

# EDITING WITH WORD

## (Procedures, Tips and Tricks)

Lin Bian

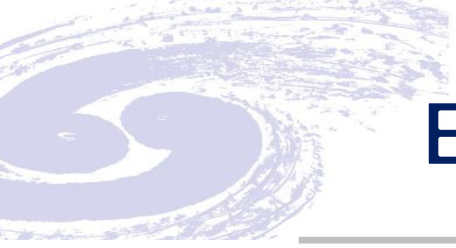
Institute of High Energy Physics, Chinese Academy of Sciences

Thanks to Ivan, David, Volker, and others for providing a wealth of information on the website and during past team meetings.

I learned a lot from them and summarize the information here.

*JACoW Team Meeting 2024, Deauville, France*

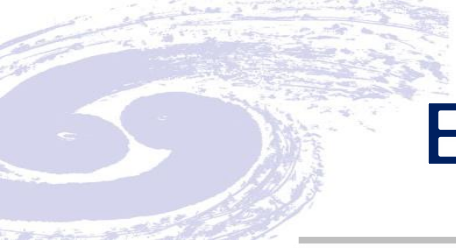
*November 2024*



# Editing with word

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- Basic tools
- Procedures and points to note
- Tips and Tricks
- Precautions and Experiences
- Summary



# Editing with word

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- **Basic tools**
- Procedures and points to note
- Tips and Tricks
- Precautions and Experiences
- Summary



# Editing with word

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- What is the basic tools for editing with word?
  - JACoW Template——[Current JACoW Template \(Word\)](#)——Get familiar
    - Citation (reference style) Information——Annex B of Full Template——Pay attention  
<https://www.jacow.org/Authors/FormattingCitations> ( Authors often encounter the most issues here. )
  - [Quick JACoW Template Review](#)——Video from Ivan, A brief introduction regarding the key points to note in the template and some minor errors in it.
  - [CatScan Tool](#)
  - [Reference Search Tool](#)
  - [Editor Quality Assurance Overview](#)
  - [Paper editing checklist](#)
- Basic procedures and points to note
- Tips and Tricks
- Precautions and Experiences
- Summary

# Quality Assurance Overview and Checklist

## Quality Assurance Overview

	JACoW Template Essentials	Explanation															
Title	ALL CAPS CENTERED except for units, symbols, and acronyms Font: 14 pt, Times New Roman, bold no hyphenation, no single word on one line Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic upercasing is in effect.															
Author List	Font: 12 pt, Times New Roman, Upper- and Lowercase Each Author has Affiliations and Location sorted either "by institute" or "by author" Location: Institute, Acronym, city, country (no zip code) Line break: if author list and affiliation have a line break, place the affiliation on a line its own (in this case no comma after the last author)	by institute: all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order. by authors: the authors are listed in alphabetical order and carry a superscript number to refer to the institute, which is listed below the authors.															
Footnote **#	Font: 8 pt, Times New Roman, non-bold Located at bottom of left column, horizontal line above Corresponding Marker/Symbols found in title* or author list* No Hyperlinks																
Section Heading	SECTION HEADING ALL CAPS CENTERED except for units, symbols, and acronyms Font: 12 pt, Times New Roman, bold No numbering, no period "" at the end of a Section Heading no hyphenation, no single word on one line, no column break directly after Heading Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	Acronym if unsure whether it's a mixed case, check the paper how it is written when no automatic upercasing is in effect.															
Subsection Headings	Subsection Heading Level 2 Font: 12 pt, Times New Roman Italics, Initial Caps/Title Case No numbering, no period "" at the end of a Subsection Heading																
Third Level Heading	Third Level Section Heading Title Case, run-in to paragraph with 1 em spacing Font: 10 pt, Times New Roman, bold No period "" at the end of a Third Level Section Heading but 1 em space																
Main Text	Font: 10 pt, Times New Roman, justified Paragraph indent: 0.33cm/9.35 pt No Hyperlinks Quantity and their unit should stay together on one line Figure/Fig./Table and their number should stay together on one line Fix obvious spelling errors	use Shift + Space for non-breakable space															
Margins	Must be as prescribed in the template <table border="1"> <thead> <tr> <th>Margin</th> <th>A4</th> <th>US Letter</th> </tr> </thead> <tbody> <tr> <td>Top</td> <td>27mm</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> 2 Column + Gutter (Column Spacing) 5.3mm General layout must match JACoW template style Paper Size PDF: Cropped to JACoW Page Size (595 x 792 pt) No Hyperlinks and No page numbers Pages Limit: depends on conference series IPAC/NAPAC Invited Oral 5 pages Contributed Oral/Poster 3 pages References 1 additional page (References Only) Fonts embedded in the final pdf	Margin	A4	US Letter	Top	27mm	0.75in	Bottom	19mm	0.75in	Left	20mm	0.79in	Right	20mm	1.02in	
Margin	A4	US Letter															
Top	27mm	0.75in															
Bottom	19mm	0.75in															
Left	20mm	0.79in															
Right	20mm	1.02in															
Page		Inquire which paper codes are Invited Orals															
Figures	Uniquely numbered no missing numbers 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 Full-widths figures should be placed top or bottom to ensure text flow top to bottom in each column All Figures cited in sequence, no omissions Figure (start of sentence) or Fig. (in text) Graphics should be readable (axis, numbers, symbols)	LaTeX automatically keeps the correct text flow therefore free placement Figure/Fig. style not enforced															
Tables	Uniquely Numbered no missing numbers 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 All tables cited in text	Exception when directly referred above, i.e. "This can be seen in the table below."															
Equations	Uniquely numbered, no missing numbers, equations can be without number, when not referenced. Equation (x) (start of sentence) or Eq. (x) (in text), number always in parentheses	Equation /Eq. style not enforced															
References	Uniquely numbered, no missing numbers All references cited in text, in order referred to in main text No Hyperlinks DOI: 8 pt, Liberation Mono (Word, OJ), JACoW conferences, journals, books should list DOIs Alignment: closing bracket right aligned Journal names, Proceedings in italics	References as per Annex B of JACoW Template Rule for author name/lists: → "first name initial" (+ middle initials) "last name" => only this sequence → "one author + et al." => no comma before "et al." → "first author and second author" => "and"; no comma before "and" → "first author, second author, and third author" => ", and" with comma before last author → "first author, second author, et al." => comma before "et al." only if more than one name															

•Very useful, as it presents the important aspects of the template in a concise manner. It is a commonly used tool in QA.

•It is very useful for editors. After working for a long time, one may feel fatigued. Having this checklist serves as a reminder, so the editor won't forget any important points.

## PAPER

### # Overall document

Add item to group

- Crop paper first with Acrobat menu tool
- External margins
- Columns separation (toggle on/off column guides)
- Number of pages (+1 only for references)
- Fonts Embedded (except Type 3)

### # First page

Add item to group

- Authors' list: font - institute - grouping
- Title: All caps centered except sym
- Footnotes: email optional. Check position + margins + size

### # Headings (no numbering)

Add item to group

- SECTION HEADING
- Subsection Heading
- Third Level Heading (inline)

### # Main text

Add item to group

- No Hyperlinks.
- Figure/Fig./Table together with number

### # Figures

Add item to group

- Unique + sequential numbering.
- Caption below image
- Figure X: Sentence case
- Centered text (single line) or justified (multi-line).
- Referenced in text (sequential).

### # Tables

Add item to group

- Unique + sequential numbering..
- Caption above table
- Table X: Title Case (if Possible)
- Centered text (single line) or justified (multi-line)
- Referenced in text (sequential)..

### # Equations

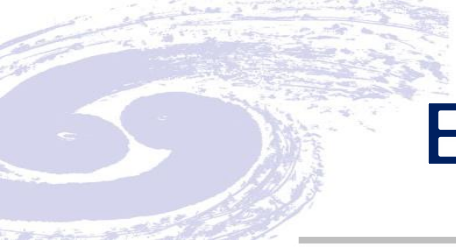
Add item to group

- Inside margins
- Unique + sequential numbering (optional)

### # References

Add item to group

- Unique + sequential numbering...
- Well aligned ([9] vs [99])
- Referenced in text (sequential)...
- No Hyperlinks..
- doi://10.12345/fancy-123: JACoW conferences: must have - journals + books nice to have
- Journal names + Proceedings in italics
- Check with RefDB/DOI.org/google search
- # Printed version corresponds with screen



