

# PREPARATION OF PAPERS FOR JACoW CONFERENCES\*

A. N. Author<sup>†</sup>, H. Coauthor, Name of Institute or Affiliation, [Postal Code] City, Country  
P. Contributor<sup>1</sup>, Name of Institute or Affiliation, [Postal Code] City, Country  
<sup>1</sup>also at Name of Secondary Institute or Affiliation, [Postal Code] City, Country

## Abstract

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conferences Website (JACoW) collaboration for the publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference information for page limits, method of electronic submission, etc. It is not intended that this should be a tutorial in word processing; the aim is to explain the particular requirements for electronic publication at [www.JACoW.org](http://www.JACoW.org). The abstract itself is to act as a stand-alone entity and, as such, should not include citations. Any acronyms should be expanded on their first occurrence, both in the abstract and in the rest of the paper.

## SUBMISSION OF PAPERS

Each author should submit the PDF file and all source files (text and figures) to enable the paper to be reconstructed if there are processing difficulties.

## MANUSCRIPTS

Templates are provided for recommended software and authors are advised to use them. Please consult the individual conference help pages if questions arise.

### General Layout

These instructions are a typical implementation of the requirements. Manuscripts should have:

- Either A4 (21.0 cm x 29.7 cm; 8.27 in x 11.69 in) or US letter size (21.6 cm x 27.9 cm; 8.5 in x 11.0 in) paper.
- Single-spaced text in two columns of 82.5 mm (3.25 in) with 5.3 mm (0.2 in) separation. More recent versions of Microsoft Word have a default spacing of 1.5 lines; authors must change this to 1 line.
- The text located within the margins specified in Table 1.

Table 1: Margin Specifications

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.02 in (26 mm)

\* work supported by ...

<sup>†</sup> email address

This information must be within the text and column margins

## Fonts

In order to produce good Adobe Acrobat PDF files, authors using the JACoW LaTeX template are asked to use only the fonts defined in the 'jacow' class file in standard, bold (i.e., \textbf) or italic (i.e., \textit) form and symbols from the standard set of fonts. In Word use only Symbol and, depending on your platform, Times or Times New Roman fonts in standard, bold or italic form.

The layout of the text on the page is illustrated in Fig. 1. Note that the paper's title and the author list should be the width of the full page. Tables and figures may span the whole 170 mm page width, if desired (see Fig. 2), but if they span both columns, they should be placed at either the top or bottom of a page to ensure proper flow of the text (which should flow from top to bottom in each column).

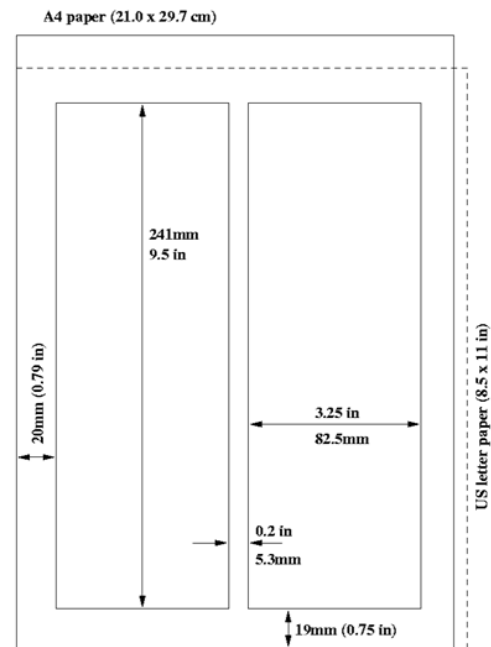


Figure 1: Layout of papers.

### Title and Author List

The title should use 14 pt bold uppercase letters and be centered on the page. Individual letters may be lowercased to avoid misinterpretation (e.g., mW, GeV, SPRing-8, SwissFEL). To include a funding support statement, put an asterisk after the title and the support text at the bottom of the first column on page 1—in Word, use a text box; in LaTeX, use \thanks. See also the subsection on footnotes.

The names of authors, their organizations/affiliations and postal addresses should be grouped by affiliation and listed in 12 pt upper- and lowercase letters.



Figure 2: Example of a full-width figure showing the JACoW Team at their annual meeting in November 2017. This figure has a multi-line caption that has to be justified rather than centered.

