

JACoW Conference Process Overview

J. Poole

The Editor's Objective

- Produce a set of files for publication on JACoW.
 - which means:
 - PDF files with correct paper size, fonts, performance, banners and hidden fields
 - Indexes and the wrapper (introduction, photos, acknowledgements etc.)
- Produce CD and perhaps paper volumes.

Main Steps

- Collect the abstracts, author names and the names of their institutes (affiliations).
- Accept abstracts for the conference
- Collect the files for the papers (before the conference)
- Collect hard copies of the papers
- Process the files for the papers to make the raw PDF
- Feedback information to the authors about the processing
- Make quality control checks
- Number the pages, generate keywords
- Fill in the hidden fields in the PDF files and add page numbers and banners
- Generate the index files (table of contents, author index)
- Add the 'wrapper' (introduction, acknowledgements etc)
- Final quality checks
- Write the CD/DVD (print hard copies etc.)

JACoW SPMS

- All of the activities on the previous page can be achieved without using the SPMS.
- However, if the expertise and support is available for your conference, the SPMS can automate much of the work and handle much of the event organisation as well

The Agreement

Each conference wishing to use the full SPMS system (i.e. with access to the repository data) or wishing to use JACoW software licenses has to sign the following declaration:

As organisers of the xxx conference we undertake that

- 1. The data supplied and collected with the SPMS system will under no circumstances be used for any other purpose than in connection with the organisation of the conference in question (e.g. non-conference announcements to the whole repository are strictly forbidden).*
- 2. The data will not be provided to any external body for any purpose and especially not for any commercial activities.*
- 3. The data will be destroyed following the publication of the conference proceedings.*
- 4. The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails etc.)*
- 5. Software installed using JACoW licenses will be un-installed immediately after the conference.*

Editing Expertise

- **Editors**
 - LaTeX (30%), Word (Windows (65%), Mac (5%))
 - Acrobat and PitStop (100%)
- **Editor-in-chief/Proceedings producer**
 - All of the above plus html, scripting (perl, ruby ...)

SPMS Expertise

- Database engineer (setting up Oracle and tuning, application of patches etc.)
- Web server expert (conference server linked to the conference database)
- Networking engineer (setting up file server, security, upload scripts etc.)
- Expert Oracle user (ad hoc queries etc. needed by the conference administrator).
- Conference administrator

Abstract Submission

- The text of the abstract itself and the names of the authors and their affiliations need to be collected.
- Some kind of data management is needed to associate a unique identifier with each abstract and the authors.
- Each abstract/paper will have a primary author and perhaps one or more co-authors.
- The data collected at this stage will be carried all the way through to publication.

Abstract Brochure

- Once the programme committee has accepted the abstracts and assigned them to their slots in the programme, it is normal to publish an abstract brochure which contains all of the abstracts and shows how they fit into the overall conference programme.
- The easiest way to achieve this is to generate the basic contents automatically from the data collected during abstract submission and then apply some formatting to achieve an aesthetically pleasing version.