# Editing with word

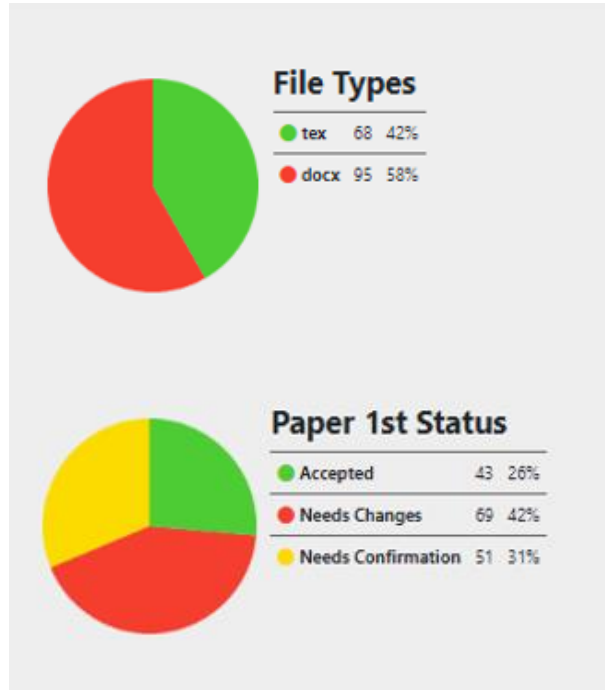
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- Basic tools
- **Procedures and points to note**
- Tips and Tricks
- Precautions and Experiences
- Summary

**References:** Writing a JACoW paper: hints and reminders: <https://ipac-docs.jacow.org/Paper/Writing/general/>

Writing a paper in MS Word: resources: <https://ipac-docs.jacow.org/Paper/Writing/word/>

# Statistics -- IBIC2024 papers as an example



Tags		
TC06: Reference or Reference formatting incorrect (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)	135	83%
TC14: Reference formatting: missing info added, DOI/URL/site name added or corrected	113	70%
TC08: Figure/Table/Reference not referenced in text or missing	101	62%
TC02: Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow, number/unit split over lines)	79	49%
TC12: Badly formatted units [italic, spacing, $\mu$ italicized]	66	41%
TC09: TC09 Equation/Eq., Figure/Fig., Table wrongly used in text (lower case, abbreviated, period missing), bad placement	66	41%
TC04: Figure formatting incorrect (outside margins, single/multiple line caption not centred/justified/placed above, Caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])	57	35%
TC01: Incorrect Title, Authors, Affiliation formatting (size, full UPPER/lowercase, not in required lowercase [e.g. MHz], city/country missing)	54	33%
TC03: Table formatting incorrect	27	17%
TC00: General Problems related to formatting	19	12%
TC07: Figure/Table/Equation/Reference numbers not in sequence	18	11%
TC05: Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)	16	10%
FC01: PS/EPS/PDF/source or supporting file missing; file wrongly named	15	9%
FC06: LaTeX error: not compilable, package missing, multiply defined labels, or other info	15	9%
TC_03: Table formatting incorrect (not centered, outside of margins...)	14	9%
UT01: Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used	13	8%
MP03: Too many pages, blank pages	12	7%
MP01: Status set to RED to enable re-upload	10	6%
FC03: BibTeX: wrong reference type, bib field or bib field content, missing bib field	9	6%
FC00: General Problems with files	8	4.9%
FC02: Problem with pictures (too big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)	8	4.9%
MP02: Spelling Corrections	6	3.7%
TC11: Equation formatting incorrect [outside margins, Eq. number outside, not Eq. (x)]	5	3.1%
TC_01: Incorrect title, authors affiliation formatting	5	3.1%
TC_04: Figure formatting incorrect (caption missing, outside of margins...)	5	3.1%
FC05: Bad EPS/PS/PDF: Scale to fit; Colour image printed B/W; PostScript/EPS doesn't distill	2	1.2%
TC10: Graphics problem (too slow displaying, too small, resolution too low/high, text not readable)	2	1.2%

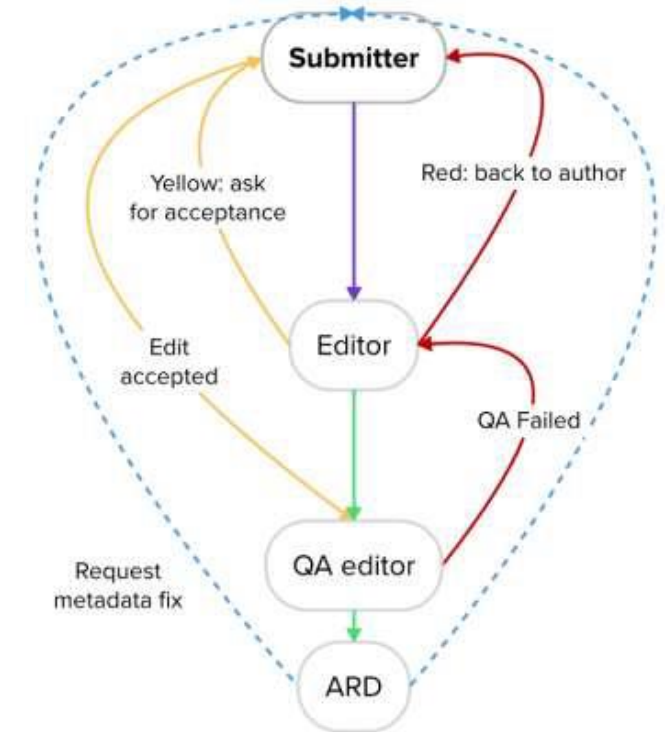
## ■ Paper tags top 3:

- Reference Formatting
- Reference missing info
- Figure/Table/Reference not referenced

# Preliminary judgment

## ■ Red? Yellow? Green?

- Green dot
  - Perfect paper, also in JACoW size
  - Paper can go to QA
- Yellow dot
  - Source file changed to fix problems
  - Author will proofread and approve or reject
- Red dot
  - Extensive work necessary, author should fix and resubmit





# Preliminary judgment

## ■ Whether I can fix, and how long will it take?

- First check for problems that must be corrected by the author (Use CatScan Tool to help you)
  - References, figures and tables are not cited in the text
  - The main content of the references is missing
  - The whole template is completely wrong...
- If there are no problems above, judge how long will take you to fix it and make decision.
  - If not so bad, go through each item and make revisions.
  - According to Ivan's recommendation, if it takes **more than 10 minutes** to fix the paper, you can give **a red dot**.
- Taking notes while checking is a good habit :

Submitter has been asked to make some changes 7 September 2024 09:26 Hide


Dear Author, **Give suggestions**

The following corrections are required:

- There should be no comma after N. Terunuma.
- $\mu$  in a unit and all units should not be italic. Use `\qty[10]{\micro\meter}` and so on.
- If Equation and Figure are not located at the beginning of a sentence, use Eq. X and Fig. X.
- Table caption should be before the table and no period at the end.
- A space should be in between number and %.
- All reference should follow JACoW Template. Please check ANNEX B in JACoW Template. <https://refs.jacow.org/> can be use to get a correct reference format for JACoW papers. Journal abbreviation can be checked on <https://woodward.library.ubc.ca/woodward/research-help/journal-abbreviations/>.

Please make corrections accordingly and upload new files for Editor to proceed.

(1) Figure 11 is not referenced in the text, I add the "11" here: "Emittance feedback with BBF was reported from SO-LEIL [10] and DIAMOND [11], as shown in the block diagram in Fig. 11 The BBF method offers a faster response and simpler control than the x-y coupling control with a skew quadrupole."

**Tell what is fixed** 

(2) Many figure caption format is not correct, I modified.

(3) I corrected the body text indent

(4) I modified the reference format

(5) [14] WEB42 should be WEP42, I already corrected.

# Step by step

- Overall document
- First page
- Headings
- Main text
- Figures
- Tables
- Equations
- References
- Print version corresponds with screen

## PAPER

### # Overall document

Add item to group

- Crop paper first with Acrobat menu tool
- External margins
- Columns separation (toggle on/off column guides)
- Number of pages (+1 only for references)
- Fonts Embedded (except Type 3)

### # First page

Add item to group

- Authors' list: font - institute - grouping
- Title: All caps centered except sym
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### # Headings (no numbering)

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- SECTION HEADING
- Subsection Heading
- Third Level Heading (inline)

### # Main text

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### # Figures

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- Caption below image
- Figure X: Sentence case
- Centered text (single line) or justified (multi-line).
- Referenced in text (sequential).

### # Tables

Add item to group

- Unique + sequential numbering..
- Caption above table
- Table X: Title Case (if Possible)
- Centered text (single line) or justified (multi-line)
- Referenced in text (sequential)..