The name of the submitting or primary author should be first, followed by the coauthors, alphabetically by affiliation. Where authors have multiple affiliations, the secondary affiliation may be indicated with a superscript, as shown in the author listing of this paper. See ANNEX A for further examples.

### *Section Headings*

Section headings should not be numbered. They should use 12 pt bold uppercase letters and be centered in the column. All section headings should appear directly above the text—there should never be a column break between a heading and the following paragraph.

### *Subsection Headings*

Subsection headings should not be numbered. They should use 12 pt italic letters and be left aligned in the column. Subsection headings use Title Case (or Initial Caps) and should appear directly above the text—there should never be a column break between a subheading and the following paragraph.

**Third-level Headings** These should use 10 pt bold letters and be run into the paragraph text. In LaTeX they are created with LaTeX's `\subsubsection` command. In the Word templates authors must bold the heading text themselves. This heading should be used sparingly. See Table 2 for its style details.

### *Paragraph Text*

Paragraphs should use 10 pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 0.33 cm (0.13 in). The last line of a paragraph should not be printed by itself at the beginning of a column nor should the

first line of a paragraph be printed by itself at the end of a column.

### *Figures, Tables, and Equations*

Place figures and tables as close to their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. LaTeX users should be sure to use non-bit-mapped versions of Computer Modern fonts in equations (Type 1 PostScript or OpenType fonts are required. Their use is described in the help pages of the JACoW website [1]).

Each figure and table must be numbered in ascending order (1, 2, 3, etc.) throughout the paper. After inserting a figure in an ODT document, right-click on the figure, click on “Anchor,” and select the “As Character” option. Figure captions are placed below figures, and table captions are placed above tables.

Figure captions are formatted as shown in Figs. 1 and 2, while table captions take the form of a heading, with initial letters of principle words, capitalized, and without a period at the end (see Tables 1 and 2). Any reference to the contents of the table should be made from the body of the paper rather than from within the table caption itself.

Single-line captions are centered in the column, while captions that span more than one line should be justified. Both figure and table captions may be easily inserted from the “Insert” menu by clicking on the “Caption” option. (An alternative is to simply right click on the figure or table anchor and select “Insert Caption”). Select “Figure” or “Table” in the category as the label as appropriate. The figure label should be configured to appear below the figure, while the table label is set to appear above the table. Enter the figure/table caption in the box provided

and click “OK.” Finally, where necessary, modify the font style (10 pt, normal) and spacing to match that listed in Table 2, not forgetting the colon after the figure/table numeric (e.g., Figure 1:). The LaTeX template, in comparison, uses the ‘booktabs’ package to format tables. A figure in a Writer document may be made to span two columns by using the “FullWidth” item of the “JACoW” menu in LibreOffice/Apache OpenOffice. Macros must be enabled for this to work.

When referring to a figure from within the text, the convention is to use the abbreviated form [e.g., Fig. 1] *unless* the reference is at the start of the sentence, in which case “Figure” is written in full. Reference to a table, however, is never abbreviated [e.g., Table 1].

If a displayed equation needs a number (i.e., it will be referenced), place it in parentheses, and flush with the right margin of the column. The equation itself should be indented and centered, as far as is possible:

$$C_B = \frac{q^3}{3 \epsilon_0 mc} = 3.54 \text{ } \mu\text{eV/T} \quad (1)$$

When referencing a numbered equation, use the word “Equation” at the start of a sentence, and the abbreviated form, “Eq.,” if in the text. The equation number is placed in parentheses [e.g., Eq. (1)].

### Units

Units should be written using the standard, roman font, not the italic font, as shown in Eq. (1). An unbreakable space should precede a unit. Some examples are: 3 keV, 100 kW, 7  $\mu\text{m}$ . When a unit appears in a hyphenated, compound adjective that precedes a noun, it takes on the singular form, e.g., the 3.8-meter long undulator.

### References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called **REFERENCES**. When citing a reference in the text, place the corresponding reference number in square brackets [2]. The reference citations in the text should be numbered in ascending order. Multiple citations should appear in the same bracket [3, 4] and with ranges where appropriate [1-4, 10].

A URL may be included as part of a reference, but its hyperlink should NOT be added. The usual practice is to use a monospace font for the URL so as to help distinguish it from normal text. The ODT template uses the DejaVu Sans Mono font (size 7.5 pt or 8 pt), while the ‘url’ package in LaTeX uses the Latin Modern Typewriter font.

