

# Quality Assurance Overview

(vrvs-2021-05-23)

	JACoW Template Essentials	Explanation															
Title	<p><b>ALL CAPS CENTERED</b> except for units, symbols, and acronyms</p> <p>Font: 14 pt, Times New Roman, bold</p> <p>no hyphenation, no single word on one line</p> <p>Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)</p>	<p><b>Acronym</b> if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.</p>															
Author List	<p>Font: 12 pt, Times New Roman, Upper- and Lowercase</p> <p><b>Each Author</b> has Affiliations and Location sorted either "<i>by institute</i>" or "<i>by author</i>"</p> <p>Location: Institute, Acronym, city, country (no zip code)</p> <p>Line break: if author list and affiliation have a line break, place the affiliation on a line by its own (in this case <b>no comma</b> after the last author)</p>	<p><i>by institute</i>: all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order.</p> <p><i>by authors</i>: the authors are listed in alphabetical order and carry a superscript number to refer to the institute, which is listed below the authors.</p>															
Footnote *+#	<p>Font: 8 pt, Times New Roman, non-bold</p> <p>Located at bottom of left column, <b>horizontal line</b> above</p> <p>Corresponding Marker/Symbols found in title* or author list†</p> <p>No <a href="#">Hyperlinks</a></p>																
Section Heading	<p><b>SECTION HEADING</b></p> <p><b>ALL CAPS CENTERED</b> except for units, symbols, and acronyms</p> <p>Font: 12 pt, Times New Roman, bold</p> <p><b>No numbering, no period "."</b> at the end of a Section Heading</p> <p>no hyphenation, no single word on one line, no column break directly after Heading</p> <p>Plural of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)</p>	<p><b>Acronym</b> if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.</p>															
Subsection Headings	<p><i>Subsection Heading Level 2</i></p> <p>Font: 12 pt, Times New Roman Italics, Initial Caps/Title Case</p> <p><b>No numbering, no period "."</b> at the end of a Subsection Heading</p>																
Third Level Heading	<p><b>Third Level Section Heading</b> Title Case, run-in to paragraph with 1 em spacing</p> <p>Font: 10 pt, Times New Roman, bold</p> <p><b>No period "."</b> at the end of a Third Level Section Heading but 1 em space</p>																
Main Text	<p>Font: 10 pt, Times New Roman, justified</p> <p>Paragraph indent: 0.33cm/9.35 pt</p> <p>No <a href="#">Hyperlinks</a></p> <p>Quantity and their unit should stay together on one line</p> <p>Figure/Fig./Table and their number should stay together on one line</p> <p>Fix <b>obvious spelling errors</b></p>	<p>use <b>Shift + Space</b> for non-breakable space</p>															
Margins	<p>Must be as prescribed in the template</p> <table border="1"> <thead> <tr> <th>Margin</th> <th>A4</th> <th>US Letter</th> </tr> </thead> <tbody> <tr> <td>Top</td> <td>37mm</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> <p><b>2 Column + Gutter (Column Spacing) 5.3mm</b></p>	Margin	A4	US Letter	Top	37mm	0.75in	Bottom	19mm	0.75in	Left	20mm	0.79in	Right	20mm	1.02in	
Margin	A4	US Letter															
Top	37mm	0.75in															
Bottom	19mm	0.75in															
Left	20mm	0.79in															
Right	20mm	1.02in															
Page	<p><b>General layout</b> must match JACoW template style</p> <p><b>Paper Size PDF</b>: Cropped to JACoW Page Size (595 x 792 pt)</p> <p>No <a href="#">Hyperlinks</a> and <b>No page numbers</b></p> <p>Pages Limit: depends on conference series</p> <p>IPAC/NAPAC Invited Oral <b>5 pages</b></p> <p>Contributed Oral/Poster <b>3 pages</b></p> <p>References <b>1 additional page</b> (References Only)</p> <p><b>Fonts embedded in the final pdf</b></p>	<p>Inquire which paper codes are <b>Invited Orals</b></p>															
Figures	<p><b>Uniquely numbered</b> no missing numbers</p> <p><b>Captions</b> start with "Figure n:", <b>no bold font</b>, below figure, 1 line captions centered, multiline captions justified in full width of the column, no indentation</p> <p><b>Full-widths figures</b> should be placed top or bottom to ensure text flow top to bottom in each column</p> <p><b>All Figures</b> cited in sequence, no omissions</p> <p><b>Figure</b> (start of sentence) or <b>Fig.</b> (in text)</p> <p><b>Graphics</b> should be readable (axis, numbers, symbols)</p>	<p><b>LaTeX</b> automatically keeps the correct text flow therefore free placement</p> <p><b>Figure/Fig.</b> style not enforced</p>															
Tables	<p><b>Uniquely Numbered</b> no missing numbers</p> <p><b>Captions</b> start with "Table n:", <b>no bold font</b>, above table, 1 line captions centered, multiline captions justified in full width of the column, no indentation. Preferably in Title Case, but not enforced</p> <p><b>All tables cited in text</b></p>	<p><b>Exception</b> when directly referred above, i.e. "This can be seen in the table below."</p>															
Equations	<p><b>Uniquely numbered</b>, no missing numbers, equations can be without number, when not referenced.</p> <p><b>Equation (x)</b> (start of sentence) or <b>Eq. (x)</b> (in text), number always in parentheses</p>	<p><b>Equation /Eq.</b> style not enforced</p>															
References	<p><b>Uniquely numbered</b>, no missing numbers</p> <p><b>All references cited in text</b>, in order referred to in main text</p> <p>No <a href="#">Hyperlinks</a></p> <p><b>DOI</b>: 8 pt, Liberation Mono (Word, OO); JACoW conferences, journals, books should list DOIs</p> <p><b>Alignment</b>: closing bracket right aligned</p> <p><b>Journal names, Proceedings</b> in <i>italics</i></p>	<p>References as per <b>Annex B</b> of JACoW Template</p> <p>Rule for author name/lists:</p> <p>→ "first name initial" (+ middle initials) "last name" =&gt; only this sequence</p> <p>→ "one author + <i>et al.</i>," =&gt; <b>no comma</b> before "<i>et al.</i>"</p> <p>→ "first author and second author" =&gt; "and", <b>no comma</b> before "and"</p> <p>→ "first author, second author, and third author," =&gt; ", and" <b>with</b> comma before last author</p> <p>→ "first author, second author, <i>et al.</i>," =&gt; <b>comma</b> before "<i>et al.</i>" only if more than one name</p>															