Paper Preparation Guidelines

All work presented at HF2014 can be included in the proceedings, which will be published at the JACoW website shortly after the conference.

All contributions must be uploaded via SPMS according to the **Paper Upload Guidelines** at this website.

The deadline for the upload of contributions to the Proceedings of HF2014 is

Tuesday, 07 October, 2014 at Midnight in Beijing, China (GMT+8)

JACoW Templates

Contributions to the proceedings must be prepared using the JACoW templates, which have recently been updated and contain more detailed information to help authors submit their work for publication.

Described below are some basic requirements for the preparation of contributions. More complete guidelines are provided in the text of our JACoW templates, please follow below links to download Templates:

MS Word: http://jacow.org/index.php?n=Authors.MSWord

LaTex: http://jacow.org/index.php?n=Authors.LaTeX

In case of difficulties, authors should consult the JACoW electronic publication help pages. The templates contain styles which, when applied, will automatically ensure correct typesetting and layout. In the US Word templates, use the Styles and Macros pull-down in the toolbar to apply the JACoW styles.

Ensure that the template downloaded corresponds to the version of software you are using. Do not transport documents across different platforms e.g. MAC <-> PC or across different versions of Word on the same platform. The templates contain styles which, when applied, will automatically ensure correct typesetting and layout.

Length of Contributions

Papers for all presentations may be up to 8 pages long.

References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called "References." When citing a reference in the text, place the corresponding reference number in square brackets, e.g., [3]. A URL may be included as part of a reference, but its hyperlink should NOT be added. See the template and [Formatting Citations](#) for typical examples.

Page Numbers

DO NOT number pages. The Editor will enter page numbers for all contributions in the production of the final proceedings.

Paper Preparation Checklist

- Use only English character and symbol input format in whole paper.
- Use only Times or Times New Roman (roman, bold or italic) and Symbol fonts (in the text and in the figures).
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that there are no section or subsection numbers.
- Check that the margins are correct on the printed version (left 20 mm (0.79 in), bottom 19 mm (0.75 in), overall height of text 241 mm (9.5 in)). There may be differences of ±1 mm on the margins from one printer to another.
- Check that the length of the paper does not exceed the limit stated above.

Once contributions are prepared, follow the paper upload guidelines published at this site for upload via SPMS.

Common Oversights

Please check your paper against this list of common oversights before uploading your paper, paying particular attention to the formatting of Figures, Tables and References.

- <u>Title</u>: IS THE TITLE IN UPPERCASE?: The title should use 14 pt bold UPPERCASE letters (except for units, e.g., GeV) and centered on the page.
- <u>Authors</u>: The names of authors, their organizations/affiliations, and mailing addresses should be in 12 pt uppercase and lowercase letters. When there is more than one author, the submitting author should be first, followed by the co-authors. Co-authors should be grouped by affiliation and then be listed alphabetically. Primary authors are kindly reminded that it is their

responsibility to check the accuracy of the title and co-authors entered in the SPMS abstract. There should be an exact match to those appearing in the paper. This is required to ensure the proper indexing of authors to papers in the published Proceedings

- Section Headings: Section headings should NOT be numbered.Use 12 pt bold UPPERCASE, Centered in the column
- Subsection Headings: Use 12 pt italic lowercase and uppercase. The initial letters of significant words are capitalized, and the heading is left aligned in the column.
- Figures: Figure captions should be placed below the figure and centered if on one line, but justified if spanning two or more lines. See the JACoW template and in particular:
    o Figure 1: A one line figure caption.
    o Figure 2: A figure caption that takes two lines or more is justified.
    o Note the colon ":" after the figure number and the period "." at the end of the caption.
    o When referring to a figure from within the text, the convention is to use the abbreviated form, i.e., Fig. 1, unless the reference to the figure is at the start of the sentence: Figure 1 shows a schematic view of..., ... as shown in Fig. 1.
- Tables: Table headings should be placed above the table and centered if on one line, but justified if spanning two or more lines:
    o Table 1: Table Heading (if on one line is centered)
    o Table 1: A Particularly Long Table Heading Spanning Two Lines (is justified)
    o Note the colon ":" after the table number, initial letters of the table heading are capitalized, and the absence of a period at the end of the caption. It is also acknowledged, however, that in some instances authors find it necessary to replace the table heading with an actual sentence. In such a case, the formatting rules given for figure captions are best followed. The table caption should, however, always be placed above the table
    o When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., Table 1
- Equations: If a displayed equation requires a number, it should be placed flush with the right margin of the column.
- References: References are written in 10 pt and should be justified with a 0.25-in (7-mm) hanging indent.

SPMS data will be used for the production of the table of contents and author index of the proceedings. *Failure to enter all co-authors means they will be omitted from the author index.*