

Preparation and Submission of a Manuscript for the Proceedings of the Accelerator Conference

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Abstract. The Physics Section is using the Internet for submission of papers. Therefore, for publication in the proceedings, authors must submit their papers in electronic format via our web browser based, password protected file submission system, called LISA (Lightweight Interactive Storage Application for the Collection of Conference Contributions). LISA was developed in 2000 and further improved in 2002 to help authors to submit their conference contributions in appropriate electronic format. Portable Document Format (PDF) will be the required format for submission of contributions. This paper describes the required layout for the full manuscripts, and tells how to submit them electronically through the LISA system.

1. Introduction

With the Fusion Energy Conference (FEC) held in October 1998 in Yokohama, Japan, the IAEA began publishing the proceedings of this series of conferences electronically on CD-ROM and the Internet. The proceedings of the Accelerator conference, to be held 5–9 June 2005 in Dubrovnik, Croatia, will be published in the same way. There will be no hard copies of the proceedings. The publication on CD-ROM and the Internet is a cost free service provided by the IAEA to participants of this series of conferences as well as to interested persons, institutes and libraries. Since the FEC 2000, the IAEA provides a user-friendly web browser based, password protected interface system called **LISA** to help authors to submit their contributions in correct formats and on time. This paper describes the particular requirements for the **layout** of the full manuscripts. **Please read these instructions carefully and follow the guidelines.** These measures will help main authors and submitters of papers as well as the producers of the CD-ROM, to get all correctly submitted manuscripts published soon after the conference.

2. Preparation of Manuscripts (Source Files)

This section describes requirements for the layout of manuscripts to be produced by a word processor (e.g. Microsoft Word, LaTeX), which then have to be converted to PDF format for subsequent electronic submission to the IAEA.

2.1. Length of Manuscripts

Papers must **not exceed the number of pages** specified below:

- Overviews: 12 pages
- Orals: 8 pages
- Posters: 8 pages

2.2. General Layout

Paper Size: Please use these instructions as an example of the required layout. Use A4 format only, 21 cm x 29.7 cm (portrait format). The required margins are given in Table I below (resulting typing area: 16 cm x 24.7 cm).

TABLE I: MARGINS FOR YOUR MANUSCRIPT.

Margin	A4 Format
Left	2.5 cm
Right	2.5 cm
Top	2.5 cm
Bottom	2.5 cm

Fonts: Important – Use Times or Times New Roman¹ 12 point size only (other sizes as specified), and Symbol font for mathematical symbols (in the **text** and in the **figures**).

- Justification should be set to full (or left only, if preferred).
- Do not underline: Use *italics*, **bold** or ***bold italics*** instead².
- Line spacing should be set at 1 (single).
- Leave a line space between paragraphs and sections.
- Leave a line space between section titles and text.
- Leave only one space after a full stop.
- **Insert your paper number** on the top right corner of each page (**14 point size bold**) within the area of the top margin (at least 1.0 cm from the upper edge of each page). You may also insert a page number on every page (see examples in this paper).

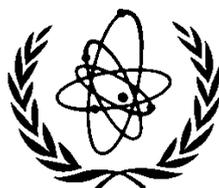


FIG. 1. IAEA logo.

The **first page** of the full manuscript must begin with the title of the paper centred on the page in **14 point Bold Title Case** (title case means first letter of each main word capitalized), the names of the authors (Initials – followed by a period each – Family Name) with the main author’s name mentioned first, the names and locations of the authors’ affiliations (Title Case), and the e-mail address of the main author (for an example, please see the title, authors and affiliations of these instructions).

The paper must begin with an **abstract** not exceeding 2400 characters (single paragraph, no references or footnotes, Times or Times New Roman 10 point).

¹ Authors are requested to use the (PostScript printer’s) Times or the (TrueType) Times New Roman font and the standard Symbol font only, in order to produce PDF files having good performance. Other fonts used in the source files increase the risk of getting unreadable PDF or PS files. LaTeX users may use Computer Modern or related fonts too, but need to ensure that the Type 1 (outline) version of the fonts is embedded in the PostScript or PDF file; packages like “times” together with “mathptm” may be an alternative.

² Underlined words/sentences usually indicate Internet links.

Widow/Orphan lines: Never start a page with the last line of a paragraph or of a displayed list, and never finish a page with the first line of a paragraph or a displayed list, or a section title. Make sure that all headings are followed on the same page by at least two lines of text.

2.3. Section Headings and Numbering

Each new section and subsection should have a heading consisting of an Arabic numeral followed by a period, a single space and then the section title (**12 point Bold Title Case**, see these instructions).

