

# Paper Submission Instructions

All contributions properly presented at the conference are eligible for publication in the conference proceedings at the JACoW site.

Upload of contributions is via the [SRF2011 Author Account](#).

The deadline for the submission of contributions to the proceedings is the first day of the conference

Monday, July 24, 2011

It is preferred that the submissions are ahead of the conference so that the papers can be processed by the JACoW technical editors. In this way any problems can be analyzed and discussed with authors upon their arrival at the conference, prior to moving on to a quality check of all successfully processed papers. The aim is to publish all contributions on the last day of the conference via the SPMS, with final publication at the JACoW site soon afterwards.

The successful processing of all contributions during the conference relies heavily on the collaboration of all authors. Since the JACoW editorial team is only available during the conference, any delay in receiving contributions will cause a delay in processing them, and will ultimately jeopardize swift publication on JACoW.

Submit only papers that are final and ready for publication. "Place holders" or "preliminary" versions waste the time of the editors and jeopardize early publication. The Editorial Board reserves the right to reject such submissions.

Authors are encouraged to submit their papers, via their SPMS accounts, well before this deadline in order to avoid difficulties due to overloading of the system.

## Submission of Electronic Files

### What to Submit

- A properly formatted Word, OpenOffice or LaTeX document using the JACoW templates. (Currently is no page limit)
- A PostScript file made from that document.
- Preferably, a separate file containing each original illustration in its native format.
- Oral Presentation: PDF or PowerPoint of your slides for your oral presentation
- Poster Presentation: PDF of the poster

### Why do authors have to submit PostScript files and why are PDF files not accepted?

Most authors can generate PDF files, however the standard is far from uniform and often they are not acceptable for the JACoW database because:

- the compression settings are wrong
- fonts are not embedded
- JACoW scripting procedures to create the final publication set require a standard input

**Most importantly, PDF files produced according to the JACoW recipe are PDF/X compliant, which is fundamentally important for the long term.**

Therefore, it is imperative to submit a PostScript file and any PDF files submitted will be ignored. More information is given on the [JACoW site](#).

## What files should be provided?

Only files named according to the paper's program code can be uploaded via the system. ALL files used to produce the contribution must be uploaded, for example, for paper **MOPO002**, file names should be

- **MOPO002.ps** - the PostScript file (rename .prn files to .ps beforehand where necessary)
- **MOPO002.doc** - the WORD source file, or

**MOPO002.tex** - the LaTeX source file, if LaTeX was used, or

**MOPO002.odt** - the OpenOffice.org source file, if OOo was used

- **MOPO002f1.eps** - EPS file containing figure 1 (uploaded as "other supporting file")
- **MOPO002f2.tif** - TIFF file containing figure 2 (uploaded as "other supporting file")
- **MOPO002\_talk.pdf** or **MOPO002\_talk.ppt** - the file to be used for the oral presentation
- **MOPO002\_poster.pdf** - the pdf file of the poster
- etc.

Once all files are ready for submission, login to your [SRF2011 Author Account](#) and

- Ensure that the paper title and co-authors on the paper **are identical** to the paper title and co-authors entered into the SPMS. If this is not the case, click on the links "edit" or "authors" and update. 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.**

- Click on the file Upload link. Then:
  - submit the **PostScript file**
  - submit all of the **source files** (text and figures) needed to make the paper (be aware that large files may take some time to transfer).

Papers will undergo processing by the technical editors - using the PostScript files - from the deadline for submission, and authors will be able to check the result by logging into their [SRF2011 Author Account](#). E-mail notifications of the processing status will also be triggered to primary (submitting) authors as processing is completed. During the conference an electronic display will show the status of your paper.

## Proceedings

The preliminary proceedings will be available on the SRF2011 web site.

The final version will be posted on the JACoW site at <http://accelconf.web.cern.ch/accelconf/>. Questions concerning the proceedings may be addressed to **the Proceeding Editor**.