

# Instructions for Authors of Papers Submitted for Publication in the Workshop Proceedings of the 10th Workshop on Electronics for LHC and future Experiments

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## *Abstract*

Detailed instructions for the preparation of manuscripts in camera-ready format for publication in the proceedings of the 10th Workshop on Electronics for LHC Experiments and future Experiments.

**The final deadline for submission of contributions is the last day of the workshop: 17 September 2004.**

Authors should submit a hard copy, the complete copyright form and an electronic file of their paper (PDF or PS version). The Workshop will be using the CERN Agenda System and submission of the PDF or PS files will be by uploading to this system (details will be provided in time).

## I. FORMAT OF THE MANUSCRIPT

Manuscripts must be printed on only one side of a page. The paper size must be either A4 (21.0 cm x 29.7cm) or U.S. letter (8.5 in x 11 in).

### *A. Margins and Two-Column Format*

The margins of your document are in Table 1.

Table 1: Margins Specifications

Margins	A4	US Letter
<b>Left / Right</b>	1.4 cm	0.55 in / 0.55 in
<b>Top</b>	3.7 cm	1.46 in
<b>Bottom</b>	1.9 cm	0.75 in

Manuscripts must have two columns per page. Column width should be 8.83cm or 3.48 in and spacing between the 2 columns 0.54 cm or 0.21 in.

### *B. Fonts*

Please use only TIMES (in roman, bold or italic), symbol and Zapf Dingbats. The main body of the manuscript should be in 10 point font.

Please see Table 2, Summary of all styles and fonts, at the end of the document.

### *C. Title of paper and Authors*

The title must be centred, 14 point font, with upper and lowercase letters. Please avoid using all uppercase letters. The initial(s) followed by the last name(s) of the author(s), their

organisations, mailing addresses and email addresses should appear on separate lines (see the beginning of this document).

### *D. Headings formats*

MAIN HEADINGS: 12 point font, LARGE AND SMALL CAPITALS, Centred, Roman numerals [I., II, III., etc..]

*Subheadings*: 12 point font, Italics, Left justified, Capital letters [A., B., C., etc..], Vertical spacing: 8 pt before, 4 pt after.

#### *1) Sub-subheadings:*

10 point font, Italics, Left justified, Arabic numerals [1), 2), 3) etc..], Vertical spacing: 8 pt before, 4 pt after.

Please see Table 2, Summary of all styles and fonts, at the end of the document.

## II. FIGURES AND TABLES

Place figures and tables as close to where they are mentioned in the text, as possible.

All tables and figures must be given sequential numbers.

### *A. Table captions*

Table captions must be 9-point font, centred above the table, arabic numerals, vertical spacing 10pt before, 4pt after (Table 1: xxxx).

### *B. Figure captions*

Figure captions must be 9-point font, left justified, below the figure, arabic numerals, vertical spacing 10pt after (Figure 1: xxxx).



Figure 1: Boston

If needed, tables and figures may span the whole page (see Table 2).

Photographs and figures must be imbedded into the file with a resolution of 600dot/inch or higher. It is better to save the image as a TIFF file.

If you are importing colour images, please verify the quality of the text and patterns of your image when it is printed in black and white.

### III. 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], [2], [3], etc...

### IV. PAGE NUMBERS

DO NOT paginate your manuscript. If you do, please number by hand on the back of each page.

### V. LENGTH OF THE MANUSCRIPT

Up to 5 pages, including diagrams and references.

### VI. TEMPLATES

Templates are available at:

<http://agenda.cern.ch/fullAgenda.php?ida=a043274>

Table 2: Summary table of required styles.

STYLE NAMES	Font TIMES Size	Font Style	Justification	Numbering	Vertical Spacing
Title	14	Upper & lower case	Centred		14 pt after
Author's names	12		Centred		
Organisation & address	10		Centred		14 pt before and after address
Abstract Heading	12	<i>Italics</i>	Centred		4 pt after
Main Body	10		Justified, first line indented 0.5 cm		4 pt between paragraphs
Main Headings	12	LARGE AND SMALL CAPITALS	Centred	Roman I., II., III.	12 pt before 4pt after
Subheadings	12	<i>Italics</i>	Left-justified	Capital Letters A, B, C	8 pt before 4pt after
Sub-Subheadings	10	<i>Italics</i>	Left-justified	Arabic 1), 2), 3)	8 pt before 4pt after
Table Captions	9		Centred Above the table	Arabic Table 1:, Table 2:, etc.	10 pt before 4pt after
Tables	9		Centred in column		
Figure Captions	9		Centred Below figure	Arabic Figure 1:, Figure 2:	