Editing: Scope, Templates and Tools

An overview for JACoW paper editors

Raphael Müller

GSI Helmholtzzentrum für Schwerionenforschung GmbH

Agenda

1. Scope of paper editing
2. Templates
3. Technical editing in practice
4. The paper workflow
5. The tools we use

1. Scope of paper editing

JACoW performs **technical editing only.**

What our scope covers:

- Correcting the paper's formatting to match the template
- Enhancing quality, by adding missing or incomplete information

What is outside our scope:

- We do *not* judge the quality of the message or scientific content
- Content assessment is not the editor's role

2.1 Templates

Two official templates are available for authors:

- **Word template** — for documents produced in Microsoft Word
- **LaTeX template** — for documents produced in LaTeX

For both templates a JACoW Style guide for the authors exist that they should follow.
A combined ZIP file with both templates is available on the JACoW Wiki.

Both are described on the official author page:

`https://www.jacow.org/Authors/Templates`

2.2 How paper quality is judged

The quality of a paper is judged by how **closely it conforms to the official templates.**

- The templates define page layout, fonts, styles, caption formats and reference formatting of a JACoW paper.
- This keeps the proceedings visually consistent across all contributions
- A paper is “good” when its formatting matches the template
- The closer the paper is to the template, the less work is needed
  - small deviations are corrected directly by the editor;
  - significant deviations go back to the author (*Needs changes*).

3 Technical editing in practice

We do

- Fix layout, structure and formatting to the JACoW standard
- Check especially page size and margins, correct use of the template styles (title, authors, affiliations, headings, body text), figure/table captions, cross-references, page count, units, obvious spelling errors.
- Complete and correct the bibliography (add missing metadata), add missing authors, titles, conference names, pages, DOIs and paper codes; check citation order and JACoW style.

We don't

- Rewrite or evaluate the scientific argument
- Make judgments about the quality of the content / message
- If you have doubts about correctness, novelty or value of the scientific content. Report to the author, chief editor or to the Scientific Program Committee, this problem is not fixed by editors.

Your role: Keep the paper faithful to the template and the references complete.
`https://ipac-docs.jacow.org/PaperEditing/Editing/TemplateReview/#in-line-checklist-will-reset-on-page-refresh`

4.1 The paper workflow

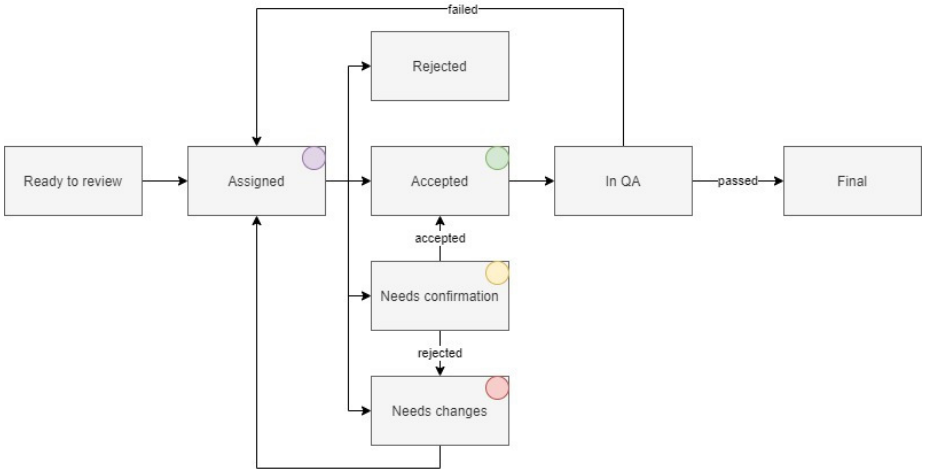
Every paper moves through a defined set of states as it is edited and checked.

- Author submits → editor is assigned → editor works the paper
- Corrections are sent back and forth until the paper is **accepted**
- After an editor accepts a paper, a dedicated QA step runs before it is published:
  - **In QA** — status **Accepted** + tag **QA02: QA Pending**
  - **Final (QA'd)** — status **Accepted** + tag **QA01: QA Approved** The two QA tags distinguish "checked and ready" from "still under QA".