### # Equations

Add item to group

- Inside margins
- Unique + sequential numbering (optional)

### # References

Add item to group

- Unique + sequential numbering...
- Well aligned ([9] vs [99])
- Referenced in text (sequential)...
- No Hyperlinks..
- doi://10.12345/fancy-123: JACoW conferences: must have - journals + books nice to have
- Journal names + Proceedings in italics
- Check with RefDB/DOI.org/google search

### # Printed version corresponds with screen

# Points to note -- Author and Affiliation block

## ■ Formatting the author-affiliation block: (No Zipcode)

- There are **two ways** to group authors and institutes (although only the first one is documented in the JACoW template):
- **by institutes:** all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order
- **by authors:** the authors are listed in alphabetical order and carry a superscript number to refer to the institute

### THE JACoW COLLABORATION\*

C. Petit-Jean-Genaz, J. Poole<sup>1</sup>, T. Baron, R. Billen, P. Ferreira, N. Juszka, M. Kołodziejcki, A. Mönnich, P. Pouloupoulou, M. Vidal, CERN, 1211 Geneva 23, Switzerland  
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D. Button, M. Hewes, ANSTO, Lucas Heights NSW 2224, Australia  
R. Dowd, K. Riches, E. Tan, N. White,  
ANSTO, Australian Synchrotron, Clayton VIC 3168, Australia

### THE ENUBET MULTI MOMENTUM SECONDARY BEAMLINE DESIGN

E.G. Parozzi<sup>\*1,2</sup>, N. Charitonidis, CERN, 1211 Geneva 23, Switzerland  
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F. Pupilli, INFN Sezione di Padova, via Marzolo 8, Padova, Italy  
F. Terranova, Phys. Dep. Università di Milano-Bicocca, piazza della Scienza 3, Milano, Italy  
<sup>1</sup> also at INFN, Sezione di Milano-Bicocca, piazza della Scienza 3, Milano, Italy  
<sup>2</sup> also at Phys. Dep. Università di Milano-Bicocca, piazza della Scienza 3, Milano, Italy  
<sup>3</sup> also at INFN Sezione di Padova, via Marzolo 8, Padova, Italy

### THE ENUBET MULTI MOMENTUM SECONDARY BEAMLINE DESIGN

E.G. Parozzi<sup>\*1,2,3</sup>, G. Brunetti<sup>3</sup>, N. Charitonidis<sup>1</sup>, A. Longhin<sup>4,5</sup>, M. Pari<sup>4,5</sup>, F. Pupilli<sup>5</sup>, F. Terranova<sup>2,3</sup>  
<sup>1</sup> CERN, 1211 Geneva 23, Switzerland  
<sup>2</sup> INFN, Sezione di Milano-Bicocca, piazza della Scienza 3, Milano, Italy  
<sup>3</sup> Phys. Dep. Università di Milano-Bicocca, piazza della Scienza 3, Milano, Italy  
<sup>4</sup> Phys. Dep. Università di Padova, via Marzolo 8, Padova, Italy  
<sup>5</sup> INFN Sezione di Padova, via Marzolo 8, Padova, Italy

# Points to note -- Title, Headings, Text and Captions

- Please ensure that all **units** with **mixed case** (keV, MeV, GHz,  $\mu$ s, ...) are written correctly.
- The same is true for **acronyms** like (SwissFEL, g-2, SuperKEKB, e-BEAM, IsoDAR, ThomX, LhARA, XiPAF, IoT, FCC-hh, HiSOR, ...). If unsure whether it is a mixed-case acronym, check the paper how it is written when no automatic uppercasing is in effect.
- The **plural of proper nouns and acronyms** in uppercase has to be a LOWERCASE "s" (LINACs, PLMs, ...).

**BUNCH-RESOLVED 3D BEAM POSITION MEASUREMENT SYSTEM  
AND ITS APPLICATION IN FELiChEM\***

X. Yang, Y. M. Deng, Z. Y. Zhao, H. R. Zhang, Y. F. Xu, Y. B. Leng<sup>†</sup>,  
NSRL, University of Science and Technology of China, Hefei 230029, P. R. China

- **Line breaks (Shift + Enter) in author-affiliation block:** if author list and institute has a line break, place the institute on a line by its own (in this case the last author is not separated from the institute by a comma)
- **Line breaks (Shift + Enter) in title and section headings:**
  - do not let a single word stand on a line,
  - try to break lines by meaning or context,
  - do not hyphenate words.



# Points to note -- Formatting references

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- First check the **format** of the references (**use reference search tools for help**)
- Then adjust the **fonts and alignment**
  - If a **DOI for a JACoW conference** is present, the entry "paper xyz..." should/could be removed
  - the **DOI is typeset as** (example with JACoW): doi:10.18429/JACoW-<conference>-<paperID>  
**never** as a URL like: https://doi.org/10.18429/JACoW-<conference>-<paperID>
  - Pay attention to **the font** for the DOI links, it is "**Liberation Mono**"
  - "If a **DOI ends up in a new line** because it cannot be hyphenated and the previous line is spread due to justification, **introduce a hard line break at the end of the text before the DOI.**
  - Rules about **author names in references** according to IEEE style:
    - "first name initial" (+ middle initials) "last name" → **only this sequence**
    - "one author + *et al.*," → **no comma before "et al."**
    - "first author and second author" → "**and**", **no comma before "and"**
    - "first author, second author, and third author," → ", **and**" **with comma before last author**
    - "first author, second author, *et al.*," → **comma before "et al."** **only if more than one name**

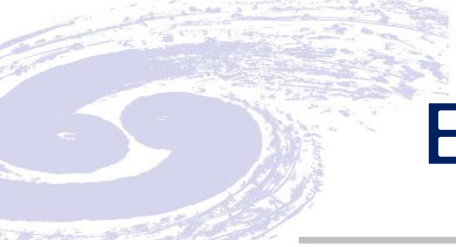


# Points to note -- Typesetting units

- The numerical value always precedes the unit, and a space is always used to separate the unit from the number, e. g. 10.2 m (not 10.2m).
- The same should be done with temperature degrees: 30.2 °C (not 30.2°C or 30.2° C).
- **Numerical value and unit, Fig. and its number**, are typeset with an unbreakable space between them: use the shortcut **CTRL + SHIFT + space** to make a space that won't break at the end of the line.

front-end mixer shown in Fig. 1, from 1.5°GHz ( $3 \times f_{RF}$ ) to 0.5°GHz ( $f_{RF}$ ); however, the sensitivity is reduced.↵

- The **only exceptions** to this rule are for the unit symbols for **degree**, **minute**, and **second** for plane angle (°, ', and "), respectively), for which no space is left between the numerical value and the unit symbol.



# Editing with word

- Basic tools
- Basic procedures and points to note
- **Tips and Tricks** →
- Visualization
  - Print Layout View
  - Outline View
  - Text Boundaries
  - Punctuation and hidden symbols
- Search's
  - Find
  - Find and Replace
- Formatting
  - Styles
  - Format Paint Tool
  - Fudging Line Spacing's (Shift + Ctrl + “<“ OR “>”)
  - Insert Objects Inline with Text
  - Remove Hyper Links
- Breaks and shortcuts
- Precautions and Experiences
- Summary

12:05 | *David Button (Australian Nuclear Science and Technology Organisation)*

## **Editing with Word**

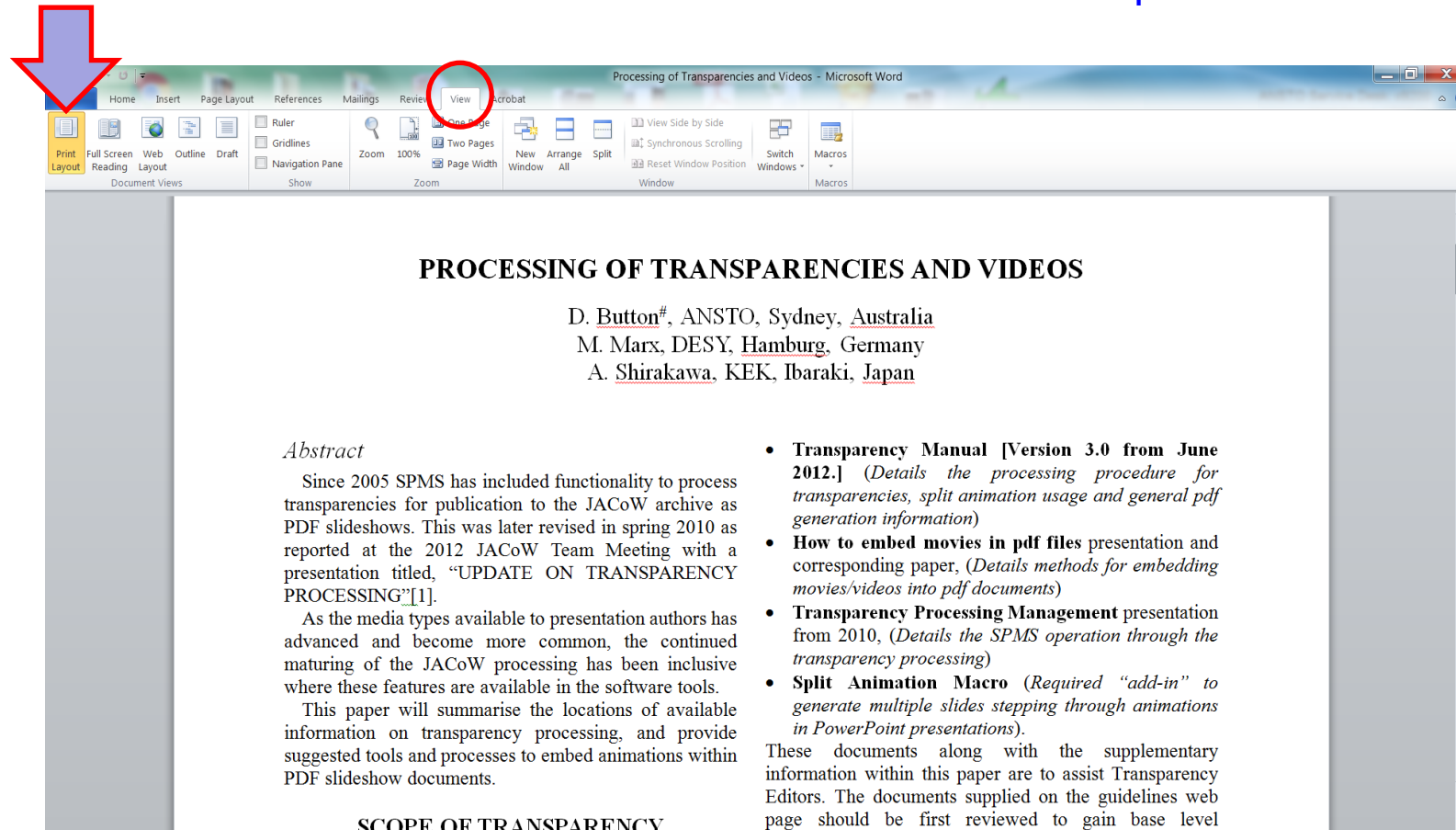
- [TipNTricks - Word2023.pdf](#)

