COMMON AUTHOR OVERSIGHTS

A. N. Author†, H. Coauthor, Name of Institute or Affiliation, [Postal Code] City, Country   
P. Contributor1, Name of Institute or Affiliation, [Postal Code] City, Country  
1also at Name of Secondary Institute or Affiliation, [Postal Code] City, Country

Title

The title should use 14 pt bold UPPERCASE letters (except for units, e.g., GeV) and be centered on the page.

Authors

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 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 JACoW SPMS database. 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. They should use 12 pt bold UPPERCASE and be centered in the column.

Subsection Headings

Subsection headings should use 12 pt italic lowercase and uppercase. The initial letters are capitalized, and the heading is left aligned in the column.

Figures

Figure captions should be placed below the figure and be centered if on one line but right-justified if spanning two or more lines:

Figure 1: A one-line figure caption.

*Figure 2: A longer figure caption that takes two or more lines is justified.*

Note the colon “:” after the figure number and the period “.” at the end of the caption. 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 as shown:

Figure 1 shows a schematic view of ...

and

*… as shown in Fig. 1.*

Tables

The publishing standards of today dictate that tables are to be drawn without vertical lines. See Table 1 in the template. Table headings should be placed above the table and centered if on one line but right-justified if spanning two or more lines:

Table 1: Margin Specifications

|  |  |  |
| --- | --- | --- |
| **Margin** | **A4 Paper** | **US Letter Paper** |
| Top | 37 mm (1.46 in) | 0.75 in (19 mm) |
| Bottom | 19 mm (0.75 in) | 0.75 in (19 mm) |
| Left | 20 mm (0.79 in) | 0.79 in (20 mm) |
| Right | 20 mm (0.79 in) | 1.02 in (26 mm) |

Table 2: A Particularly Long Table Heading Spanning Two Lines

Note the colon “:” after the table number, capitalized initial letters of the table heading, 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 cases, follow the formatting rules given for figure captions. The table caption should, however, always be placed above the table.

When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., write Table 1.

Equations

If a displayed equation requires a number, it should be placed flush with the right margin of the column.

\* Work supported by … This information must be within the text and

† email address column margins.

References

References are written in 9 pt (10 pt is acceptable) and should be justified with a 0.25-in (7-mm) hanging indent, i.e., neatly presented with reference numbers aligned. Please see the Ref\_CopyPaste document for quick copy pasting of standard JACoW citations.