For authors to properly cite the resources used when researching their papers is an obligation. In the interest of promoting uniformity and complete citations, the IEEE Editorial Style for Transactions and Journals, which itself adheres to the Chicago Manual of Style, has been adopted [2]. Please consult the appended material, **ANNEX B**, for details. The onus is on authors to pay attention to the details of the said style to ensure complete, accurate and properly formatted references.

### Footnotes

Footnotes on the title and author lines may be used for acknowledgments and e-mail addresses. A non-numeric sequence of characters (\*, †, ‡, §, ¶) should be used. Word users—DO NOT use Word’s footnote feature (**Insert, Footnote**) to insert footnotes, as this will create formatting problems. Instead, insert the title or author footnotes manually in a text box at the bottom of the first column with a line at the top of the text box to separate the footnotes from the rest of the paper’s text. The easiest way to do this is to copy the text box from the JACoW template and paste it into your own document. These “pseudo footnotes” in the text box should only appear at the bottom of the first column on the first page.

Any other footnote in the body of the paper must be created using the text box procedure described in the paragraph above using the normal numeric sequencing (i.e., 1, 2, 3) and appearing at the bottom of the same column in which it is used. All footnotes are of 8pt font size.

### Acronyms

Acronyms should be defined the first time they appear, both in the abstract and in the rest of the paper.

## STYLES

Table 2 summarizes the fonts and spacing used in the styles of a JACoW template. In LaTeX, these are implemented in the ‘jacow’ class file.

## PAGE NUMBERS

**DO NOT include any page numbers.** They will be added when the final proceedings are produced.

## TEMPLATES

Template documents for the recommended word processing software are available from the JACoW website [1] and exist for LaTeX, Microsoft Word (Mac and PC) and LibreOffice/Apache OpenOffice for US letter and A4 paper sizes.

Use the correct template for your paper size and version of Word. Do not transport Microsoft Word documents across platforms (e.g., Mac↔PC). To ensure that fonts are embedded in Word 2010 documents (PC), the “Embed fonts in file” option must be selected from within the Word Options→Save window. Fonts are embedded by default when printing to PDF on MAC OSX. In LibreOffice/Apache OpenOffice, the “Embed fonts in document” option must be selected from the File→Properties→Font panel.

Table 2: Summary of Styles

Style	Font	Space Before	Space After
<b>PAPER TITLE</b>	14 pt <b>UPPERCASE EXCEPT FOR REQUIRED lowercase letters Bold</b>	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
<i>Abstract Title</i>	12 pt <i>Initial Caps Italic</i>	0 pt	3 pt
<b>SECTION HEADING<sup>1</sup></b>	12 pt <b>UPPERCASE Bold</b>	9 pt	3 pt
<i>Subsection Heading<sup>1</sup></i>	12 pt <i>Initial Caps Italic</i>	6 pt	3 pt
<b>Third-level Heading<sup>1</sup></b>	10 pt <b>Initial Caps Bold</b>	6 pt	0 pt
Figure Caption <sup>1</sup>	10 pt	3 pt	$\geq 3$ pt
Table Caption <sup>1</sup>	10 pt	$\geq 3$ pt	3 pt
Equation <sup>1</sup>	10 pt base font	$\geq 6$ pt	$\geq 6$ pt
References when $\leq 9$	9 pt, justified with 0.52 cm (0.2 in) hanging indent	0 pt	3 pt
Refs. <sup>2</sup> 1-9 when $\geq 10$	9 pt, justified with 0.16 cm (0.06 in) left indent and 0.52 cm (0.2 in) hanging indent	0 pt	3 pt
Refs. <sup>2</sup> 10 onwards	9 pt, justified with 0.68 cm (0.26 in) hanging indent	0 pt	3 pt

<sup>1</sup> Headings, table captions, and equations, when placed at the top of a column, do not require any preceding blank space, i.e., the 'space before' should be set to 0 pt.

<sup>2</sup> When more than 9 references, different indentations apply to ensure their proper alignment. Further details are given in ANNEX B.