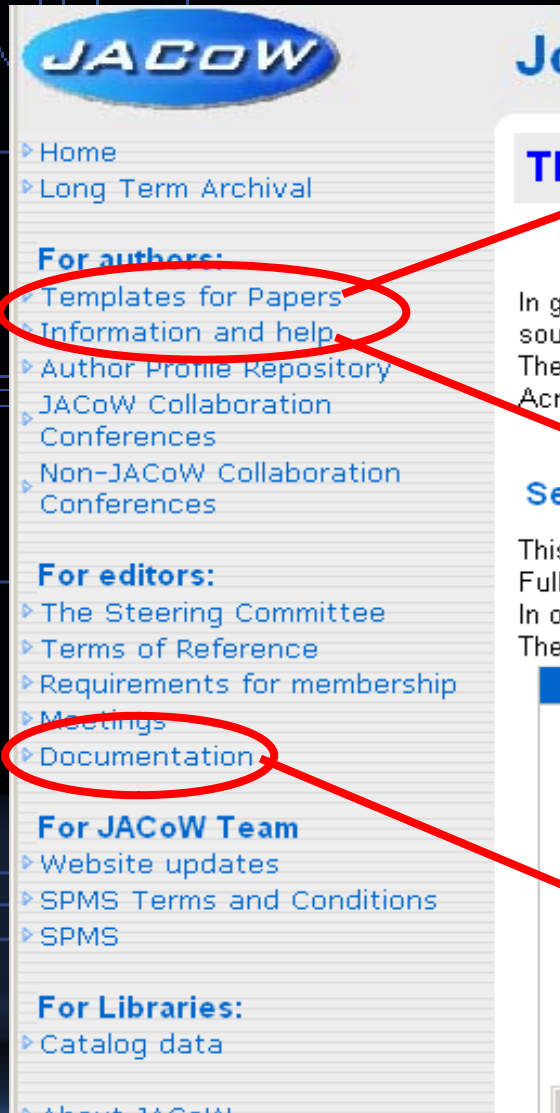
Paper Submission

- The editors will normally inform the contributors that they should use the JACoW templates for the preparation of their papers and at the same time give them conference-specific details like how to submit their contributions and what the deadlines are etc.
- The infrastructure for receiving the papers obviously needs to be in place at this time.

Templates

- There are versions of the template for US letter paper and for A4 paper
- Word documents do not transport well from Windows to Macintosh and vice-versa
 - therefore we have separate templates
- Word documents may not be compatible from one version of Word to another
 - therefore we have different versions
- LaTeX is wonderful – we have one version for each of the paper sizes and there is just one line of code to change to convert the file.

First Step: Visit JACoW.org



Templates for latest versions of Word for PC and Mac and LaTeX templates (currently 24 versions)

A number of postmortem analyses which trace the development of editor techniques and problems plus other useful instructions.

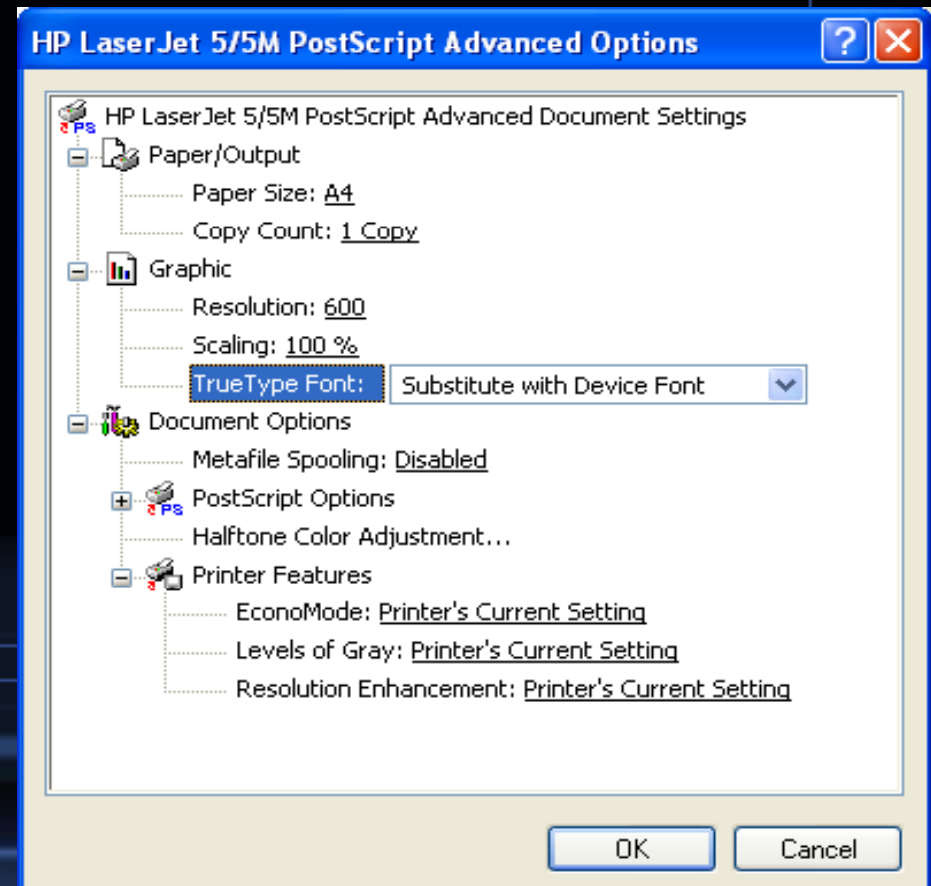
- ▶ About the electronic processing
 - From PostScript to PDF
 - Performance
 - Why is paper size an issue ?
 - Preferred software
- ▶ Using LaTeX
 - LaTeX Installation
 - Things to Avoid
 - Font selection
 - Including JPEG figures
 - Tables and Figures
 - Lists
 - Making the postscript
- ▶ Using MS-WORD
 - General
 - Installing .dot Templates
 - Using the .doc Templates
 - Asian and Cyrillic WORD
 - Illustration and Graphics
 - Making the postscript
- ▶ Preparing illustrations and graphics
 - Use of color
 - Fill Patterns
 - Large files
 - Diagnostics
 - Remedies
- ▶ Using a Scanner
 - Resolution and Scaling
 - Dark Backgrounds
 - Photographs
- ▶ Trouble Shooting
 - Files Files too big
 - Files will not print

