

Introduction to Word Editing for JACoW Papers

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Outline

- Recent changes
- Why Word editing matters
- CatScan
- Opening a PDF
- Formatting
- Creating a PDF
- Quality Assurance
- Take home

Goal



Ensure consistent, high-quality papers aligned with JACoW Word templates

Recent changes

- DOI hyperlink encouraged
- New Word paper size A4 US letter hybrid (as in LaTeX – no need to crop)
- Alignment of references when > 10 etc.

Why Word Editing Matters

- ✓ Ensures consistency across papers
- ✓ Saves time in proceedings production
- ✓ Improves readability and professionalism

The JACoW Style Guide and Template

- Style Guide details the formatting of the manuscript to be submitted by authors
- One page Word Template exemplifies the use of the Template
- Document template (.dotx file) is to be used by the authors
- Enforce the JACoW style
- Includes preset margins, fonts, spacing etc.

CatScan

- Run it early in the review process by author and editors
- Guidance for corrections
- Catch common formatting/template errors, reduce rework
- Formatting and style compliance



Opening a PDF

- Search facility: Ctrl + Shift + F
- Figure references (*type 'Fig.'*)
- Are all the references cited and sequential? (*type '['*)
- Table references (*search for 'Table'*)
- Check number of pages does not exceed the page limit
- **Red** dot?
- Make sure you send a clear feedback to the author preferably in point form

Assigning the Appropriate Dot/Judge Status

 **Green** → Fully compliant with JACoW standards, no further action needed pdf accepted
→ QA

 **Yellow** → Minor issues (spacing, alignment, font, references) editor modifies the source file → author should review and accept or reject changes

 **Red** → Major formatting or content errors, details which can not be determined by the editor
→ author should resubmit

Word editing

Basic tools:

- ✓ Apply corrections consistent with the JACoW Style Guide
- ✓ Helpful tool for reference generation (refs.jacow.org)

Please take notes while checking for submission to the author, these should be captured in Indico timeline.

Common Formatting Issues:

- Reference Formatting
- Figure/Table/Reference not referenced
- Incorrect Title, Authors or Affiliation formatting
- Section heading formatting



Checklist for Paper Review

- ✓ First page (Authors list, Affiliation)
- ✓ Headings (Indented)
- ✓ Main text
- ✓ Figures (centered/justified)
- ✓ Tables
- ✓ Equations
- ✓ Upright units (GeV, mm·rad)
- ✓ References
- ✓ Printed version matches the on-screen layout

Formatting Authors list and Affiliation

- Grouped by Author

- alphabetical order and carry a superscript number to refer to the institute

A. Alpha¹, B. Beta³, C. Gamma⁴, D. Delta⁵
¹CERN, Geneva, Switzerland
²Cambridge University, Cambridge, UK
³Deutsches Elektronen-Synchrotron DESY, Zeuthen, Germany
⁴SLAC National Accelerator Laboratory, Menlo Park, CA, USA
⁵RIKEN Nishina Center, Wako, Saitama, Japan

- Grouped by Affiliation

- all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order. If multiple affiliations, indicated with a superscript

A. Alpha¹ CERN, Geneva, Switzerland
B. Beta, Deutsches Elektronen-Synchrotron DESY, Zeuthen, Germany
C. Gamma, SLAC National Accelerator Laboratory, Menlo Park, CA, USA
D. Delta, RIKEN Nishina Center, Wako, Saitama, Japan
¹also at Cambridge University, Cambridge, UK

Formatting Title

- Centered, bold uppercase letters
- Letters may be lowercased to avoid misinterpretation (e.g., Au, mW, GeV, SPring-8, SwissFEL)
- Wrap title at esthetically pleasing line brake points with Shift + Enter
- Avoid hyphenated words broken across lines

References

- **Annex B of JACoW style guide**
- First check the format of the references
- Reference search tool (refs.jacow.org)

The screenshot shows the 'Reference Search' page on the JACoW.org website. The page has a blue header with the JACoW.org logo on the right and navigation links for 'Search', 'Authors', 'Conferences', 'Favourites', 'Login', 'Register', and 'Help'. Below the header, the main content area is titled 'Search References'. It features a search form with a text input field containing 'Mass Spectrometry France', a 'Format type' dropdown menu set to 'Text', and a checkbox for 'Search for external reference'. A large blue 'Search' button is positioned below the form. At the bottom of the page, there is a footer with logos for ANSTO and IPAC19, along with the text 'Created in partnership with'.

References

- **Annex B** of JACoW Style Guide
- DOIs and URLs – LiberationMono font 8
- Hyperlinks only for DOIs
- Unpublished Paper from a Previous Conference
- Paper Presented at the Current Conference
- Published in a Periodical
- Citations to Books etc.

