)). There may be differences of ± 1 mm on the margins from one printer to another.
- **Do not** include all fonts when making the postscript file.
- Check the size of the postscript file - an average size should be about 100-300 kbytes.

[3] http://www.elettra.trieste.it/ICALEPCS99/templates.html

6 REFERENCES

[1] A.N. Other, "A Very Interesting Paper", EPAC'96, Sitges, June 1996.