

**Instructions for Authors of Papers Submitted for Publication
in the Proceedings of the
37th Symposium of Northeastern Accelerator Personnel.**

N.Busser

IReS, 23 rue du Loess, F-67037 Strasbourg cedex 2
nicolas.busser@ires.in2p3.fr

Abstract : Detailed instructions for the preparation of manuscripts in camera-ready format for publication in the proceedings of the 37th Symposium of Northeastern Accelerator Personnel. The final deadline for submission of contributions is the last day of the conference : October 16th 2003. Authors should submit a hard copy and an electronic file of their paper (PDF, PowerPoint or Word version).

I. Format of the manuscript

Manuscripts must be printed on only one side of a page. The paper size must be Letter (or A4).

A. Margins and Two-Column Format

The margins of your document are in Table 1.

Table 1: Margins Specifications

| Margins | Letter/A4 |
|---------------------|-----------|
| Left / Right | 1.4 cm |
| Top | 3.7 cm |
| Bottom | 1.9 cm |

Manuscripts must have two columns per page. Column width should be 8.9 cm (or 8.6 cm for an A4 page) with 1 cm spacing between the 2 columns.

B. Fonts

Please use only TIMES (in roman, bold or italic) and symbol. The main body of the manuscript should be in 10 point font. Please see Table 2, Summary of all styles and fonts, at the end of the document.

C. Title of paper and Authors

The title must be centred, 14 point font, Bold, with upper and lowercase letters. Please avoid using all uppercase letters. The initial(s) followed by the last name(s) of the author(s), their organisations, mailing addresses and email addresses should appear on separate lines (see the beginning of this document).

D. Headings formats

Main headings: 11 point font, Bold, Left justified, Roman numerals [I., II., III., etc...]

Subheadings: 11 point font, Italics, Left justified, Capital letters [A., B., C., etc..], Vertical spacing: 8 pt before, 4 pt after.

1) Sub-subheadings:

10 point font, Italics, Left justified, Arabic numerals [1), 2), 3) etc..], Vertical spacing: 8 pt before, 4 pt after. Please see Table 2, Summary of all styles and fonts.

II. Figures and tables

Place figures and tables as close to where they are mentioned in the text, as possible. All tables and figures must be given sequential numbers.

A. Table captions

Table captions must be 9 point font, centred above the table, arabic numerals, vertical spacing 10pt before, 4pt after (Table 1 : xxxx).

B. Figure captions

Figure captions must be 9 point font, left justified, below the figure, arabic numerals, vertical spacing 10pt after (Figure 1: xxxx). If needed, tables and figures may span the whole page.



Figure 1: the tramway in Strasbourg

Photographs and figures must be embedded into the file with a resolution of 600 dot/inch or higher. It is better to save the image as a TIFF file.

If you are importing colour images, please verify the quality of the text and patterns of your image when it is printed in black and white.

III. 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 [1], [2], [3], etc...

IV. Page numbers

DO NOT paginate your manuscript. If you do, please number by hand on the back of each page.

V. Length of the manuscript

Up to 8 pages, including diagrams and references.

Table 2: Summary table of required styles.

| STYLE NAMES | Font TIMES Size | Font Style | Justification | Numbering | Vertical Spacing |
|------------------------|-----------------|-----------------------------|--|---------------------------------------|---------------------------------|
| Title | 14 | Bold, Upper & lower case | Centred in one column | | 14 pt after |
| Author's names | 12 | | Centred in one column | | |
| Organisation & address | 10 | | Centred in one column | | 14 pt before and after address |
| Abstract | 10 | <i>Italics</i> | Centred in one column, left and right indentation of 2,5cm | | 12 pt before and after |
| Main Body | 10 | | Justified | | 4 pt before and after paragraph |
| Main Headings | 11 | Bold | Left | Roman I., II., III. | 12 pt before 4pt after |
| Subheadings | 11 | <i>Italics</i> | Left | Capital Letters A, B, C | 8 pt before 4pt after |
| Sub-Subheadings | 10 | <i>Italics</i> | Left | Arabic 1), 2), 3) | 8 pt before 4pt after |
| Table Captions | 9 | | Centred Above the table | Arabic Table 1:, Table 2:, etc. | 10 pt before 4pt after |
| Tables | 10 | | Centred in column | | |
| Figure Captions | 9 | | Centred Below figure | Arabic Figure 1:, Figure 2: | |