- [TipNTricks - Word2023.pptx](#)

# Visualisation -- Print Layout View

## Default view we are all use to viewing

- The view of what the document will look like when printed.

A screenshot of the Microsoft Word interface showing the 'View' tab selected in the ribbon. A red arrow points to the 'Print Layout' button in the 'Document Views' group. A red circle highlights the 'View' tab. The document content is centered and includes a title, author information, an abstract, and a list of references.

**PROCESSING OF TRANSPARENCIES AND VIDEOS**

D. [Button](#)<sup>#</sup>, ANSTO, Sydney, [Australia](#)  
M. Marx, DESY, [Hamburg](#), Germany  
A. [Shirakawa](#), KEK, Ibaraki, [Japan](#)

*Abstract*

Since 2005 SPMS has included functionality to process transparencies for publication to the JACoW archive as PDF slideshows. This was later revised in spring 2010 as reported at the 2012 JACoW Team Meeting with a presentation titled, "UPDATE ON TRANSPARENCY PROCESSING"[1].

As the media types available to presentation authors has advanced and become more common, the continued maturing of the JACoW processing has been inclusive where these features are available in the software tools.

This paper will summarise the locations of available information on transparency processing, and provide suggested tools and processes to embed animations within PDF slideshow documents.

**SCOPE OF TRANSPARENCY**

- **Transparency Manual [Version 3.0 from June 2012.]** (*Details the processing procedure for transparencies, split animation usage and general pdf generation information*)
- **How to embed movies in pdf files** presentation and corresponding paper, (*Details methods for embedding movies/videos into pdf documents*)
- **Transparency Processing Management** presentation from 2010, (*Details the SPMS operation through the transparency processing*)
- **Split Animation Macro** (*Required "add-in" to generate multiple slides stepping through animations in PowerPoint presentations*).

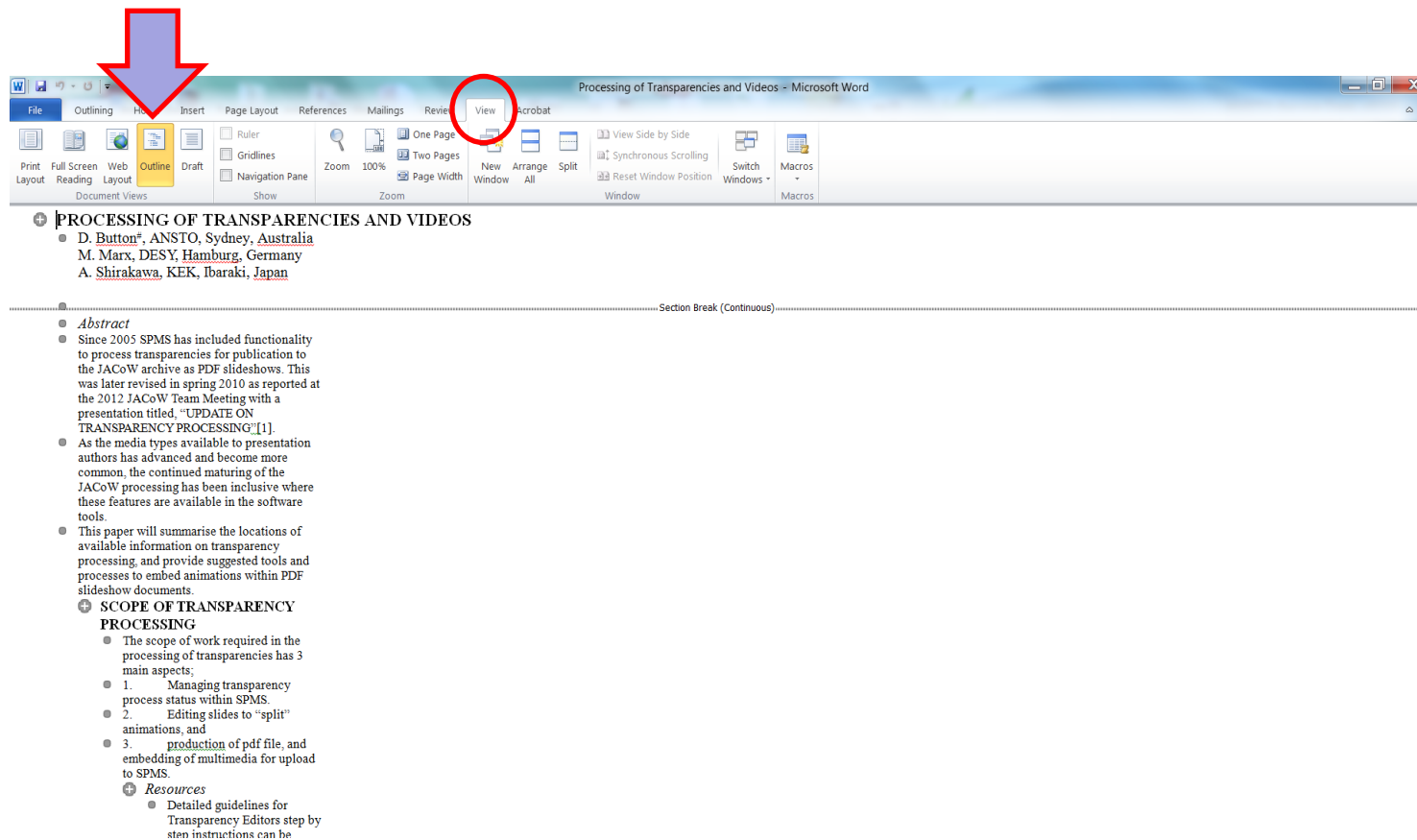
These documents along with the supplementary information within this paper are to assist Transparency Editors. The documents supplied on the guidelines web page should be first reviewed to gain base level



# Visualisation -- Outline View

## Flattens document into linear sequence

- Good for finding tricky formatting issue in the document



The screenshot shows the Microsoft Word interface with the 'View' tab selected in the ribbon. A red circle highlights the 'View' tab, and a red arrow points to the 'Outline' button in the 'Document Views' group. The document content is displayed in a linear sequence, showing a section break and a list of authors, followed by an abstract and a section on the scope of transparency processing.

PROCESSING OF TRANSPARENCIES AND VIDEOS

- D. Button\*, ANSTO, Sydney, Australia
- M. Marx, DESY, Hamburg, Germany
- A. Shirakawa, KEK, Ibaraki, Japan

Section Break (Continuous)

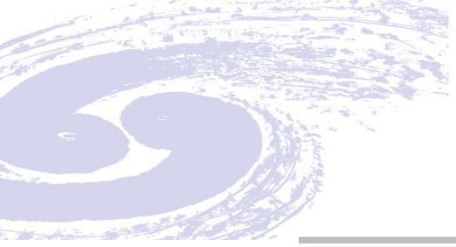
- *Abstract*
- Since 2005 SPMS has included functionality to process transparencies for publication to the JACoW archive as PDF slideshows. This was later revised in spring 2010 as reported at the 2012 JACoW Team Meeting with a presentation titled, "UPDATE ON TRANSPARENCY PROCESSING"[1].
- As the media types available to presentation authors has advanced and become more common, the continued maturing of the JACoW processing has been inclusive where these features are available in the software tools.
- This paper will summarise the locations of available information on transparency processing, and provide suggested tools and processes to embed animations within PDF slideshow documents.

SCOPE OF TRANSPARENCY PROCESSING

- The scope of work required in the processing of transparencies has 3 main aspects;
- 1. Managing transparency process status within SPMS.
- 2. Editing slides to "split" animations, and
- 3. production of pdf file, and embedding of multimedia for upload to SPMS.

Resources

- Detailed guidelines for Transparency Editors step by step instructions can be



# Visualisation--Show Text Boundaries

## Shows the boundaries to which sections of text can exist within

- Good for giving simple clues to the layout problem in document such as figure and table placement and oversize, etc.

