

General Instructions for Conference Proceedings

1. Authors can download the World Scientific style files for Lepton Photon 2003 from the Symposium website at the following URL:

http://conferences.fnal.gov/lp2003/proceedings/style_files.html

The download files in this area have modifications that are specific to the 2003 Lepton Photon Symposium.

2. Authors are asked to use Latex2e to prepare their manuscripts. This is in order to try to produce a single electronic file version of the proceedings. If you must use another format like MS Word please ask for the style files from the 2003 Lepton Photon Symposium editors (lp2003_editors@fnal.gov) as soon as possible. We ask for all source files including the figures when you send us your proceedings contribution. Please send all files, (either separately or preferably, as a single tar file, a compressed tar file, or a zip file) to the editors at lp2003_editors@fnal.gov.
3. The maximum number of pages for each contribution is given by the length of the talk. This maximum is 1 page for every 2.5 minutes and are summarized in the table below:

Length of talk (minutes)	5	15	30	40	45	60
Maximum number of pages	2	6	12	16	18	24

4. **Text area and font sizes:**

- (1) Trim size: 8.5 by 11 inch
- (2) Text area: 6.6 by 8.8 inch (excluding folio)
- (3) Text font: 10pt (CMR fonts by default)
- (4) Interline spacing: 13pt
- (5) Paper Title: 10pt (Bold Upper Case)
- (6) Author's Name: 10pt (Roman Upper Case)
- (7) Affiliations: 10pt (Italic Upper and Lower Case)
- (8) Abstract Text: 8pt (Roman, interline spacing is 10pt)
- (9) Section heads:
 - (a) 1st Section head: 10pt Bold roman, Upper and Lower Case
 - (b) 2nd Section head: 10pt Bold italic, Upper and Lower Case
 - (c) 3rd Section head: 10pt Italic, Capitalise 1st letter of 1st word only
- (10) Figure and Table captions: 8pt with baselineskip of 10pt
- (11) Table entries: 8pt
- (12) Running title (footers and headers): 10pt
- (13) Reference text: 10pt with baselineskip of 13pt

Note that these details are automatically taken care of by the Latex style file.

5. Illustrations and images

Although you will be sending an electronic copy of your contribution to the proceedings which can contain color figures, please note that the hardcopy edition of the proceedings is in black and white. We suggest that if you have figures in color that you prepare them so they will work equally well in color and reproduce well in black and white print. If you want to provide separate figures for a black and white edition, that would be acceptable too. Since the hardcopy proceedings will actually come from a camera ready copy, we ask that you please prepare all line drawings, halftones (gray scale) and color illustrations in high resolution. The World Scientific Publishing requirements are:

- (a) 600 dpi for line drawings (black and white)
- (b) 300 dpi for halftones (gray scale). Do not convert from color images as they reproduce very poorly.
- (c) 300 dpi for color images. Must be in CMYK (Cyan, Magenta, Yellow and Black) for color separation. RGB (Red, Green and Blue) is unacceptable for color separation work. Color images will appear in black and white for the hardcopy edition of the proceedings. Color will only be used in the electronic version of the files on the web and DVD-ROM.
- (d) Ensure all labels/annotations are sharp and clear for reproduction. Easy-to-read typeface/font like Arial, Helvetica or Times Roman are recommended for the labels. Make sure the type size is large enough to be read.
- (e) To provide electronic versions of the illustrations in either eps or ps format, preferably on a unix platform. Illustrations provided in tif, jpg, gif or bmp format is possible though they will be converted to create the full Latex file. All illustrations should be embedded in the text. At the same time provide the illustrations as individual files, or all files together in a tar, or compressed tar file. Use the correct file names for each illustration, for example, John_fig1.eps, John_fig2.eps, or John_fig1.tif, John_fig2.tif.
- (f) If electronic copies are not available, authors are requested to submit good original glossy prints for clear reproduction. Figure number must be clearly labeled on the back and preferably indicate which side of the figure is the top by using an arrow pointing upwards. Also a camera ready paper version of the complete paper must be submitted in this case.

6. Miscellaneous

- (g) Please ensure that quotation marks are paired correctly, e.g. “good quotes” rather than ”bad quotes”.
- (h) Italicized words should not be done in Tex’s mathmode when using TeX and Latex2e. This will result in unusual character spacing. Use the proper control sequence of “\it”.
- (i) Use a hyphen (-) for compound words (e.g. ‘two-dimensional’), an en-dash (–) to link numbers, nouns or names (e.g. 220–240 Volts, electron–positron collisions, Einstein–Rosen–Podolsky paradox), and an em-dash (—) to link sentences or clauses — this is what we would regard as a ‘normal’ dash.

(j) Note this set of common abbreviations:

Equation(s) — Eq./Eqs.

Figure(s) — Fig./Figs.

Reference(s) — Ref./Refs.

Section(s) — Sec./Secs.

Please spell in full if any of the above is the first word of the sentence.

(k) Latin words are italicized, e.g. *et al.*, *a priori*, *in situ*, *ibid.* etc.

7. Copyright Transfer Form

The copyright transfer form should be filled out, signed and mailed to the following address:

Harry W.K. Cheung,
M.S. 122
Fermi National Accelerator Laboratory,
P.O. Box 500,
Batavia IL 60510-0500,
U.S.A.

It may also be sent as a FAX to: US-630-840-3867, addressed to Harry Cheung at phone number (US)-630-840-8628.