Creating a PDF

- Always use the PDF Maker native in Word located on the ribbon menu with JACoW settings (only way to preserve DOI hyperlinks)
- Crop and Save if necessary in Acrobat
- Check all fonts are embed Ctrl+D (pre-flight Ctrl+Shift+X can be used to embed all fonts tool)
- Assign a dot by Judging in Indico

Quality Assurance Overview

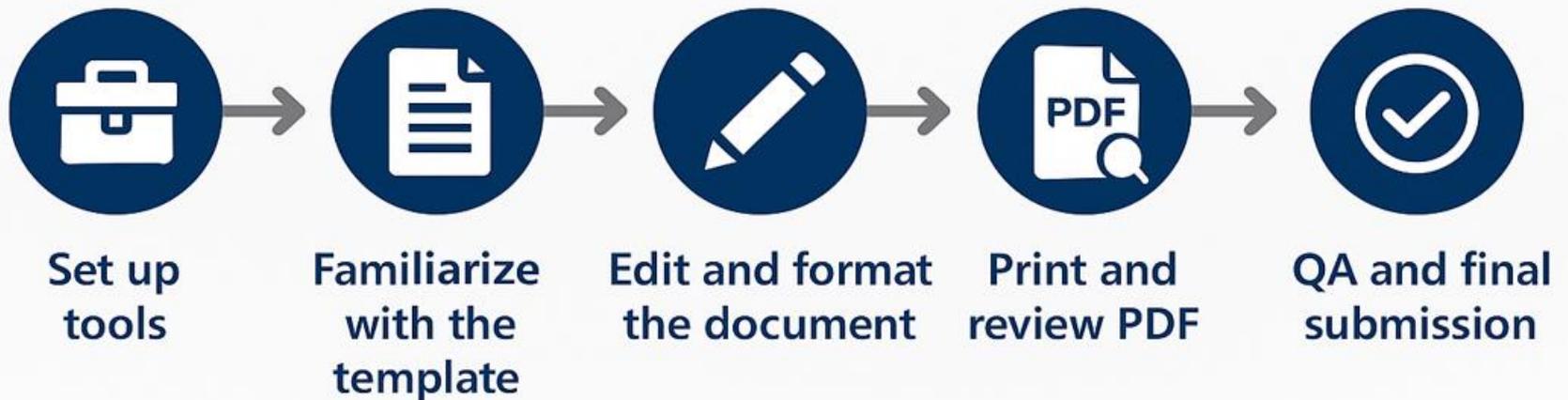
[rev: 2021-05-23]

