

# Instructions for Authors of Papers Submitted for Publication in the Workshop Proceedings of the Topical Workshop on Electronics for Particle Physics – TWEPP-09

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## *Abstract*

Detailed instructions for the preparation of manuscripts for publication in the proceedings of the Topical Workshop on Electronics for Particle Physics – TWEPP-09.

The final deadline for submission of contributions is: 15 October 2009.

Authors should submit an electronic file of their paper (**preferably .doc plus .pdf**) directly to the indico agenda, and send the completed copyright form to [twepp@cern.ch](mailto:twepp@cern.ch).

## I. FORMAT OF THE MANUSCRIPT

Manuscripts must be printed on only one side of a page. The paper size must be A4 (21.0 cm x 29.7cm).

### A. Margins and Two-Column Format

The margins of your document are in Table 1.

Table 1: Margins Specifications

Margins	A4
Left / Right	1.4 cm
Top	2.7 cm
Bottom	1.9 cm

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: Musée d'Orsay by night

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. INSTRUCTIONS

Additional instructions are available at:

<http://indico.cern.ch/event/twepp09>

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	Italics	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	Italics	Left-justified	Capital Letters A, B, C	8 pt before 4pt after
Sub-Subheadings	10	Italics	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:	