Collecting the Papers

- The author should send a PostScript file of his final paper, the source files and information about how the documents were prepared (software and platforms etc.)
- **Editors should not accept or use PDF files submitted by the authors.**

Making the PostScript

- The best method to make the PS is to install a generic PostScript driver as described on the JACoW help pages.
- If a PostScript printer is used, ensure that the fonts (true type or type1) are available in the printer. Do not use download as soft font.



Basic Processing

- Take the author's PS file and distill it.
 - Convert it to JACoW papersize
 - Check that the resulting PDF file meets the JACoW requirements (format, style, pagesize, performance etc.
 - Save the final version of the file
- Note that this will only work successfully for about half of the papers submitted !

When It Doesn't Work

- Fix the problem if you can and then make a new PostScript file and process it.
- If you (or another editor) cannot fix it, the author must be told what the problem is (explain how to fix it if possible) and asked to re-submit.

Final Quality Checks

- Editors tend to work under pressure at the conference and can easily overlook some small problems and therefore it is necessary to have an independent check on the files.
- At this stage all of the specifications should be double checked and the performance of the file in terms of its size and time to display on the screen verified.
- Authors are very bad at giving all of the correct information about their co-authors and affiliations and this needs careful checking and usually a lot of correction to the conference meta-data.

Finishing the PDF Files

- At this stage all of the papers should be ready to be page numbered and have the hidden fields filled in.
- One of the hidden fields is for the keywords and they are generated automatically from the text in the paper.
- When all of the data is ready the PDF files are processed again with scripts which add page numbers, banners and insert the data in the hidden fields.