Full workflow documentation:

`https://ipac-docs.jacow.org/Paper/intro/`

4.2 The paper workflow - visualized



How to assign papers from JACoW Indico (will also be covered in a later presentation):
`https://ipac-docs.jacow.org/PaperEditing/Editor/assign/`

4.3 Editable states

State	Meaning
Ready to Review	Ready to be assigned to and reviewed by an editor, right after submission
Assigned ●	An editor has been assigned (“purple dot”)
Accepted ●	Final state: the editable has been accepted (“green dot”)
Needs changes ●	Corrections must be performed by the author(s) (“red dot”)
Needs confirmation ●	The editor modified the editable; changes must be approved by the author(s) (“yellow dot”)
In QA	After acceptance, QA does a final quality check. (“Accepted” + tag “QA02: QA Pending”)
Final (QA'd)	Ready for publishing. (“Accepted” + tag “QA01: QA Approved”)
Rejected	Final state: editable rejected; usually *not used* at JACoW conferences

5.1 The tools we use (at a glance)

- **JACoW Documentation** — centralized guide for organizing and managing a conference
- **Acrobat / PitStop Tools** — tools supporting editing (configuration, dotting, cropping)
- **CatSan** — paper sanity checking to validate the template usage
- **Reference search tool** — look up and enrich paper references
- **Other Software** — support tools for working with author files and papers

JACoW Documentation	`https://docs.jacow.org/`
Acrobat / PitStop Tools	`https://github.com/JACoW-org/AcrobatPitStopTools`
CatSan	`https://scan.jacow.org/`
Reference search tool	`https://refs.jacow.org/`
Other software	`https://it-docs.jacow.org/software/software/`

Especially CatScan and the Reference tool help to make the editable complete and correct — a core part of the technical-editing scope.

5.2 The **JACoW Documentation** – `https://docs.jacow.org/`

- **Guide conference organizers** through planning, running, and managing conferences
- **Help attendees and authors** with tasks such as account login, abstract submission, and contribution management
- **Support editors and IT teams** with documentation for reviewing papers, preparing conference proceedings, and configuring the required software tools

Serves as a practical knowledge base for the people involved in running a JACoW conference

5.3 Acrobat / PitStop Tools – https://github.com/JACoW-org/AcrobatPitStopTools

- Plug-Ins for Acrobat and PitStop to support editing
- Correct configuration for Acrobat / Distiller for PDF production
  - JACoW paper size
  - JACoW job options
- Enables "dotting" of documents (adding a dot and editor information on the print-out of a paper)

5.4 The **Cat Scan** analysing tool – https://scan.jacow.org

- Automated checks of the submitted Word document for template compliance
- Limited amount of checks on Latex documents
- Detects layout and formatting problems (fonts, margins, positioning) at a glance
- Complements – but does not replace – the editor's own manual check of the paper

5.5 Reference Search – https://refs.jacow.org

- Search engine for **current and past JACoW papers**.
- Finds complete, correct citation data: authors, title, conference, pages, DOI, paper code.
- Fastest way to fill in missing information and fix broken references.
- Use it whenever a citation is incomplete, vaguely defined or formatted incorrectly.
- Limited support for non JACoW references (easiest by DOI), but maybe with incomplete data (double check)

5.6 Other Software – https://it-docs.jacow.org/software/software/

- We usually install a lot of support software on the editor PCs that is usefull but not in all cases necessary, such as
  - Diff tools for comparison
  - Different text editors
  - Video / Picture conversion tools

  We have a list of recommended tools here that can be usefull if you have to deal with files in different formats from the authors: https://it-docs.jacow.org/software/software/

Key takeaways

- We do **technical editing** — formatting and reference completeness, not content
- Paper quality is judged by **conformance to the templates** (Word & LaTeX)
- Every paper follows a clear workflow with well-defined states
- A dedicated **QA** stage gates publication (QA02 → QA01)
- Supporting tools exist, especially `refs.jacow.org` (RefTool) and `scan.jacow.org` (CatSan)

Thank you

Questions & discussion

www.jacow.org

With support from BLABLADOR (QWEN & KIMI LLM), provided with ♡ by Jülich Supercomputing Centre

Presentation last modified: 20.10.2026, 16:00