

PREPARATION OF PAPER CONTRIBUTIONS FOR PUBLICATION IN THE CHEP06 PROCEEDINGS*

J. Poole, C. Petit-Jean-Genaz, CERN, Geneva, Switzerland
P. Lucas[†], FNAL, Batavia, IL 60510, USA

Abstract

This document describes the requirements and the format for the submission of papers to the CHEP 2006 conference. This is the same template that was used for the publication of the proceedings of the CHEP 2004 conference [?], with only minor modifications. It was originally adapted from the template available on the Joint Accelerator Conference Website (JACoW) [?]. It is not intended that this should be a tutorial in word processing; the aim is only to explain the particular requirements for electronic publication. This document also provides an example of using the recommended format for paper contributions.

For any questions regarding this template please contact the CHEP06 Programme Committee Secretary at (chep06@tifr.res.in).

SUBMISSION OF PAPERS

Each author should submit from the CHEP06 website one single PDF file and all sources of the paper.

Templates are provided for LaTeX, Microsoft Word and OpenOffice. Authors are advised to use the templates provided. They are designed to help authors format their papers correctly.

General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared for one side of the paper and have:

- Either A4 sheet paper size(21.0 cm × 29.7 cm; 8.27 in × 11.69 in).
- Single spaced text in two columns of 82.5 mm (3.25 in) with 5.0 mm (0.2 in) separation.
- The text located within the margins specified in Table ?? to facilitate electronic processing of the PDF file.

The layout of the text on the page is illustrated in Fig. ??. Note that the paper's title should be the width of the full page and that tables and figures may span the whole 170 mm page width, if desired (see Fig. ??).

Figure 1: Layout of papers.

Table 1: Margin specifications

Margin	A4 Paper
Top	37 mm
Bottom	19 mm
Left	20 mm
Right	20 mm

Fonts

In order to produce good Adobe Acrobat PDF files, the editorial staff asks authors to use only Times (in bold or italic) and Symbol from the standard postscript set of fonts. The editorial staff is aware of problems processing Asian and Cyrillic fonts and will have experts in these matters available at the conference.

Title

The title should use 14pt bold uppercase letters and be centered on the page. The names of the authors and their organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12pt upper and lowercase letters. The name of the submitting or primary author should be first, followed by the co-authors in alphabetical order by affiliation.

Section Headings

Section headings should not be numbered. They should use 12pt bold uppercase letters and be centred 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 12pt italic letters and be left aligned in the column. Subsection headings should appear directly above the text—there should never be a column break between a heading and the following paragraph.

Paragraph Text

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

* Revised by Leena Chandran-Wadia, January 12, 2006

[†] lucas@fnal.gov

Figure 2: Example of full width figure showing the distribution of problems commonly encountered during paper processing.

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 the place of their mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures often leads to problems when the files are processed. Please use the approved fonts whenever possible. \LaTeX users—please be sure to use non bitmapped versions of Computer Modern fonts in equations (type 1 PostScript fonts are required and their use is described in the JACoW help pages[?]).

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have a captions (10pt font) placed below the figure or above the table being described.

Text should not be obscured by figures.

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

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

References

All bibliographical and web 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 [?].

Footnotes

Footnotes on the title and author lines may be used for acknowledgements, affiliations and e-mail addresses. A nonnumeric sequence of characters (*, †, ‡, §) should be used. All other notes should be included in the references section and use the normal numeric sequencing.

Acronyms

Acronyms should be defined the first time they appear.

PAGE NUMBERS

DO NOT have any page numbers. The editorial staff will add them when they produce the final proceedings.

TEMPLATES

This document is an example of usage of the template provided for authors. Template documents for \LaTeX , Mi-

crosoft Word and OpenOffice are available from the CHEP 2004 website. If you use a different word processor please respect the recommended format of the templates.

CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only Times (bold or italic) and Symbol fonts for text—10 pt minimum.
- Figure labelling should be in Times (bold or italic) and Symbol fonts whenever possible—6pt minimum.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that the margins are correct on the printed version. There may be differences of ± 1 mm on the margins from one printer to another.

ACKNOWLEDGEMENTS

This template is the same one as was used for the CHEP 2004 conference. We would like to thank the members of the program committee of CHEP04, John Harvey and Alberto Aimar, for permission to reuse it. The template was originally adapted from one of those published on the JACoW web site. We would also like to thank the authors of those templates: J.Poole, C.Petit-Jean-Genaz, and P. Lucas.

REFERENCES

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