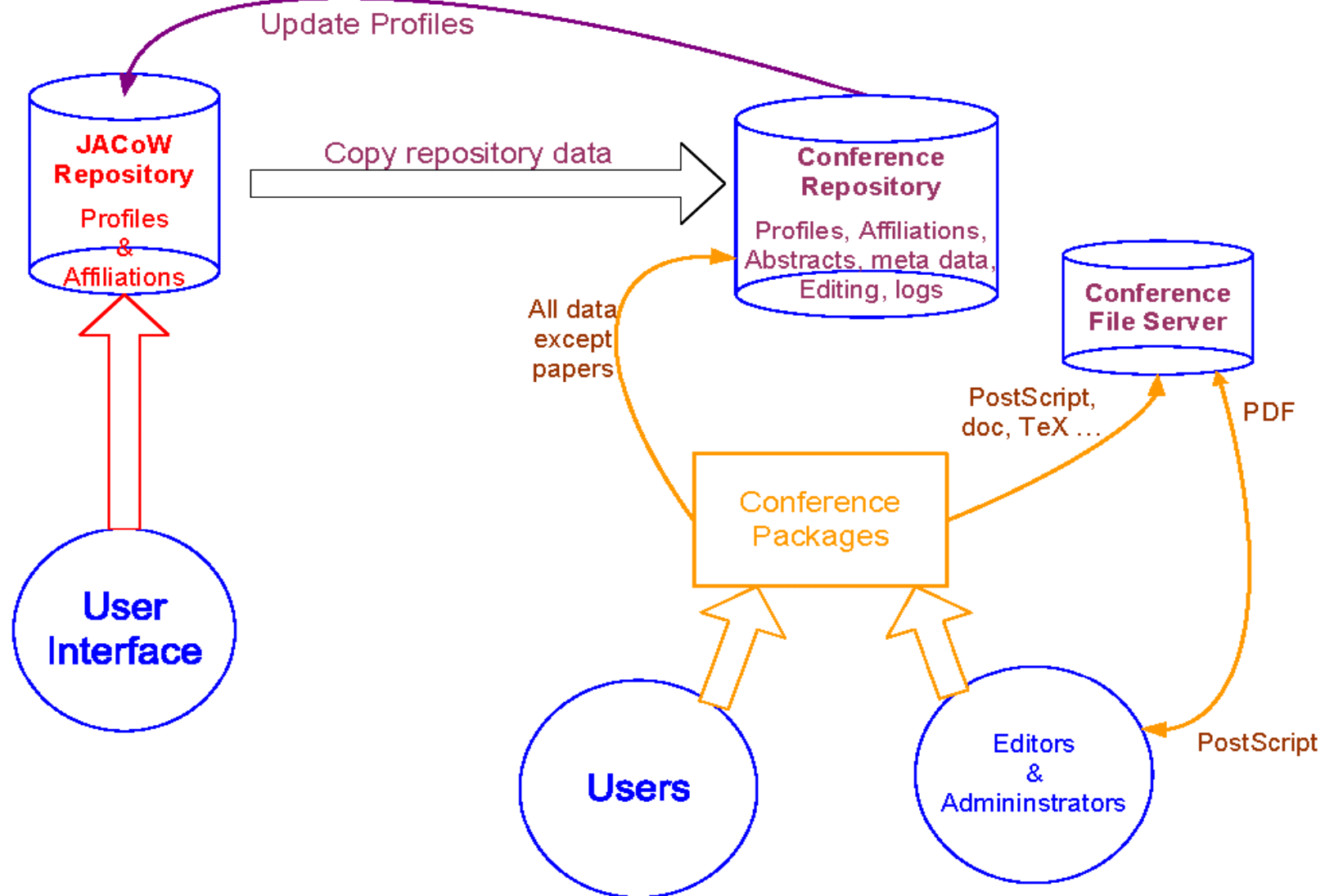
Making the 'Wrapper'

- The proceedings for JACoW feature a number of web pages providing access to the papers and other conference materials like copies of the presentations, photos etc.
- These web pages are generated using the meta-data collected during the conference cycle (from abstract submission to final processing).