RF circuitry components are installed for rough and fine tuning.

- 2-phase 9 kV at 11.78 MHz for a capacitive load of 25 pF (15 pF – each inner drift tube capacitance, 10 pF – capacitance of the ceramic RF feedthrough) – RF transformer pi-mode - coil grounded in the middle resonating with a capacitive load
- Simple frequency and matching tuning – to avoid frequency tuner in the future implemented in the present design. This allows cheap variable capacitor electric.

*RF Circuitry Simulations*

The schematic presented on Fig. 6 is developed and simulated with Micro-Cap [4]. C4 and C5 present the capacitive load of the cavity. L1, L2 – secondary and L3, L4 – primary coils of the RF transformer. C1 and C2 – are variable capacitors for frequency and matching tuning. Resistors R1, R2 and R3 take into account

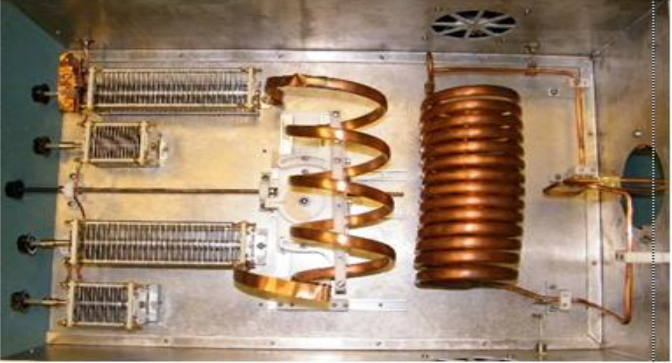


Fig. 7: The RF circuitry inside of the RF Box

Initial testing of the RF circuit was done with two 25 pF

RF capacitors as a load. After RF tuning it is deter

Outside Margin

Indented

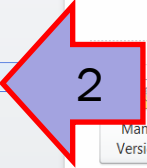
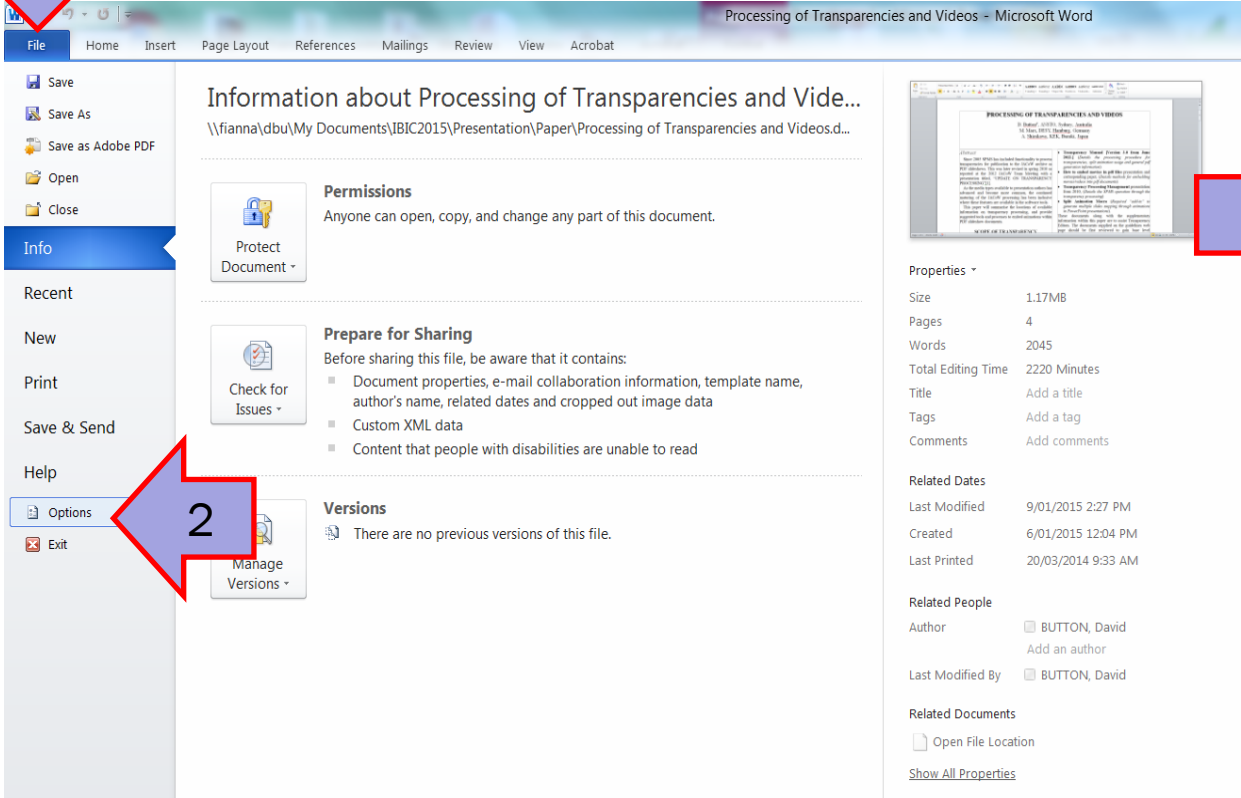
# Visualisation -- Show Text Boundaries

## How to Turn On Text Boundaries

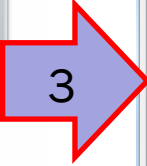
File > Options > Advanced > (Check) Show Text Boundaries



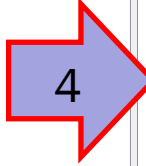
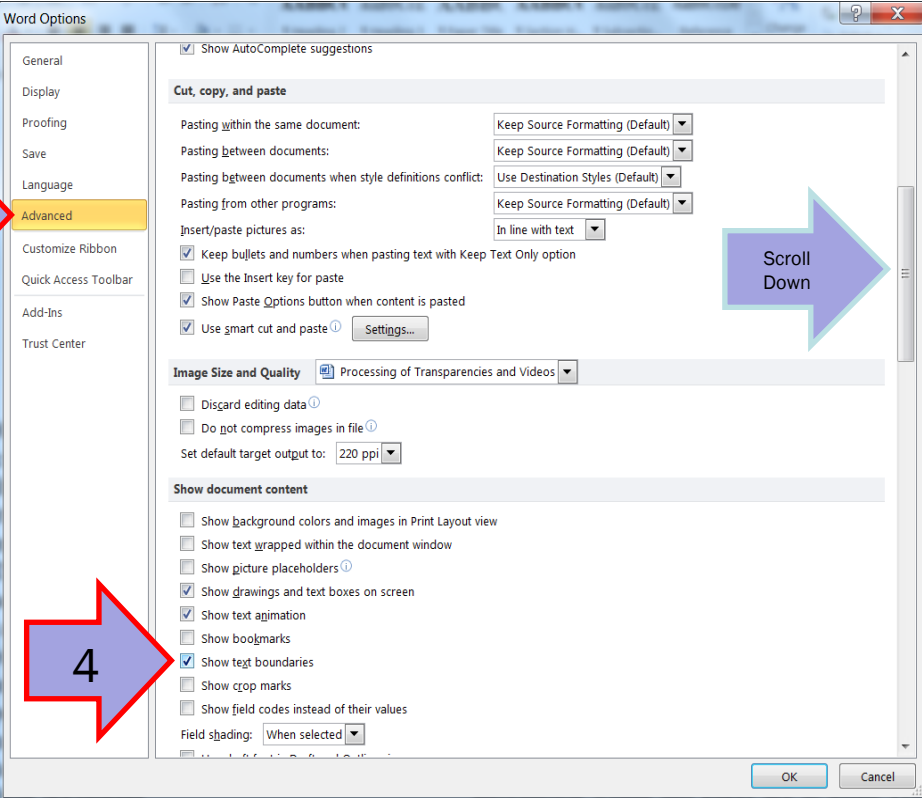
1



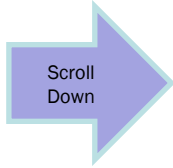
2



3



4



Scroll Down

# Visualisation -- Punctuation and hidden symbols

## Displays non-visual text layout and punctuation characters as symbols

- Can give editor clues as to what the author has done during construction of their document.

The screenshot shows the Microsoft Word interface with the 'Word Options' dialog box open. The 'Always show these formatting marks on the screen' section is highlighted with a red box. The options checked in this section are: Tab characters, Spaces, Paragraph marks, Hidden text, Optional hyphens, and Object anchors. The background document shows the title 'PROCESSING OF T...' and authors 'D. Button', 'M. Marx', and 'A. Shira'.