## CHECKLIST FOR ELECTRONIC PUBLICATION

Authors are requested to go over the following checklist for electronic publication:

- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text, 10 pt except references, which should be 9 pt.
- Figures should use Times or Times New Roman (standard, bold or italic) and Symbol fonts when possible — 6 pt minimum.
- Check that citations to references appear in sequential order and that all references are cited.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that the margins on the printed version are within  $\pm 1$  mm of the specifications.
- LaTeX users can check their margins by invoking the boxit option.

Please also check the list of common oversights which can be found in ANNEX C.

## CONCLUSION

Any conclusions should be in a separate section directly preceding the **ACKNOWLEDGMENTS**, **APPENDIX** or **REFERENCES** section, in that order.

## ACKNOWLEDGMENTS

Any acknowledgment should be in a separate section directly preceding the **REFERENCES** or **APPENDIX** section.

## APPENDIX

Any appendix should be in a separate section directly preceding the **REFERENCES** section. If there is no **REFERENCES** section, this should be the last section of the paper.

## REFERENCES

- [1] JACoW, <http://www.jacow.org>
- [2] *IEEE Editorial Style Manual*, IEEE Periodicals, Piscataway, NJ, USA, Oct. 2014, pp. 34-52.

## **ANNEX A: FORMATTING OF AUTHORS AND AFFILIATIONS**

The names of authors, their organizations/affiliations and postal addresses should be grouped by affiliation and listed in 12 pt upper- and lowercase letters. The name of the submitting or primary author should be first, followed by the coauthors, alphabetically by affiliation. If the author list for a given affiliation spans multiple lines, please be sure to break the line in a manner that does not split the author's initials from the author's last name. This is easily done by placing unbreakable spaces between the initials and last name. The affiliation name and address are also best kept together on the same (but not necessarily separate) line, wherever possible. (See, for example, the entry for GSI in the following). In cases where authors have multiple affiliations, the secondary affiliation is inserted below the author/primary affiliation listing and is indicated with a superscript, as shown in the following.

Footnotes on the title and author lines may be used for acknowledgments and e-mail addresses, using a non-numeric sequence of characters (\*, †, ‡, §, ¶). In Word, footnotes are best inserted manually in a text box at the bottom of the first column with a line at the top of the text box to separate the footnotes from the rest of the paper's text.

For examples of the preferred formatting of authors and affiliations, please consult the following list of JACoW collaboration members.

For manuscripts submitted by large collaborations with potentially many tens of authors and where, additionally, there may be page number limitations, a format consisting of the principle author's name and institute, followed by "on behalf of the ... collaboration," is preferred.