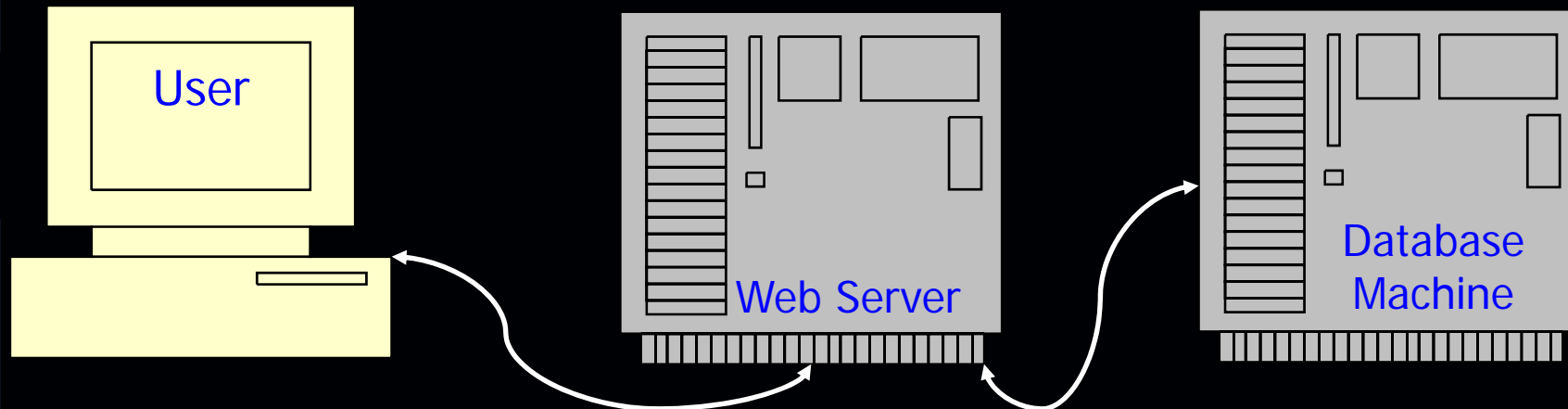
Using SPMS

- All of the previous steps can be carried out using ad hoc methods but the SPMS brings a set of powerful utilities which automate much of the work.
- There are also a number of scripts (created by Volker Schaa) which are driven by an XML dump from the SPMS database to make quality checks, produce the final PDF files and create most of the files for the CD (including indexes and table of contents).

Basic Architecture



Repository System

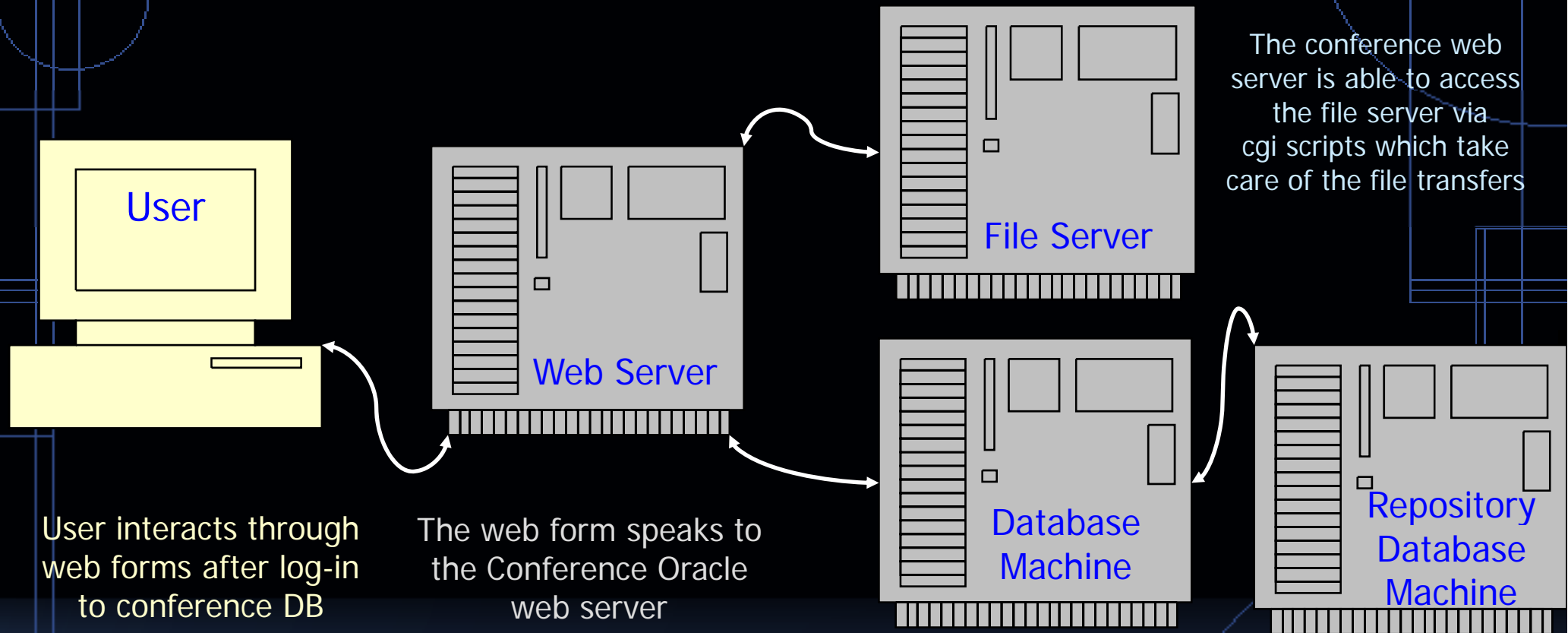


User interacts through web forms starting from a log-in to JACoW Repository

The web form speaks to `oraweb.cern.ch` the Oracle web server

Oracle is installed on the CERN central computers and the repository database is set up here

