A SHORT DOCUMENT IN JACoW STYLE*

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Abstract

The abstract acts 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.

MANUSCRIPTS

This short document exemplifies the use of the JACoW formatting style in Microsoft Word, thereby highlighting the most salient features of the JACoW template. It is provided principally to facilitate authors in expediting a correctly formatted JACoW manuscript in Word. It is expected that authors will have already familiarized themselves with the contents of the template.

Bulleted Lists

A list has left (0.33 cm) and hanging (0.36 cm) indents:
- Item one.
- Item two.
- Item three.

Figure Captions

Figure captions are placed below the figure and centred if on one line, but justified if spanning multiple lines.

Figure 1: A one line figure caption is centred.

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

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

Table Headings

Tables should be neatly formatted with a heading placed above the table, and centred if on one line, as in Table 1, but justified if spanning two or more lines. A description of the table contents should be confined to the text of the paper and not in the table heading.

Table 1: Table Heading

Column 1	Column 2 [mm]	Column 3 [GeV]
Attribute A	100.2	137.0
Attribute B	20.3	9.1

Equations

Equations should be indented and centred, as far as is possible:

$$C_B = \frac{q^3}{3\varepsilon_0 mc} = 3.54\,\mu e\,\text{V/T} \; . \tag{1}$$

Units

Units should be written using the standard, roman font, not the italic font, as shown in Eq. (1). An unbreakable space should ideally precede a unit. Some examples are: 3 keV, 100 kW, 7 μm.

References

In the interest of promoting complete and uniform citations, the IEEE Editorial Style for Transactions and Journals has been adopted [1, 2]. When citing a periodical, the official abbreviation of the journal should be used [3]. Please consult Annex B of the template 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. Papers published in recent JACoW proceedings have each been assigned a digital object identifier (doi). Its insertion in a reference further facilitates the import of references into bibliographical databases and is strongly encouraged. JACoW conferences that stipulate a page number limit typically exempt the reference section from this count.

CONCLUSION

This short document exemplifies use of the JACoW format style, the parameters of which are succinctly summarized in Table 2.

REFERENCES

[1] A. Alpha and B. T. Beta, "Novel techniques for future TeV electron accelerators", in *Proc. 9th Int. Particle Accelerator Conf. (IPAC'18)*, Vancouver, BC, Canada, Apr.-May 2018, pp. 567-569. doi:10.18429/JACoW-IPAC2018-PAPERID

[2] A. Alpha *et al.*, "A new 12 GHz electron linear accelerator", in *Proc. 29th Linear Accelerator Conf. (LINAC'18)*, Beijing, China, Sep. 2018, pp. 27-31. doi:10.18429/JACoW-LINAC2018-PAPERID

[3] https://woodward.library.ubc.ca/research-help/journal-abbreviations/

Table 2: Summary of Styles

Style	Font	Space Before	Space After
PAPER TITLE	**14 pt UPPERCASE EXCEPT FOR REQUIRED lowercase letters Bold**	0 pt	3 pt
Author List	12 pt UPPER- and low-ercase	9 pt	12 pt
Abstract Title	*12 pt Initial Caps Italic*	0 pt	3 pt
SECTION HEADING[1]	**12 pt UPPERCASE Bold**	9 pt	3 pt
Subsection Heading[1]	*12 pt Initial Caps Italic*	6 pt	3 pt
Third-level Heading[1]	**10 pt Initial Caps Bold**	6 pt	0 pt
Paragraph	10 pt, first line with 0.33 cm (0.13 in) left indent	0 pt	0 pt
Bulleted List	10 pt, with 0.33 cm (0.13 in) left indent and 0.36 cm (0.142 in) hanging indent	0 pt	0 pt
Figure Caption[1]	10 pt	3 pt	$\geq$ 3 pt
Table Caption[1]	10 pt	$\geq$ 3 pt	3 pt
Equation[1]	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[2]. 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[2]. 10 onwards	9 pt, justified with 0.68 cm (0.26 in) hanging indent	0 pt	3 pt

[1] 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.

[2] When more than 9 references, different indentations apply to ensure their proper alignment