	JACoW Template Essentials	Explanation															
Title	<p>ALL CAPS CENTERED except for units, symbols, and acronyms</p> <p>Font: 14 pt, Times New Roman, bold</p> <p>no hyphenation, no single word on one line</p> <p>Plural of proper nouns and acronyms have a lowercase "s" (LINACS, PLMs)</p>	<p>Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.</p>															
Author List	<p>Font: 12 pt, Times New Roman, Upper- and Lowercase</p> <p>Each Author has Affiliations and Location sorted either "by institute" or "by author"</p> <p>Location: Institute, Acronym, city, country (no zip code)</p> <p>Line break: if author list and affiliation have a line break, place the affiliation on a line by its own (in this case no comma after the last author)</p>	<p><i>by institute</i>: all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order.</p> <p><i>by authors</i>: the authors are listed in alphabetical order and carry a superscript number to refer to the institute, which is listed below the authors.</p>															
Footnote **#	<p>Font: 8 pt, Times New Roman, non-bold</p> <p>Located at bottom of left column, horizontal line above</p> <p>Corresponding Marker/Symbols found in title* or author list*</p> <p>No Hyperlinks</p>																
Section Heading	<p>SECTION HEADING</p> <p>ALL CAPS CENTERED except for units, symbols, and acronyms</p> <p>Font: 12 pt, Times New Roman, bold</p> <p>No numbering, no period "." at the end of a Section Heading</p> <p>no hyphenation, no single word on one line, no column break directly after Heading</p> <p>Plural of proper nouns and acronyms have a lowercase "s" (LINACS, PLMs)</p>	<p>Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.</p>															
Subsection Headings	<p><i>Subsection Heading Level 2</i></p> <p>Font: 12 pt, Times New Roman Italics, Initial Caps/Title Case</p> <p>No numbering, no period "." at the end of a Subsection Heading</p>																
Third Level Heading	<p>Third Level Section Heading Title Case, run-in to paragraph with 1 em spacing</p> <p>Font: 10 pt, Times New Roman, bold</p> <p>No period "." at the end of a Third Level Section Heading but 1 em space</p>																
Main Text	<p>Font: 10 pt, Times New Roman, justified</p> <p>Paragraph indent: 0.33cm/9.35 pt</p> <p>No Hyperlinks</p> <p>Quantity and their unit should stay together on one line</p> <p>Figure/Fig./Table and their number should stay together on one line</p> <p>Fix obvious spelling errors</p>	<p>use Shift + Space for non-breakable space</p>															
Margins	<p>Must be as prescribed in the template</p> <table border="1"> <thead> <tr> <th>Margin</th> <th>A4</th> <th>US Letter</th> </tr> </thead> <tbody> <tr> <td>Top</td> <td>37mm</td> <td>0.75in</td> </tr> <tr> <td>Bottom</td> <td>19mm</td> <td>0.75in</td> </tr> <tr> <td>Left</td> <td>20mm</td> <td>0.79in</td> </tr> <tr> <td>Right</td> <td>20mm</td> <td>1.02in</td> </tr> </tbody> </table> <p>2 Column + Gutter (Column Spacing) 5.3mm</p>	Margin	A4	US Letter	Top	37mm	0.75in	Bottom	19mm	0.75in	Left	20mm	0.79in	Right	20mm	1.02in	
Margin	A4	US Letter															
Top	37mm	0.75in															
Bottom	19mm	0.75in															
Left	20mm	0.79in															
Right	20mm	1.02in															
Page	<p>General layout must match JACoW template style</p> <p>Paper Size PDF: Cropped to JACoW Page Size (595 x 792 pt)</p> <p>No Hyperlinks and No page numbers</p> <p>Pages Limit: depends on conference series</p> <p>IPAC/NAPAC Invited Oral 5 pages</p> <p>Contributed Oral/Poster 3 pages</p> <p>References 1 additional page (References Only)</p> <p>Fonts embedded in the final pdf</p>	<p>Inquire which paper codes are Invited Orals</p>															
Figures	<p>Uniquely numbered no missing numbers</p> <p>Captions start with "Figure n.", no bold font, below figure, 1 line captions centered, multiline captions justified in full width of the column, no indentation</p> <p>Full-widths figures should be placed top or bottom to ensure text flow top to bottom in each column</p> <p>All Figures cited in sequence, no omissions</p> <p>Figure (start of sentence) or Fig. (in text)</p> <p>Graphics should be readable (axis, numbers, symbols)</p>	<p>LaTeX automatically keeps the correct text flow therefore free placement</p> <p>Figure/Fig. style not enforced</p>															
Tables	<p>Uniquely Numbered no missing numbers</p> <p>Captions start with "Table n.", no bold font, above table, 1 line captions centered, multiline captions justified in full width of the column, no indentation. Preferably in Title Case, but not enforced</p> <p>All tables cited in text</p>	<p>Exception when directly referred above, i.e. "This can be seen in the table below."</p>															
Equations	<p>Uniquely numbered, no missing numbers, equations can be without number, when not referenced.</p> <p>Equation (x) (start of sentence) or Eq. (x) (in text), number always in parentheses</p>	<p>Equation /Eq. style not enforced</p>															
References	<p>Uniquely numbered, no missing numbers</p> <p>All references cited in text, in order referred to in main text</p> <p>No Hyperlinks</p> <p>DOI: 8 pt, Liberation Mono (Word, OO); JACoW conferences, journals, books should list DOIs</p> <p>Alignment: closing bracket right aligned</p> <p>Journal names, Proceedings in italics</p>	<p>References as per Annex B of JACoW Template</p> <p>Rule for author name/lists:</p> <p>→ "first name initial" (+ middle initials) "last name" => only this sequence</p> <p>→ "one author + et al." => no comma before "et al."</p> <p>→ "first author and second author" => "and", no comma before "and"</p> <p>→ "first author, second author, and third author," => ", and" with comma before last author</p> <p>→ "first author, second author, et al.," => comma before "et al." only if more than one name</p>															

✓ Technical accuracy

✓ Compliance with JACoW Submission Standards

Steps in the JACoW Editing Process



Resources

- JACoW Template download: [JACoW / Authors / MS Word](#)
- Word Editing Guidelines: [JACoW / Editors / Word Prerequisites](#)

[MS Word - JACoW - Running an IPAC](#)

[Introduction - JACoW - Running an IPAC](#)

[JACoW - Running an IPAC](#)

Hands on experience as a member of a proceedings office

Q&A / Discussion

- Questions, comments, editing tips from your experience?

May your edits be as smooth as chocolate
and as sharp as cheese!