Conference System



User interacts through web forms after log-in to conference DB

The web form speaks to the Conference Oracle web server

Oracle is installed on the conference computer and the conference database is set up in here

The conference web server is able to access the file server via cgi scripts which take care of the file transfers

JACoW Repository

- Database of user profiles (names, addresses and preferences)
- Database of affiliations (institutes, companies etc.)
- This should fix many of the problems associated with authors entering this information.

Abstract Submission

- The SPMS provides an interface for authors to submit their abstract
- Authors must have a JACoW account (i.e have taken ownership of their profile and created a username and password) and are asked to identify co-authors from the names in the repository.

Abstract Submission Form

Development Abstract

John Poole



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[Instructions](#)

Fields marked with an "*" are required.

Abstract Title*

Presentation Type*

Main Classification*

Sub Classification*

Abstract* Abstracts should not exceed 1500 characters.

The processing of papers for publication on JACoW is described. In order to simplify the work of editors a scheme in which no authors are allowed to submit papers is proposed.

Footnotes Footnotes should not exceed 230 characters. Please use "()", "****", etc., for references to publications as many times as necessary and with a carriage return between each. **Please note that this is not the correct place to enter coauthors. You will have the opportunity to add coauthors on the next page.**

Funding Agency If necessary, enter funding agency and contract. This field should not be used to request sponsorship. Should not exceed 220 characters

Primary Author

Note: This is a list of previously selected primary authors. If the primary author is not in this list then select any author; you will have an opportunity to change it later. **You will have the opportunity to add co-authors on the next page.**

[Back to Abstract Summary](#)

Adding Authors

Development Author List

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Abstract: JACoW Editor Training

Presentation Type: Poster

The **X** indicates the current **Primary Author and Presenter**. All others are considered co-authors. Use the radio buttons to change these values. Use the check boxes to remove an individual. You can not remove the primary author.

- If your speaker is not an author first add the speaker's name as an author then use the radio button to set them as the speaker, next remove their name from the list of authors. The speaker's name will remain and be visible on the Abstract List.
- To add an author with multiple affiliations complete the steps in the "Add a New Author" procedure for each affiliation.
- Sort order applies to individual co-authors with multiple affiliations. Enter a numeric value to adjust the order in which affiliations appear.

Primary	Presenter	Owner	Remove	Author	Affiliation	On Leave	Sort Order
X	X	X	<input type="checkbox"/>	John Poole	European Organization for Nuclear Research (CERN)	<input type="checkbox"/>	<input type="text"/>

Note: You must click "Update" to save changes in the table above. Clicking "Add a New Author" or "Return to Abstract List" will not save your changes.

Please contact the [Development Database Administrator](#) with questions, problems, and/or suggestions.
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

08-JAN-07 15:32 (UTC)
JACoW SPMS Version 6.2
[JACoW Legal and Privacy Statements](#)

File Submission

EPAC 2006 File Upload

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Abstract: MOPCH160 A Beam-based High Resolution Phase Imbalance Measurement Method for the ILC Crab Cavities

Paper ID: MOPCH160

Presentation Type: Poster

Program Session: MOPCH -- Poster Session

06/26/2006 1600 -- 1800

Cromdale Hall

File Type

Platform

File to Upload

Comments (Optional)

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File Name	File Type	Platform	Uploaded	
MOPCH160.PDF	PDF (for editors) - NOT FOR AUTHORS	Intel PC	29-JUN-06 15:37 (UTC +01:00)	Remove
MOPCH160.PDF	PDF (for editors) - NOT FOR AUTHORS	Intel PC	23-JUN-06 10:16 (UTC +01:00)	Remove
MOPCH160.PS	Post Script File	Intel PC	20-JUN-06 15:28 (UTC +01:00)	Remove
MOPCH160.doc	Source File (MS Word or LaTeX)	Intel PC	20-JUN-06 15:28 (UTC +01:00)	Remove

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SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

08-JAN-07 16:30 (UTC)

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The Upload Script

- Clicking on the 'Upload File' button sends the data to a script which will transfer the files to a file server and store the meta-data in Oracle.
- The script was developed by Ivan Andrian and contains [documentation](#) which can be extracted using software tools (e.g. pod2html)
- SPMS System Parameters are used to define the location of the script and the location of the directory on the file server.

