

CHANGES TO TEMPLATES IN 2018

Institute Address

Postal code is optional and need not be inserted if missing.

Abstract

Abstracts should be stand-alone entities and, as such, should not include references. This is, however, likely to be rectified only in cases where it is easy for the editor to do so.

Acronyms

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

References

The use of DOIs, especially for JACoW conferences, is emphasized and encouraged. A monospace font, as

for URLs, is likewise used for DOIs. In Word, the Lucinda Sans Typewriter is used with a font size of either 7.5 pt or 8 pt (as for URLs). The DOI is listed without a trailing period. The left and hanging indents are emphasized for Word/OpenDocument papers to ensure proper alignment of references, especially in cases when their number exceeds single figures.

Summary of Styles

Table 2 of the template lists the various styles. The flexibility to optimize the spacing after/before figure/table captions and equations is highlighted. Word/OpenDocument users are reminded that when a section, subsection or table heading is at the top of a column, then the before-space should be removed, i.e., 0 pt.

CHANGES TO TEMPLATES IN 2016

Authors and Institute Listing

Where authors have multiple institutes, the secondary affiliation is indicated with a superscript against the author's name. The secondary affiliation is placed in a separate line below the main block of the author/affiliation listing. Author/Institute listings should be written in a consistent form as illustrate in Annex A of the template

Hyphenation

Hyphenation in Word and OpenDocument has now been activated. In Word the procedure is: Page Layout ->Hyphenation ->Automatic

Footnote on Page 1

A space has been added after the superscript.

Figure Captions

A simpler procedure for inserting figure and table captions is described in the Word/OpenDocument template under Figures, Tables, and Equations on page 2.

Tables

A table heading should have the initial letters of the principle words capitalized. If the caption has multiple sentences, then only the first sentence is reformatted to initial capitals if appropriate.

In Word, the top/bottom lines only have a thickness of 1 pt. All other intermediate lines have a thickness of 0.5 pt. In LaTeX, \toprule, \bottomrule, and \midrule is used.

Units

A subsection entitled 'Units' has been added on page 3. Essentially a 'thin space' is required to precede the unit, e.g., 7 GeV, 4 μm (note μ is not slanted). In LaTeX, '\,' is used. Ideally the digit and the unit should not be broken if possible. This subsection is mainly aimed at contributions from Asia where the norm is to join the unit to the number, e.g., 7GeV (not advocated)

References

The font size has been changed to 9 pt in Word and OpenDocument. References should at the very least be neat and properly aligned using the indentations given in Annex B of the template and written in a consistent form. Special attention is given to URLs. Note that a monospace font is used (e.g. in Word, Lucinda Sans Typewriter, 8pt) and periods at the end of the url are omitted unless there is a trailing 'r'.

Third-level Headings

In Word, the third-level heading is appended with a 1 em space. Insert→Symbols→Em Space; appears as a blank in the selection options; identity is revealed with a mouse-over.

Summary of Styles

The only change to Table 2, which lists the various styles, is the freedom to select the spacing after/before figure/table captions. Word/OpenDocument editors should take note that when a section, subsection or table heading is at the top of a column, then the before-space should be removed, i.e., 0 pt.