## THE JACoW COLLABORATION\*

C. Petit-Jean-Genaz, J. Poole<sup>1</sup>, T. Baron, R. Billen, P. Ferreira, N. Juszka, M. Kołodziejcki,  
A. Mönnich, M. Vidal, CERN, 1211 Geneva 23, Switzerland  
C. E. Eyberger, M. Power, Argonne National Laboratory, Lemont, IL 60439, USA  
I. Costa, ALBA Synchrotron, 08290 Cerdanyola del Vallès, Barcelona, Spain  
D. Button, M. Hewes, ANSTO, Lucas Heights, NSW 2234, Australia  
R. Dowd, K. Riches, N. White, ANSTO, Australian Synchrotron, Clayton, VIC 3168, Australia  
R. Picoreti, J. Piton, L. Sanfelici  
Brazilian Synchrontron Light Laboratory, 13083-970 Campinas, Brazil  
C. Hoffman, Brookhaven National Laboratory, Upton, NY 11973, USA  
M. V. Kuzin, Budker Institute of Nuclear Physics, 630090 Novosibirsk, Russia  
L. Serani, Centre d'Etudes Nucléaires de Bordeaux Gradignan,  
Université de Bordeaux/IN2P3/CNRS, 33175 Gradignan, France  
M. Marx, Deutsches Elektronen-Synchrotron, 22607 Hamburg, Germany  
I. Andrian<sup>†</sup>, S. Deiuri, Elettra Sincrotrone Trieste, 34149 Basovizza, Italy  
J. Olander, G. Trahern, European Spallation Source, 221 00 Lund, Sweden  
M. Arena, Fermilab, Batavia IL 60510, USA  
K. Turzo, Grand Accélérateur National d'Ions Lourds, 14076 Caen, France  
R. Müller, V. R. W. Schaa<sup>‡</sup>  
GSI Helmholtzzentrum für Schwerionenforschung, 64291 Darmstadt, Germany  
Y.-Y Li, Hong Kong University of Science and Technology, Kowloon, Hong Kong  
P. Pisciotta, INFN-LNS, 95123 Catania, Italy  
N. Zhao, Institute of High Energy Physics, Beijing 100049, P. R. China  
L. Li, Institute of Modern Physics, Lanzhou 730000, P. R. China  
J. G. de Villiers, J. Mira, iThemba Labs, P.O. Box 722, Somerset West 7130, South Africa  
Y. H. Chin, K. Furukawa, T. Kosuge, A. Shirakawa, KEK, Tsukuba, Ibaraki 305-0801, Japan  
K. A. Bishofberger, Los Alamos National Laboratory, Los Alamos, NM 87545, USA  
V. G. Mitts, CAMD, Louisiana State University, Baton Rouge, LA 70806, USA  
K. Makino, A. McCausey, Michigan State University, East Lansing, MI 48824, USA  
T. Tanaka, LEBRA, Nihon University, Funabashi 274-8501, Japan  
C. Horak, Oak Ridge National Laboratory, Oak Ridge, TN 37831, USA  
Y.-S. Cheng  
National Synchrotron Radiation Research Center, Hsinchu 30076, Taiwan, P. R. China  
J. Chrin<sup>§</sup>, Paul Scherrer Institut, 5232 Villigen PSI, Switzerland  
D.-E. Kim, G.-H. Kim, K.-S. Kim, N.-Y. Kim, E.-H. Lee  
Pohang Accelerator Laboratory, Gyeongbuk, Korea  
A. Uchiyama, K. Yamada, RIKEN, Wako, Saitama 351-0198, Japan  
H. Chen, X. Han, W. Qi, Shanghai Institute of Applied Physics, Shanghai 201800, P. R. China  
M. Montes-Loera, SLAC National Accelerator Laboratory, Menlo Park, CA 94025, USA  
S. Waller, STFC Daresbury Laboratory, Warrington, WA4 4AD, UK  
M. Tilmont, Synchrotron Soleil, Saint-Aubin, 91192 Gif-sur-Yvette, France  
E. Akers, A. Cuffe, T. Satogata<sup>#</sup>  
Thomas Jefferson National Accelerator Facility, Newport News, VA 23606, USA  
J. Thomson, TRIUMF, Vancouver, BC V6T 2A3, Canada  
<sup>1</sup>also at JP Scientific (Nantwich) Ltd, UK

\* As of Nov. 2017, JACoW Collaboration Team Meeting Templates are managed by the collaboration and implemented by:

<sup>†</sup> ivan.andrian@elettra.eu (OpenDocument)

<sup>‡</sup> v.r.w.schaa@gsi.de (LaTeX)

<sup>§</sup> jan.chrin@psi.ch (MS Word)

<sup>#</sup> todd.satogata@jlab.org (MS Word for Mac)

## ANNEX B: IEEE REFERENCE STYLE GUIDE AS APPLIED TO JACoW PAPERS, PERIODICALS AND OTHER WORKS

### *Referencing JACoW Proceedings*

The format for published JACoW proceedings papers is detailed in the following and can also be readily deduced from Refs. [1-3]. At the very minimum, sufficient information should be given to enable readers to clearly identify the paper and to facilitate its import into digital databases.

**Author Listing** Careful attention should be given to the placing of commas and the use of ‘and’ in the author list. In particular, for the case of three or more authors (as in [3]), a comma also follows the penultimate author. The preference for *et al.* takes precedence when the number of authors becomes large (e.g.,  $\geq 6$ ).

**The Paper Title** As is modern practice in references, the title of the paper is written in sentence case, i.e., only the initial letter of the first word in the title is capitalized. Proper nouns, however, also have a capital. Capital letters appearing in acronyms likewise remain unaltered.