Minimum File Requirements

- In order to process a paper an editor needs at least the source files, but in principle he should get the PostScript file.
- A weight is assigned in SPMS for each file type so that a threshold can be set to indicate to an editor if there are files which are ready for processing
 - Typically PS gets 2, source file gets 1 and PDF and other supporting files get 0.
 - When an editor requests ‘Get Next Paper’ he will get the highest scoring paper above the threshold (normally the score would be required to be >0)

Meta Data

- The platform type is important because errors can occur if one processes a Macintosh-produced PostScript on a Windows machine.
 - Editors can therefore select files from a particular type of platform.
- Editors can also select the type of software used to prepare the papers (not everyone is a LaTeX expert)

Editor Interface

EPAC 2006 Paper Editors' Page

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Platform
Source Type

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 - [-] My Contributions
 - [-] My Profile
- [-] General
 - [+] Reports
 - [-] Statistics

Active Papers

Paper ID	Function	Change Status	Log	Files Uploaded
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SPMS Author: *Matthew Arena — Fermi National Accelerator Laboratory*

09-JAN-07 14:05 (UTC)

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Editor's SPMS Page

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Paper ID	Function	Change Status	Log	Files Uploaded
MOYAPA01 ● Registered • Author • Speaker	View Abstract Edit Abstract Upload Files Download	Green ▾ Set Status	<ul style="list-style-type: none"> ◆ Email: [03-AUG-06 12:47 (UTC +01:00)] EPAC 2006 Special Issue of PRST-AB ◆ Email: [02-AUG-06 17:43 (UTC +01:00)] Publication of the Proceedings of EPAC 2006 ◆ File Uploaded [John Poole 18-JUL-06 15:41 (UTC +01:00)] MOYAPA01_talk.pdf ◆ Email: [07-JUL-06 14:16 (UTC +01:00)] Publication of EPAC 2006 Papers ◆ Final QA Passed [Michaela Marx 28-JUN-06 17:28 (UTC +01:00)] Full stop has been removed at affiliation. QA okay :-) ◆ File Uploaded [Michaela Marx 28-JUN-06 17:28 (UTC +01:00)] MOYAPA01.PDF ◆ Dot Reassignment ● [Marlen Bugmann 26-JUN-06 15:55 (UTC +01:00)] the author has proof read the paper. ◆ File Uploaded [John Poole 26-JUN-06 14:13 (UTC +01:00)] MOYAPA01.PDF ◆ Paper Copy Received [Marlen Bugmann 26-JUN-06 13:59 (UTC +01:00)] ◆ Edit Complete ● [John Poole 22-JUN-06 16:08 (UTC +01:00)] The template was not used. I have inserted the paper in the template. Author should proof read and make sure that I have not corrupted anything. This took nearly 1 hour to fix - so no re-submissions. [<i>Almost brown.</i>] <li style="padding-left: 20px;">◆ Format Probs. - does not match template ◆ File Uploaded [John Poole 22-JUN-06 16:06 (UTC +01:00)] MOYAPA01.PDF ◆ File Uploaded [John Poole 22-JUN-06 16:05 (UTC +01:00)] MOYAPA01.doc ◆ Paper Assigned [John Poole 22-JUN-06 15:06 (UTC +01:00)] ◆ File Uploaded [Victor Malka 20-JUN-06 09:24 (UTC +01:00)] MOYAPA01f3.jpg ◆ File Uploaded [Victor Malka 20-JUN-06 09:24 (UTC +01:00)] MOYAPA01f2.jpg 	<ul style="list-style-type: none"> ◆ Intel PC MOYAPA01_talk.pdf ◆ Intel PC MOYAPA01.PDF ◆ Intel PC MOYAPA01.PDF ◆ Intel PC MOYAPA01.PDF ◆ Intel PC MOYAPA01.doc ◆ Intel PC MOYAPA01f3.jpg ◆ Intel PC MOYAPA01f2.jpg ◆ Intel PC MOYAPA01f1.jpg ◆ Intel PC MOYAPA01.doc

