MS Word Template for GCREEDER

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ABSTRACT

This template is set up to allow printing on either A4 or US letter size paper and is JACoW compliant. In addition, both the LaTeX template and MS Word are set up to closely match each other. For optimum use, do not make changes or modifications to the page layout or paragraph styles. If you experience difficulty using this template, please contact us by sending an email message to gcreeder@ju.edu.jo. The information given here is generally applicable, but individual conferences may have their own specific requirements. For clarification of those requirements, see the individual conference Web pages. 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 conferences.

1. USING THIS TEMPLATE

Template documents for the recommended word processing software are available from the eConf Website[1] and exist for LaTeX and MS Word (Mac and PC). Click on the appropriate template and save to your desktop by selecting the "Save it to Disk" option.

Copy your text into the template and use the Save As command for your paper. Because this template has been set up to meet requirements for conference papers, it is important to maintain the established paragraph styles. To do this, click Format on the Menu bar, click on Style and then under List select "Styles in Use." All efforts should be taken to avoid modifying or adding new paragraph styles.

2. MANUSCRIPT

2.1. General Layout

This template has been set up so that conference papers can print on either A4 or US letter size paper. Every effort should be made to avoid changing the Page Setup properties.

If you are using MS Word, the Page Setup Properties should match the settings that appear in the "Dual" column in Table 1.

Table 1: Margin specifications

Margin	Dual	A4 Paper	US Letter Paper
Top	7.6 mm (0.3 in)	37 mm (1.45 in)	19 mm (0.75 in)
Bottom	20 mm (0.79 in)	19 mm (0.75 in)	19 mm (0.75 in)
Left	20 mm (0.79 in)	20 mm (0.79 in)	20 mm (0.79 in)
Right	20 mm (0.79 in)	20 mm (0.79 in)	26 mm (1.0 in)

2.2. Fonts

Authors should only use Times New Roman for the text and Helvetica for the headings. Using the appropriate paragraph styles will ensure proper use of font family and size. All contributions should use 10pt Times New Roman for the body text [Paragraph style: "conf_text"].

For graphics, Times (in roman, bold or italic), symbol and Zapf Dingbats fonts should be used.

2.3. Headers and Footers

Place the name, location and date of the conference in the header. Place the paper status number (PSN) in the footer.

A PSN is a sequential number (assigned by the conference editors) that incorporates meaningful information about individual proceedings papers and makes it easier for authors and editors to track papers.

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[1] http://www.slac.stanford.edu/econf/

2.4. Title, Authors, and Affiliations

The paper's title should be the width of the full page and set in 14pt bold upper and lower case letters and left aligned on the page. [Paragraph style: "conf_Title"].

The names of the authors and their organization or affiliation and mailing address should be listed in 10pt upper and lower case letters, grouped by affiliation. [Paragraph styles: conf_Authors" and "conf_Affiliation" respectively.]

2.5. Section Headings

Section headings should be numbered; use 11pt bold all upper case letters and left aligned in the column. [Paragraph style: "Heading 1"]