## CHECKLIST FOR ELECTRONIC PUBLICATION

Authors are requested to go over the following checklist for electronic publication:

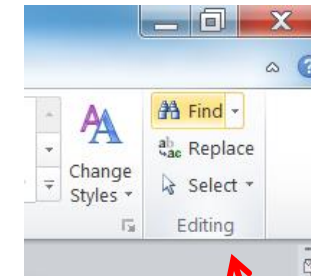
- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text, 10<sup>o</sup>pt except references, which should be 9<sup>o</sup>pt.
- Figures should use Times or Times New Roman (standard, bold or italic) and Symbol fonts when possible -- 6<sup>o</sup>pt minimum, with fonts embedded.
- Check that citations to references appear in sequential order and that all references are cited.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that the margins on the printed version are within ±1 mm of the specifications.
- LaTeX users can check their margins by invoking the `boxit` option.

Please also check the list of common oversights which can be found in ANNEX C.

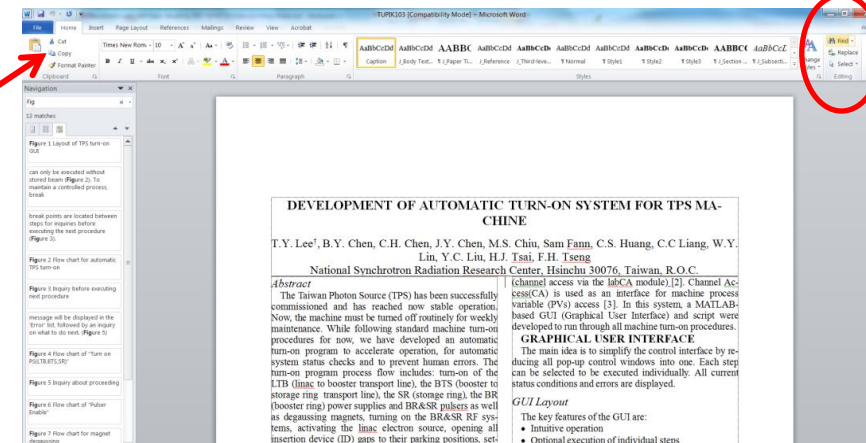
# Search-- Find (ctrl + f)

The find tool can be use to locate existence of in text references such as;

- Figure sequence and references (search for “fig.”)
- Sighting of reference in text (search for “[”)
- Table references (search for “table”)
- Etc.



Home  
Ribbon



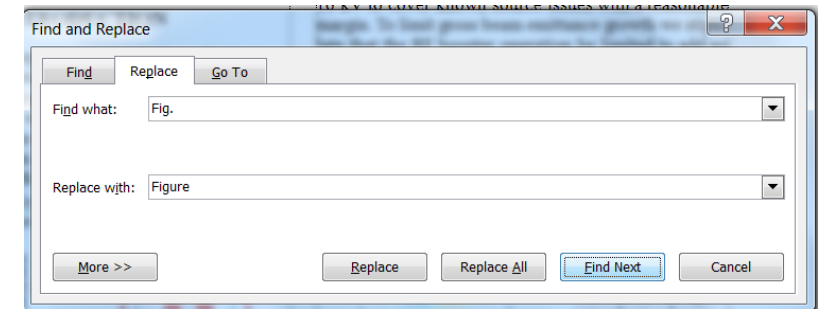
# Search -- Replace (ctrl + h)

Can iterate through document, and replace appropriate as “Found” in sequence, **only replace the ones required.**

**Note: Do Not use “Replace All”**

More accurate than scanning and replacing by eye...

Find What: “Fig.”  
Replace With: “Figure”



(Fig. 1), operates with a fundamental frequency of 11.8MHz so that one of every three RFQ buckets is filled. The RFQ requires an ion injection energy of 2.04 keV/u ( $\beta=v/c=0.208\%$  with a phase acceptance for 60% transmission of  $\delta E/E=(-1.5\%,+4.5\%)$  and  $\sigma_x=\pm 25\text{deg}$  (35MHz). The transverse acceptance is 140 $\mu\text{m}$ .

the ion with final velocity in all cases of 0.208%.

Fig. 2: the electrode geometry, field and design.

**ELECTRODE DESIGN**

The RF booster is a three gap device operating at 11.78 MHz in push pull mode with a tube to ground voltage from 0 to 8.5kV. The drift tube geometry is chosen to optimize the efficiency over the velocity range of interest. Due to the large velocity swing a graded beta structure is chosen (Fig. 2). The tube lengths and gap dimensions are shown in Table 1.

Table 1: Electrode geometry

Device	Length	$V_0$	$\beta_0$
--------	--------	-------	-----------

Fig. 1: The ISAC Pre-buncher, RF booster and RFQ.

The injection energy acceptance requires that the ions (typically radioactive ions produced via the ISOL method) have to be extracted from a source at a terminal volt-

The ISAC RFQ [1] to accelerate pre-buncher harmonic pre-buncher (Fig. 1), operates with a fundamental frequency of 11.8MHz so that one of every three RFQ buckets is filled. The RFQ requires an ion injection energy of 2.04 keV/u ( $\beta=v/c=0.208\%$  with a phase acceptance for 60% transmission of  $\delta E/E=(-1.5\%,+4.5\%)$  and  $\sigma_x=\pm 25\text{deg}$  (35MHz). The transverse acceptance is 140 $\mu\text{m}$ .

the ion with final velocity in all cases of 0.208%.

Fig. 2: the electrode geometry, field and design.

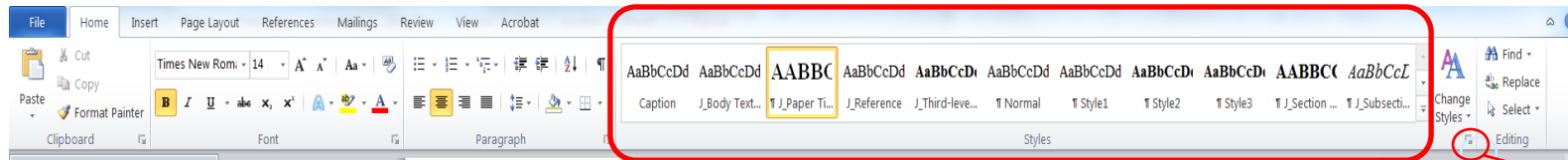
**ELECTRODE DESIGN**

The RF booster is a three gap device operating at 11.78 MHz in push pull mode with a tube to ground voltage from 0 to 8.5kV. The drift tube geometry is chosen to optimize the efficiency over the velocity range of interest. Due to the large velocity swing a graded beta structure is chosen (Fig. 2). The tube lengths and gap dimensions are shown in Table 1.

Figure 1: The ISAC Pre-buncher, RF booster and RFQ.

# Formatting -- Styles

The **template** comes with JACoW required styles as displayed on the Home Ribbon



Style	Font	Space Before	Space After
<b>PAPER TITLE</b>	14 pt <b>UPPERCASE EXCEPT FOR REQUIRED lowercase letters</b> <b>Bold</b>	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
<i>Abstract Title</i>	12 pt <i>Initial Caps</i> <i>Italic</i>	0 pt	3 pt
<b>SECTION HEADING</b>	12 pt <b>UPPERCASE</b> <b>Bold</b>	9 pt	3 pt
<i>Subsection Heading</i>	12 pt <i>Initial Caps</i> <i>Italic</i>	6 pt	3 pt
<b>Third-level Heading</b>	10 pt <b>Initial Caps</b> <b>Bold</b>	6 pt	0 pt
Figure Caption	10 pt	3 pt	≥3 pt
Table Caption	10 pt	≥3 pt	3 pt
Equation	10 pt base font	12 pt	12 pt
References <sup>1</sup> when ≤ 9	9 pt, justified with 0.52 cm (0.2 in) hanging indent	0 pt	3 pt

**Styles** [dropdown] [close]

- Footer [icon]
- Footnote Reference [icon]
- Footnote Text [icon]
- Header [icon]
- Heading 1 [icon]
- Hyperlink [icon]
- JACoW\_Abstract\_Heading [icon]
- JACoW\_Author List [icon]
- JACoW\_Body Text Indent [icon]
- JACoW\_Bulleted List [icon]
- JACoW\_Fig\_Caption [icon]
- JACoW\_Fig\_Caption Mult [icon]
- JACoW\_Footnote Text [icon]
- JACoW\_Numbered list [icon]
- JACoW\_Paper Title [icon]
- JACoW\_Reference #10 or [icon]
- JACoW\_Reference #1-9 v [icon]
- JACoW\_Reference Italics [icon]
- JACoW\_Reference url\_do [icon]
- JACoW\_Reference when [icon]
- JACoW\_Section Heading [icon]**
- JACoW\_Subsection Head [icon]
- JACoW\_Table\_Caption [icon]
- JACoW\_Table\_Caption M [icon]
- JACoW\_Table\_Column\_H [icon]
- JACoW\_Table\_Context\_Te [icon]
- JACoW\_Third-level Head [icon]
- Normal [icon]
- Style1 [icon]
- Style2 [icon]
- Style3 [icon]
- Table Caption [icon]
- Table Caption Multi Line [icon]
- Table of Figures [icon]

Show Preview  
 Disable Linked Styles

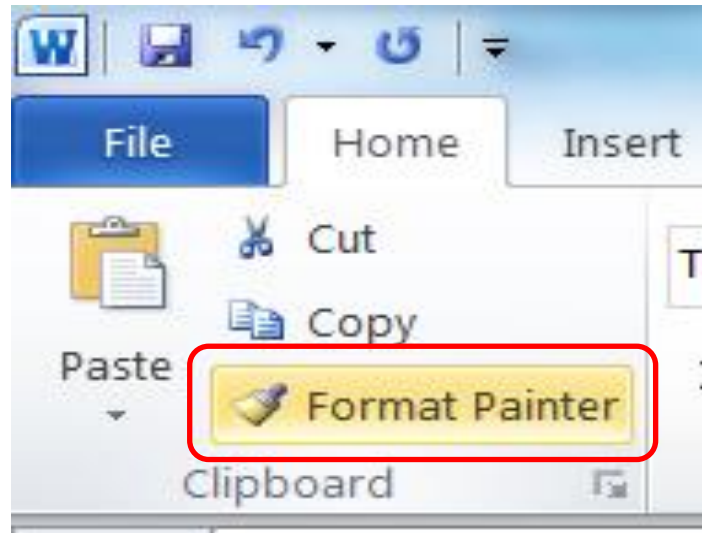
[A+] [A] [A-] [Options...]