**Conference Proceedings** The proceedings title is written in title case in italics using standard abbreviations, such as *Int.* and *Conf.* The preposition, “in,” in normal font, precedes the proceedings title. The location, i.e., city, state (if USA), and country of the conference venue, the month (three-letter abbreviation) and the year the conference took place, is then listed. Finally, details pertaining to the paper itself, such as the conference paper ID, mandatory page numbers, and the digital object identifier (DOI), if existing, are listed in the given order. A monospace font for the DOI is used so as to help distinguish it from normal text. The Word template uses the Lucida Sans Typewriter monospaced TrueType font (size 7.5 pt or 8 pt), while the ‘url’ package is used in LaTeX with the Latin Modern Typewriter font. The conference paper ID is optional and may be included in the absence of a DOI to facilitate a search through internet search engines. DOIs have been assigned to all JACoW publications appearing in recent proceedings and will likewise be assigned to articles from conferences further past, in due course. The use of DOIs is strongly emphasized.

The complete or abbreviated form for citations, as shown in the following section, is advocated. The former is more informative to readers outside the immediate conference sphere, and will further serve to avoid potential ambiguities in cases where an acronym is not unique. Both forms, however, when adhered to, ensure a proper import into digital libraries and information sources such as INSPIRE, Scopus, and Google Scholar. Authors are also reminded to make a distinction between papers published in JACoW proceedings (which have page numbers and, in the case of recent publications, DOIs) and those papers that may have been presented at past JACoW conferences but were not published [4]. References to contributions presented at the same

conference should be written as shown in [5]; the wording “this conference” may be optionally appended.

### *Referencing Periodicals and Other Sources*

The IEEE style is also shown for periodicals [6-11], on-line sources [12], books [13, 14], internal reports [15], theses [16], manuals or handbooks [17], patents [18] and unpublished material [19, 20]. Examples of correctly formatted references can also be found at the JACoW website, under ‘Formatting Citations’ which is reached through the ‘for Authors’ link.

### *Alignment of References*

Entries to the References section follow a hanging indent structure. In this way, reference numbers in the first line of each reference entry are right aligned, while subsequent lines within a given reference are indented by a specified amount. The indentation values for Word are shown in Table 1 of this Annex and depend on whether the number of references exceeds single digit values.

In the LaTeX template, `\bibliography{9}` is used for when the total number of references is less than ten. This should be changed to `\bibliography{99}` if the number of references is ten or more.

Table 1: Formatting of References

Font	Left Indent	Hanging Indent	Space Before	Space After
<b>No. References <math>\leq 9</math></b>				
9 pt, justified	0.00 cm 0.00 in	0.52cm 0.20 in	0 pt	3 pt
<b>No. References <math>\geq 10</math></b>				
<b>Refs. 1 to 9</b>				
9 pt, justified	0.16 cm 0.06 in	0.52 cm 0.20 in	0 pt	3 pt
<b>Refs. 10 onwards</b>				
9 pt, justified	0.00 cm 0.00 in	0.68 cm 0.26 in	0 pt	3 pt



## PAPER PUBLISHED IN A CONFERENCE PROCEEDINGS

### Complete Form

- [1] A. Alpha and B. T. Beta, “Novel techniques for future TeV electron accelerators,” in *Proc. 8th Int. Particle Accelerator Conf. (IPAC’17)*, Copenhagen, Denmark, May 2017, pp. 567-569, doi:10.18429/JACoW-IPAC2017-PAPERID  
[Conference Proceedings, two authors; DOI encouraged]
- [2] A. Alpha *et al.*, “A new 12 GHz electron linear accelerator,” in *Proc. 28th Linear Accelerator Conf. (LINAC’16)*, East Lansing, MI, USA, Sep. 2016, pp. 27-31, doi:10.18429/JACoW-LINAC2016-PAPERID  
[Conference Proceedings, for six or more authors use *et al.*; DOI encouraged]
- [3] A. Alpha, B. T. Beta, C. Gamma, and D. Delta, “An overview of control systems,” in *Proc. 13th Int. Conf. on Accelerator and Large Experimental Physics Control Systems (ICALEPCS’11)*, Grenoble, France, Oct. 2011, paper TUP014, pp. 89-91.  
[Conference Proceedings, four authors; optional paper ID in the absence of a DOI]