Quality Checks

- Remember the basic objective
 - JACoW Paper size
 - Margins 19mm top/bottom, 20mm left/right
 - Majority of Type1 and TrueType fonts embedded in the PDF
 - All pages to display without error messages with adequate speed
- Editor-in-chief should decide what is acceptable for other items affecting the general appearance and contents e.g.
 - Title in uppercase or mixed
 - Font sizes in titles and headings
 - Fig. or Figure:
 - ...

Technical Checks

- Paper size
- Text within the box
- Fonts
- Display speed
- Absence of error messages
- Number of pages and no blank pages
- Examine equations and figures closely for corrupted characters.

QA in SPMS

EPAC 2006 Paper QA

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Select a Paper to QA

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Friday

Open All Close All

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 - Referee Status Codes
 - Volume Codes
 - [+] General
 - [+] Overall Database Administration
 - [+] Scientific Program Administration

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SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

09-JAN-07 17:02 (UTC)

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QA Interface

EPAC 2006 Paper QA John Poole

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[Get Another Paper to QA](#)

WEPCH183 Enhancement of Mechanical Properties of High Chromium Steel by Nitrogen Ion Implantation

Authors BomSok Kim, Sang-Yul Lee (Hankuk Aviation University, KyungKi-Do), Kye-Ryung Kim, Jae Sang Lee (KAERI, Daejeon)

Send Email

Editor John Poole

Title

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◆ **Email:** [02-AUG-06 17:43 (UTC +01:00)] [Publication of the Proceedings of EPAC 2006](#)

◆ **Email:** [14-JUL-06 13:48 (UTC +01:00)] [EPAC 2006 Contribution](#)

◆ **Email:** [07-JUL-06 14:16 (UTC +01:00)] [Publication of EPAC 2006 Papers](#)

◆ **Poster Police** [Andrew Kimber 29-JUN-06 12:04 (UTC +01:00)] Poster Posted, Poster Manned, Poster Satisfactory.

Pre-Press Publication

- Once all of the papers have been QA'd they can be repatriated to a web server and the SPMS can be used to publish them
- The SPMS will dynamically build web pages to access these 'Pre-Press' papers through the toc.htm package
- The URL is defined as a system parameter (called *Proceedings TOC Base URL*) and the rest is done on-line.

Post Conference Activities

- This is the area where the editor-in-chief most often has problems.
- The raw PDF files produced by processing by editors have to be processed further so that they have the hidden fields filled in, page numbers and conference banners added etc.
- All of the other materials like photos, lists of committees, artwork for the proceeding front page etc. have to be assembled.

Proceedings Scripts

- Volker Schaa[†] has created a suite of scripts which make consistency checks and produce nearly all of the files for JACoW publication.
- These scripts are downloadable from the JACoW website and are available under GPL
- The scripts are embedded in the documentation file which is in PDF format

There is a whole session devoted to JPSP later in this meeting, so nothing further is given here.

[†] v.r.w.schaa@gsi.de

Transparencies for Publication

- Slides from talks are often included in the proceedings
- The JPSP handle them and build them into the final product
- There are no format requirements
- Animation is handled (flattened) by the special software which converts the slides to PDF
- Main problem is size and performance
- Michaela Marx (DESY) is the expert in this field

Publishing on JACoW

- A **complete** set of files should be sent to the JACoW webmaster for the proceedings to be published on the JACoW site.
- Optionally citation information, in SPIRES and Open Archive Initiative formats can be published.
 - These files can be produced from the SPMS (two packages to do this exist) once the keywords produced by the scripts have been uploaded in SPMS
- Once loaded on the JACoW server, the conference files will be indexed by the search engine but this can take up to about one week
- For each new conference, 4 files on the website have to be manually updated.