# Formatting -- Format Painter Tool

Step1: Highlight the text which is formatted the way you want to copy.

Step2: Select brush, paint the text you want to have the same formatting.

Single click or double clicks

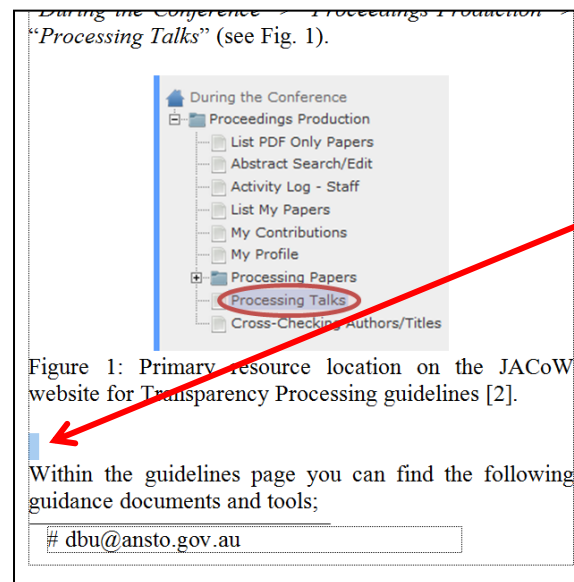




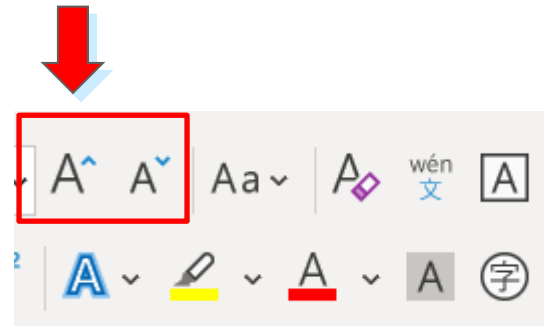
# Formatting--Fudging Line Spacing (Shift + Ctrl + “<“ OR “>”)

In Pitstop the editor will use the move tools to improve the layout and distribution of text. You can use a small trick to do this in word.

This is done by **decreasing or increasing the font size on a line.**



1. Select Blank Line
2. Use Shift + Ctrl AND “<“ or “>”



# Formatting -- Inline with text

Documents which have figures or objects which are not inline with text are highly unstable and almost impossible to edit without document layout changing unpredictably.

You need to place the figures/objects inline with text.

**Note:** You may have to use the “**Group**” tool if the figure are made up of a number of objects.

Example:

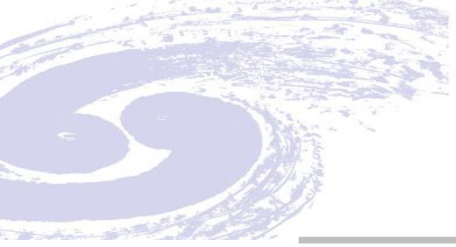
Author has constructed figure in a text box with text wrapped around the shape.

*(To Get Menu: Select Shape/Object, Right Click)*

The screenshot shows a document page with a diagram of the SuperKEKB Main Ring. The diagram is a circular layout with two rings, labeled LER (Low Energy Ring) and HER (High Energy Ring). It includes various components like the Belle-II Detector, RF cavities (RF SCC, RF Fuji, RF Wiggler), and injection points. The diagram is titled "Figure 1 Layout of the SuperKEKB Main Ring" and is attributed to "yusuke.suetsugu@kek.jp".

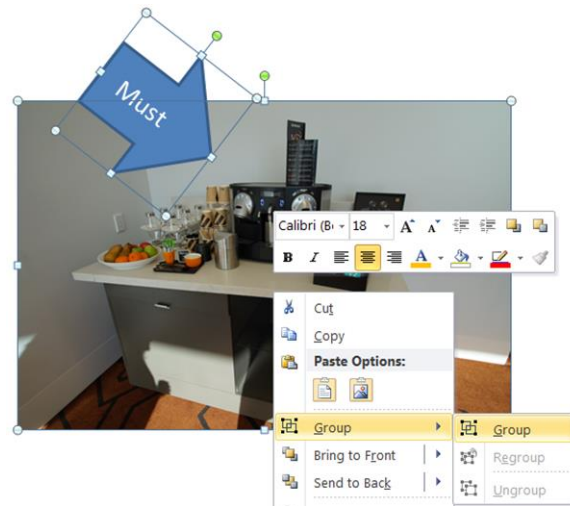
A context menu is open over the diagram, showing options for text wrapping. The "Wrap Text" option is selected, and its sub-menu is visible, showing options like "In Line with Text", "Square", "Tight", "Through", "Top and Bottom", "Behind Text", "In Front of Text", "Edit Wrap Points", and "More Layout Options...".

The text in the document is wrapped around the diagram. The text above the diagram reads: "SuperKEKB is an energy-asymmetric electron-positron collider in KEK, Japan. The main ring (MR) consists of two rings, each with a circumference of 3016 m, as schematically drawn in Fig. 1 [1]. The high-energy ring (HER) and low-energy ring (LER) are for 7.0 GeV electrons and 4.0 GeV positrons, respectively. Each ring has four arc sections, and four straight sections for the particle detector (BELLE-II), the RF-cavity section, the wiggler section and the beam injection/extraction section. The text below the diagram reads: "The author experienced several problems during the Phase-2 commissioning. The problems are prepared during the following section. The following section describes the problems and measurement systems and measurement systems for the SuperKEKB Main Ring." The text "on ring" is also visible.



# Formatting -- Inline with text -Grouping

Objects to Group

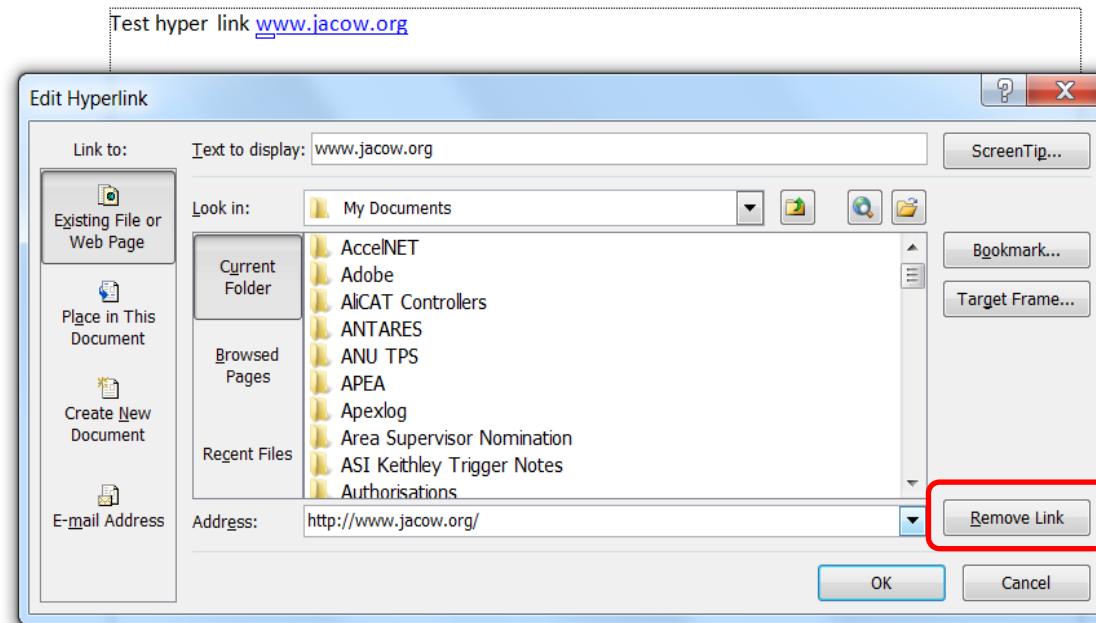


Can now be place inline with text

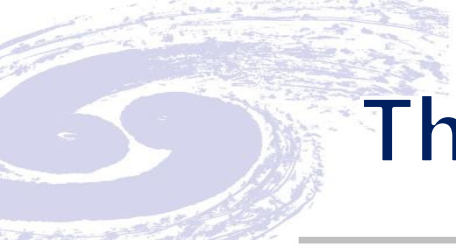


# Formatting -- Removing Hyperlinks (ctrl + k)

The final PDF JACoW format document should not have any hyper links. To remove hyperlinks in the word document use the “Ctrl + K” Edit Hyperlink menu, click “Remove Link”.