### Abbreviated Form

- [1] A. Alpha and B. T. Beta, “Novel techniques for future TeV electron accelerators,” in *Proc. IPAC’17*, Copenhagen, Denmark, May 2017, pp. 567-569, doi:10.18429/JACoW-IPAC2017-PAPERID  
[Conference Proceedings, two authors; DOI encouraged]
- [2] A. Alpha *et al.*, “A new 12 GHz electron linear accelerator,” in *Proc. LINAC’16*, East Lansing, MI, USA, Sep. 2016, pp. 27-31, doi.org/10.18429/JACoW-LINAC2016-PAPERID  
[Conference Proceedings, for six or more authors use *et al.*; DOI encouraged]
- [3] A. Alpha, B. T. Beta, C. Gamma, and D. Delta, “An overview of control systems,” in *Proc. ICALEPCS’11*, Grenoble, France, Oct. 2011, paper TUP014, pp. 89-91.  
[Conference Proceedings, four authors; optional paper ID in the absence of a DOI]

## UNPUBLISHED PAPER PRESENTED AT A PREVIOUS CONFERENCE

### Complete Form

- [4] A. Alpha and B. T. Beta, “An interesting talk but paper not submitted,” presented at the 5th Int. Particle Accelerator Conf. (IPAC’14), Dresden, Germany, Jun. 2014, paper MOP057, unpublished.  
[Unpublished paper; conference name in normal font; paper ID may only be given if material supplementing the proceedings exists on the JACoW website, e.g., PDF of talk]

### Abbreviated Form

- [4] A. Alpha and B. T. Beta, “An interesting talk but paper not submitted,” presented at IPAC’14, Dresden, Germany, Jun. 2014, paper MOP057, unpublished.  
[Unpublished paper; conference name in normal font; paper ID may only be given if material supplementing the proceedings exists on the JACoW website, e.g., PDF of talk]

## PAPER PRESENTED AT THE CURRENT CONFERENCE

### Complete Form

- [5] A. Alpha and B. T. Beta, “An interesting talk at this conference,” presented at the 9th Int. Particle Accelerator Conf. (IPAC’18), Vancouver, Canada, Apr.-May 2018, paper MOAB01, this conference.  
[Current conference; conference name in normal font; the wording “this conference” is optional]

### Abbreviated Form

- [5] A. Alpha and B. T. Beta, “An interesting talk at this conference,” presented at IPAC’18, Vancouver, Canada, Apr.-May 2018, paper MOAB01, this conference.  
[Current conference; conference name in normal font; the wording “this conference” is optional]

## PAPER PUBLISHED IN, OR SUBMITTED TO, A PERIODICAL

- [6] P. Mercury *et al.*, “Title of paper published in journal,” *Phys. Rev. Lett.*, vol. 114, no. 5, p. 050511, Feb. 2014, doi:10.1103/PhysRevLett.114.050511  
[Periodical, *Phys. Rev. Lett.*; issue no. and month may be omitted]
- [7] P. Venus *et al.*, “New techniques in laser wakefield accelerators,” *Phys. Rev. ST Accel. Beams*, vol. 18, p. 120198, Dec. 2015, doi:10.1103/PhysRevAccelBeams.18.120198  
[Periodical, *Phys. Rev. ST Accel. Beams*; month may be omitted]
- [8] T. Earth *et al.*, “Low dose irradiation impact on modern silicon detectors,” *Nucl. Instr. Meth.*, vol. 692, pp. 256-280, 2014, doi:10.1016/j.nima.2014.11.022  
[Periodical, *Nucl. Instr. Method.*]
- [9] T. Earth, L. Moon, and A. Belt, “Temporal correlations of x-ray free electron lasers,” *Optics Express*, vol. 20, pp. 11396-11404, 2012, doi:10.1364/OE.20.11396  
[Periodical, *Optics Express*]
- [10] J. B. Good, “A paper accepted for publication,” *Phys. Rev. Lett.*, to be published.  
[Periodical, paper accepted for publication by *Phys. Rev. Lett.*]
- [11] G. D. Read, “Title of paper submitted for publication,” submitted for publication.  
[Paper submitted for publication; the name of the periodical does not appear]

## ONLINE SOURCE

- [12] JACoW, <http://www.jacow.org>  
[online source; no hyperlink, no period at end of URL unless there is a trailing “/” as shown below. A monospace font, such as DejaVu Sans Mono (size 7.5 or 8 pt), is used in Writer, while the ‘url’ package in LaTeX uses the Latin Modern Typewriter font]
- [12] JACoW, <http://www.jacow.org/>.  
[online source; no hyperlink, period after trailing “/” in URL allowed. A monospace font, such as DejaVu Sans Mono (size 7.5 or 8 pt), is used in Writer, while the ‘url’ package in LaTeX uses the Latin Modern Typewriter font]



