PREPARATION OF PAPERS FOR STUDY II

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Abstract

APAC, EPAC and PAC have adopted the same standards for electronic publication and have created the Joint Accelerator Conference Website[1] (JACoW) [1] for the publication of their proceedings. Mindful that most of the collaborators are contributors to these Conferences and consequently, are familiar with the idiosyncrasies of the format, it was thought appropriate to use it, with slight modifications, for the Neutrino Factory Feasibility Study II Report. This document describes the requirements and it serves as a template for contributions to the Study.

1 SUBMISSION OF PAPERS

Each contributor should submit **both the source files (text and figures)** needed to make the paper, and **a postscript version.** This will allow the editors to make changes in the text file and produce a new *.ps and *.pdf version. Since the figures are the most frequent source of problems; it is requested that they be submitted as Postscript or PDF. Any other common format is acceptable, but the author must allow time to work with the editors in the eventuality of processing difficulties. The *.ps (*.pdf) will be used for comparison and to assess the quality of the figures.

2 MANUSCRIPTS

2.1 General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared for one side of the paper and have:

- US letter size (21.6 cm $\times$ 27.9 cm; 8.5 in $\times$ 11.0 in)
- Single spaced text in one column of 16.5 cm.

Note that the paper's title should be the width of the full page and that tables and figures may span the entire (16.5 cm) page width.

2.2 Fonts

In order to produce Adobe Acrobat PDF files which have good performance, use only TIMES (in Roman, bold or italic), symbol and Zapf Dingbats fonts.

[1] http://www.cern.ch/accelconf/

Table 1: Margin specifications

Margin	**US Letter Paper**
Left	25.4 mm (1 in)
Right	25.4 mm (1.0 in)
Top	23 mm (0.9 in)
Bottom	20 mm (0.79 in)

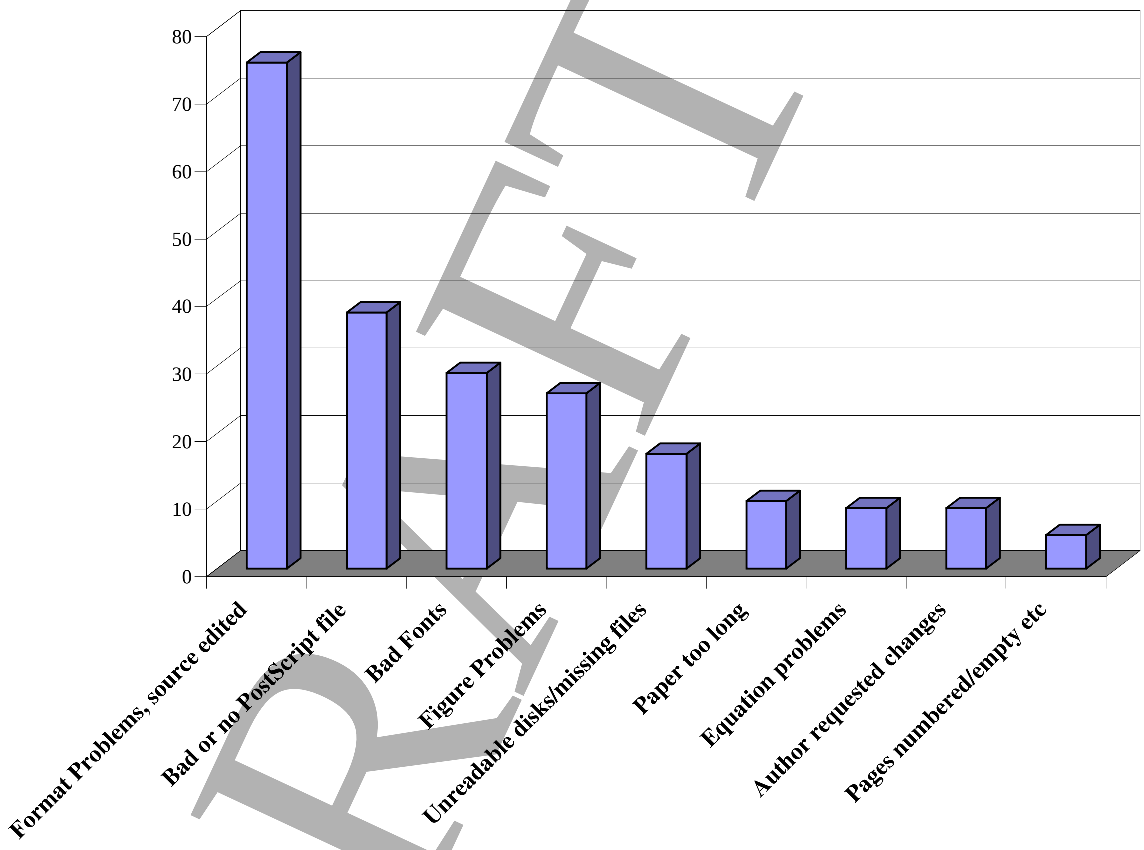

Figure 1: Example of full width figure, showing the distribution of problems commonly encountered during the processing of EPAC'98 papers.

All contributions should use 12pt fonts for the normal text.

2.3 Title

The title should use 14pt bold uppercase letters and be centered on the page. The names of the authors and their organization/affiliation and mailing address should be listed in 12pt upper and lower case letters, grouped by affiliation.

2.4 Section Headings

Section headings should be numbered and centered, using 12pt bold uppercase letters.

Widow and Orphan Control All other headings should appear next to the text that follows. Never break inmediately after a heading.

2.5 Subsection Headings

Subsection headings should be numbered (e.g. *3.2 Penalties for Late Submission*), have 12pt italic letters and be left aligned.

2.6 Figures, Tables and Equations

Place figures and tables as close as possible to the place of their mention. Lettering in figures and tables should be large enough to reproduce clearly, **using only the approved fonts**. Use of non-approved fonts in figures may lead to problems when the files are processed, possibly resulting in a loss of information.

All figures (see Fig. 1) and tables must be given sequential numbers (1, 2, 3, etc.) and have a centered caption placed (if it doesn't run for more than one line) **below the figure** or **above the table** being described, using 10pt font.

If a displayed equation needs a number, place it flush with the right margin of the column.

2.7 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 [2].

2.8 Acronyms

Acronyms should be defined the first time they appear.

3 TEMPLATES

Templates and examples can be retrieved through Web browsers like Netscape and Internet Explorer by saving to disk. See your local documentation for details of how to do this (most likely: press the SHIFT key and then point and click the link to the file) .

Template documents for the recommended word processing software are available from the Neutrino Factory and Muon Collider Collaboration Website[2] and exist in LaTeXand WORD (Mac and PC) for US letter size paper.

4 FINAL CHECKLIST FOR ELECTRONIC PUBLICATION

- Use only TIMES (Roman, bold or italic) and Symbol fonts (in the text <u>and</u> in the figures), 12 pt minimum.
- Check that the postscript file prints correctly.

[2] http://www.cap.bnl.gov/mumu/studyii/templates.html

- Check that the margins are correct on the printed version (left 25.4 mm (1 in), bottom 20 mm (0.79 in), overall height of text 236 mm (9.3 in)). There may be differences of ± 1 mm on the margins from one printer to another.
- Check the size of the postscript file - an average size is about 100-300 kbytes.

5 REFERENCES

[1] We thanks John Poole for graciously allowing us to make use of the JAC2000 class file.

[2] A.N. Other, “A Very Interesting Paper”, EPAC’96, Sitges, June 1996.