Widow and Orphan Control. All headings should appear next to the following text—there should never be a column break between a heading and the following paragraph.
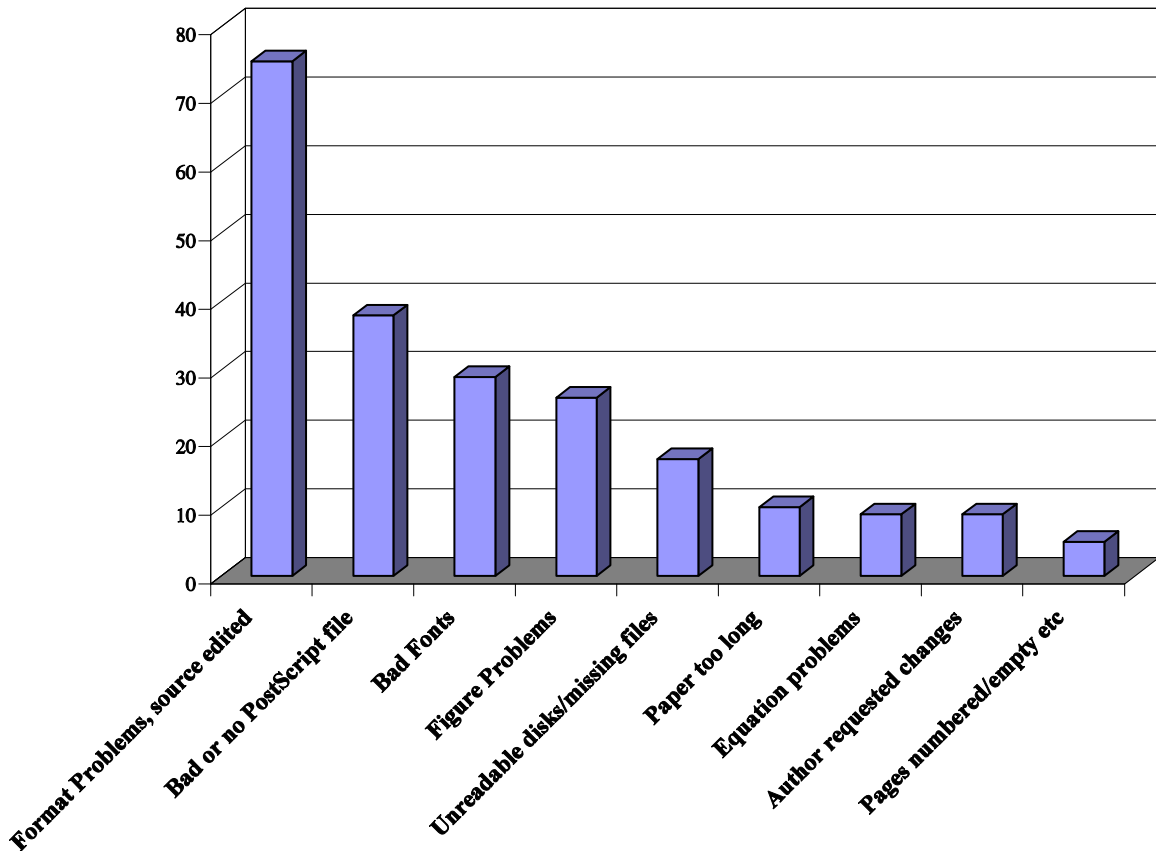

Figure 1: Example of a full width figure.

2.6. Subsection Headings

Subsection headings should be numbered (such as 3.2 Penalties for Late Submission), have 11pt upper and lower case letters and be left aligned in the column. [Paragraph styles: "Heading 2" and "Heading 3".]

The recommended number of subsections is three. Using four levels of sublevels is discouraged.

2.7. Paragraph Text

Paragraphs should use 10pt times roman font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 3mm (.13in). 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.

2.8. Graphics

Most Proceedings will be printed sans color, but color can still be used for the electronic versions, such as Web or CD. It is important not to reference colors in your text if it will not translate in the printed version. Also, do not use pale yellow, as it will not be visible in the hardcopy version.

Insert PSN Here

2.9. Figures, Tables, and Equations

Place figures and tables as close to the place of their mention as possible. Tables and figures may span a column as in Table 1, or the whole page width (see Figure 1). Lettering in figures and tables should be large enough to reproduce clearly, **using only the approved fonts**. Use of non-approved fonts in figures often leads to problems when the files are processed and may even cause loss of information. (See Section 2.2 for approved fonts for graphics)

LaTeX users should use non bitmapped versions of Computer Modern fonts in equations (type 1 PostScript fonts are required, not type 3).

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 Times New Roman and left aligned. [Paragraph styles "conf_figure_label" and "conf_table_label" respectively.]

Text should not be obscured by figures.

If a displayed equation needs a number, place it flush with the right margin of the column. Units should be written using the roman font, not the italic font.

$$C_B = \frac{q^3}{3\varepsilon_0 mc} = 3.54\,\mu eV/T \qquad (1)$$

2.10. Acknowledgments

Place acknowledgments including required mentions of the contract numbers in the Acknowledgements Section. See also Section 2.12.

2.11. 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]. [Paragraph styles "conf_ref_heading" and "conf_references" respectively.]

2.12. Footnotes

It is recommended that footnotes only be used in the body of the paper and not placed after the list of authors, affiliations, or in the abstract. See also Section 2.10

2.13. Acronyms

Acronyms should be defined the first time they appear.

3. PAGE NUMBERS

Page numbers are included to assist authors with page length. However, page numbers may change upon compilation of the entire volume of the Proceedings.

4. PAPER SUBMISSION

4.1. Submitting to the Conference

Check the conference Website for instructions on how to submit conference papers.

Authors using MS Word may be required to submit all of the source files (text and figures) needed to make the paper and postscript and PDF versions of the paper. This will allow the editors to reconstruct the paper in case of processing difficulties. The PDF version will be used for comparison with the version produced for publication.

5. FINAL CHECKLIST FOR ELECTRONIC PUBLICATION

- Proper layout?
- Correct fonts?
- Conference information and PSN in header and footer?
- Correct format of title, author list, and affiliation?

Acknowledgments

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References

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