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- [14] A. Belt, *Title of Book*. Cambridge, MA, USA: MIT Press, 1986.  
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## REPORTS AND THESES

- [15] G. Jupiter *et al.*, “Title of report,” CERN, Geneva, Switzerland, Rep. CERN-2012-333, Oct. 2012.  
[Report]
- [16] A. Student, “Title of thesis,” Ph.D. thesis, Phys. Dept., Karlsruher Institut für Technologie, Karlsruhe, Germany, 2014.  
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## MANUAL

- [17] *IEEE Editorial Style Manual*, IEEE Periodicals, Piscataway, NJ, USA, Oct. 2014, pp. 34-52;  
[http://www.ieee.org/documents/style\\_manual.pdf](http://www.ieee.org/documents/style_manual.pdf)  
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## PATENTS

- [18] A. N. Inventor, “Title of patent,” Patent Authority and No., Jan. 20, 2016.

## UNPUBLISHED WORK AND PRIVATE COMMUNICATION

- [19] P. Neptune, “Title of paper,” unpublished.  
[Unpublished]
- [20] P. Uranus, private communication, Jun. 2015.  
[Private communication]

## ANNEX C: THE DILIGENT AUTHOR'S CHECKLIST

### *Common Oversights*

In order to lessen the load on a small team of editors and to help expedite publication of the Proceedings, authors are kindly asked to give themselves an extra few minutes to go over the following points, which highlight the most common errors, before uploading their paper. By providing a properly formatted JACoW paper, the Proceedings Office is able to benefit from an autodistill process which automatically converts the author's PDF file into a version that adheres to the JACoW-compliant PDF standard. The process further ensures that all fonts required to view the entire document are embedded, rendering a final PDF that qualifies technically for publication.

### *Author and Affiliation Listing*

The names of authors and their affiliations should be in 12 pt uppercase and lowercase letters, with standard, roman fonts (i.e., not italics). When there is more than one author, the submitting author should be first, followed by the coauthor. Coauthors should be grouped by affiliation and then be listed alphabetically. Please refer to **ANNEX A** for further details and examples, particularly for the case where authors have multiple institutes.

### *SPMS Database and Final Manuscript Validation*

Primary authors are reminded that it is their responsibility to verify the accuracy of the title, abstract, and coauthor/institute listing, and that these are identical in both the final manuscript and SPMS database. This is required to ensure the proper indexing of author/coauthor(s) appear in the published proceedings.

### *Subsection Headings*

Subsection Headings are in 12 pt *italic* lowercase and uppercase. The initial letter of every principle word is capitalized, and the heading is left aligned in the column.

### *Figure Captions*

Figure captions should be placed *below* the figure and centered if on one line, but justified if spanning two or more lines:

Figure 1: A one line figure caption is centered.

Figure 2: A lengthy figure caption that spans two lines is justified.

Note the colon ":" after the figure number and the period "." at the end of the caption.

When referring to a figure from within the text, the convention is to use the abbreviated form, i.e., Fig. 1, *unless* the reference to the figure is at the start of the sentence:

Figure 1 shows a schematic view of...

... as shown in Fig. 1.

### *Table Headings*

Table captions should be placed *above* the table and centered if on one line, but justified if spanning two or more lines:

Table 1: Table Heading

Table 2: A Particularly Long Table Heading Spanning Two Lines

Note the colon ":" after the table number, that the initial letters of the principle words in the table heading are capitalized, and the absence of a period at the end of the caption.

When referring to a table from within the text, the convention is *not* to abbreviate, i.e., Table 1.

### *Equations*

If a displayed equation requires a number, it should be placed flush with the right margin of the column. Please leave sufficient space immediately before and after the equation, i.e., in Microsoft Word/ODF, with 6 to 12 pt before and after.

### *Units*

An unbreakable space should always precede a unit. Examples are: 3 keV, 4 GeV, 100 kW, 7  $\mu\text{m}$ .

### *References*

References are written in 9 pt size and should be neatly presented in a consistent format with reference numbers aligned. Please refer to **ANNEX B** for the preferred format and proper alignment.

Please also ensure that references in the text are cited in sequential order.