[www.jacow.org](http://www.jacow.org)



# The use of different Breaks

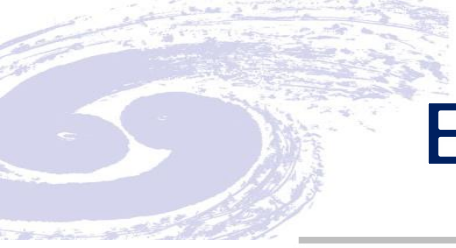
Name	Shortcut	Description
Paragraph Break New Line	Enter	Standard carriage return
<b>Line Break</b>	Shift + Enter	Goes to next line without new paragraph
Page Break	Ctrl + Enter	Starts text on next page
Column Break	Ctrl + Shift + Enter	Starts text in top next column
<b>Unbreakable Space</b>	Ctrl + Shift + Space	Use to adjoin item such as units which should remain to adjacent values

# Shortcuts when editing with word

- The **shortcut key** will be displayed when **the mouse hovers over a command icon**.
- So you could **explore more** when practicing.



	Shortcut	Description			Shortcut	Description
	Ctrl + A	Select all on page		★	Ctrl + +	Superscript (toggle)
	Ctrl + Shift + A	all CAPS (toggle)			Ctrl + -	insert unbreakable hyphen
★	Ctrl + B	Bold (toggle)		★	Ctrl + Shift + <	decrease font size
★	Ctrl + D	font panel		★	Ctrl + Shift + >	increase font size
	Ctrl + Shift + D	double underline			Ctrl+Shift+Enter	Column Break
	Ctrl + E	Center (toggle)		★	Ctrl+Shift+Space	unbreakable space
★	Ctrl + I	Italic (toggle)			Ctrl+Backspace	Delete Word back
★	Ctrl + J	Justify paragraph			Ctrl+Delete	Delete Word
	Ctrl + K	insert hyperlink			F1 + Shift	show formatting
	Ctrl + Shift + K	small capitals		★	F3 + Shift	case toggle (CAPS, lowercase, original)
	Ctrl + L	paragraph left aligned			F7 + Shift	Thesaurus
	Ctrl + R	paragraph right aligned			F7 + Alt	Next Misspelling
	Ctrl + U	underline text			.....	<a href="#">Explore more ^_^</a>



# Editing with word

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- Basic tools
- Procedures and points to note
- Tips and Tricks
- **Precautions and Experiences**
- Summary



# Precautions and Experiences

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## ■ Informing the authors in advance is important:

### JACoW Template

Use of the JACoW templates is mandatory—**always download the latest version of the JACoW template before starting to write a paper**, even if you are an experienced author and/or have submitted a paper in a previous JACoW conference.

The template files can be downloaded from the following links:

Microsoft Word template: <http://jacow.org/Authors/MSWord> (download [Word\\_Templates.zip](#) directly) – Microsoft Word is a word processing software developed by Microsoft.

LaTeX Templates: <http://jacow.org/Authors/LaTeX> (download [LaTeX\\_Templates.zip](#) directly) – LaTeX is a high-quality typesetting system; it includes features designed for the production of technical and scientific documentation.

**Do NOT** reuse the source file from a previous paper to avoid use of possibly old template parts.

Ensure that the template you download corresponds to the version of software you are using. **Do NOT** convert documents across different platforms, MAC < > PC, or across different versions of Microsoft Word on the same platform.

**Always** use the styles contained in the templates. These styles will automatically ensure correct typesetting and layout, and ensure you are not called to fix these problems again.

## ■ Basic Hints and Tools

■ Detailed instructions on how to write a good JACoW paper are included in the JACoW template. We suggest to also read through the following pages or use the linked tools to ensure an acceptable quality of your papers:

- [Common Author Oversights](#)
- [Formatting Citations](#)
- [Reference Search Tool \(instructions\)](#)
- [CAT Scan Editor – docx & LaTeX validator \(instructions\)](#)
- [Description of Electronic Processing of Submissions](#)





# Precautions and Experiences

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## ■ When editing:

- **Take a note** about the main problems of the paper in case for looking up and communicating with the authors
- When **scaling the figure in the text**, we should ensure that the figure is clear, and pay attention to the annotation text in the figure to maintain it is not misplaced.
- **Fair** to all the papers
  - It is important to have all editors working to the **same level of pickiness**, clearly identifying what must be fixed, and those things you do not want to spend a lot of editing time on.
  - **The proceedings needs to maintain a unified quality.**
  - **It will not cause controversy because of favoritism.**

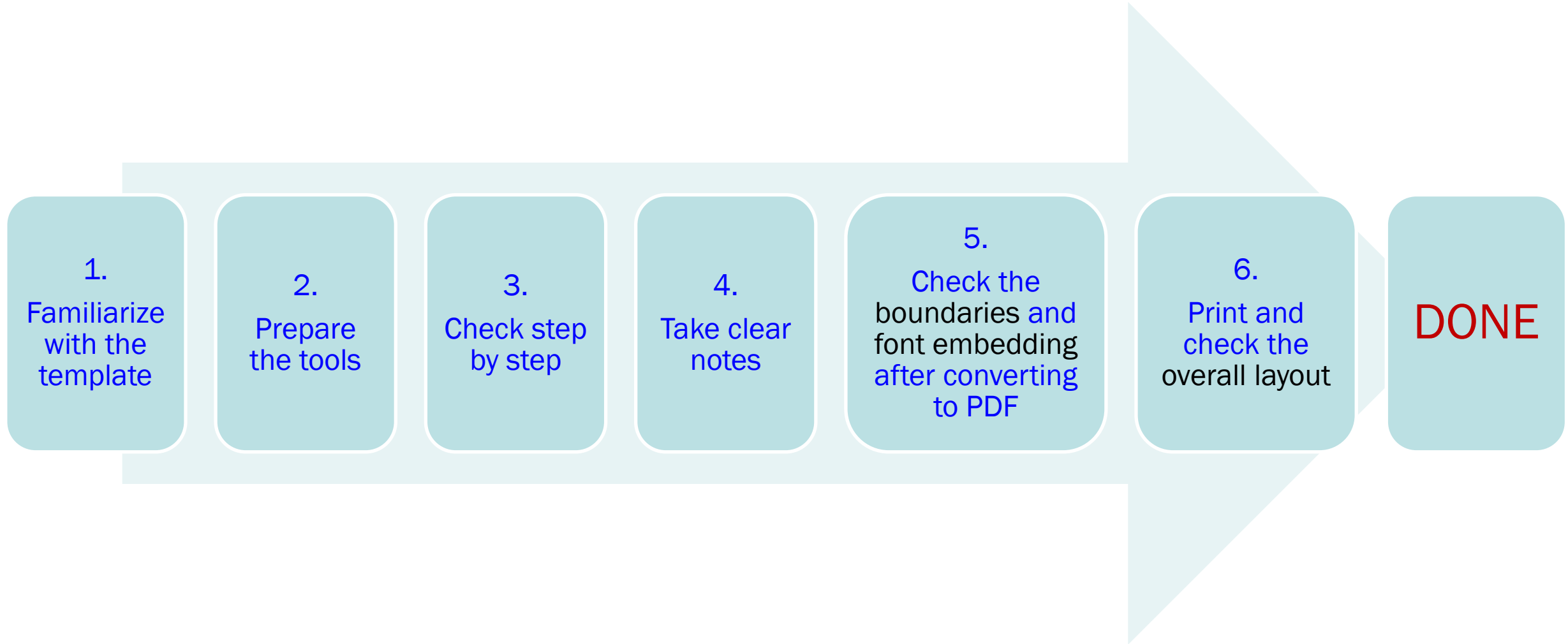
## ■ When transfer to PDF:

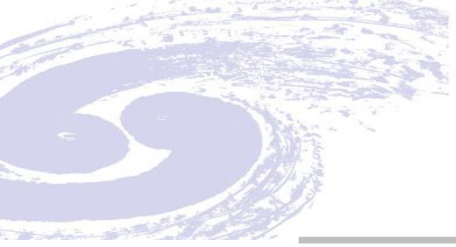
- **NOTE:** Always use the **Adobe PDF Printer** with JACoW's settings
- **DO NOT USE** »PDFMaker« nor »Save As PDF« in Word nor any »Generic PostScript Printer«.



# Summary

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Thanks for your attention!  
Enjoy and take it easy^\_^



天工AI生成