2.4. Mathematical Signs and Symbols

For mathematical signs in the text use special characters, “·” or “x” for the multiplication sign, “-” for minus, “+” for plus, and “·” for combining units (e.g. MW·h). Mathematical symbols must be clearly and consistently typed to ensure that their meanings and positions are unambiguous.

2.5. Footnotes

Footnotes should be numbered with superscript Arabic numerals; the number and the text should both be typed in Times or Times New Roman 10 point. Footnotes to the text should be typed at the foot of the appropriate page (see examples in this paper).

2.6. Figures and Tables

For figure numbering and captions, use Arabic numerals and text in *Times* or *Times New Roman 11 point italics* (see FIG. 1 above). For table numbering and headings, use Roman numerals, TIMES or TIMES NEW ROMAN 11 POINT UPPER CASE (see Table I above). Lettering in figures and tables should be large enough to reproduce clearly **and only the approved fonts may be used**. Ensure that figures and tables are clear and reproducible. Do not use too fine lines, too light colours, etc. All figures and tables should be **cited** in the text and should be **numbered** in the order in which they are first mentioned.

Figures and tables should be placed at the top or bottom of a page as near as possible to the place where they are first mentioned. The **table width** should not exceed 16 cm (if less than 16 cm, centre the table) or, for a table in landscape format, 25 cm.

2.7. Other Issues

Numbering of sections, paragraphs, references, figures, pictures, tables, equations and footnotes should be consecutive throughout the paper. **Abbreviations** should be explained when they first appear, unless they are commonly understood by the readership to which the paper is addressed. Express all **physical quantities in SI units**.

For **pictures and photographs** please include an electronic image in the document. Take care: pictures and photographs may increase the file size of your manuscript tremendously. Make sure that the file size of your manuscript converted to PDF does not exceed 20 MB (see also Section 4.3. (c)).

2.8. References

Please use the **reference style** given in the enclosed sample of references (Appendix 1). References should be numbered (Arabic numerals in square brackets, e.g. [12]) in the order in which they are first mentioned, and listed at the end of the paper. If a reference is cited first in a figure caption or table, it should be numbered according to the place in the text where the figure or table is first cited. Please ensure that journal references contain the journal name, volume number, year and page number. Paper numbers should be given in the case of electronically published conference proceedings. For all proceedings, the location and year of the conference should be given, and for both proceedings and reports, the name of the publisher and the place and year of publication should also be included.

Please note: Papers will not be edited or retyped by the IAEA before copying on CD-ROM and the Internet.

2.10. Recommendations

Authors should **proof read** their text carefully and finally run the source file through a **spelling checker** before converting it to PDF format. Authors should check their manuscript in PDF format for readability and printability before submitting it electronically to the IAEA.

3. Conversion of a Source File into PDF Format

As an author of a paper accepted for the conference, you have already submitted a two-page synopsis in correct PDF format during the submission period. This leads to the assumption that you are already familiar with the process of converting source files (Word, LaTeX, etc.) into the required PDF format.

3.1. Recommendations

After generating the PDF file, we urgently recommend that authors review their file by **printing** it and **proof reading** the output **before submitting the file electronically through LISA to the IAEA**. Carefully check the margins, mathematical symbols, graphics, pictures, etc. If you experience any problems, please contact your local software and computer experts.

4. Electronic Submission of Papers

URGENT: The full manuscript must be submitted through LISA, our web browser based file submission system with password based access control for electronic submission of FEC contributions. You – the author or submitter – must use the same user account (= e-mail address) and the same password as specified for abstract and synopsis submission. Submissions by e-mail, fax or any other means will not be accepted.

Only authors/submitters of accepted conference contributions will be able to access LISA. The system is able to check automatically incoming files in the specified formats. You – the author or submitter – already submitted a two-page synopsis through LISA during the submission period. The submission process for a full manuscript will be very similar to that for abstract and synopsis submission.

4.3. Electronic Submission of Auxiliary Information, Keywords and Full Manuscript

Start your web browser on your computer. In the “File” menu or similar click on “Open” and type in (or click directly on)

<http://www.iaea.org/cgi-bin/lisa-ACC/start>

This link will start the initial page of LISA. You will be asked to type in your user account (=e-mail address) and the password specified during the abstract and two-page synopsis submission period. Click on the button “**Login**”. After you have successfully logged in, you will be guided through LISA in a similar way as for abstract and synopsis submission (for details please see below). This time, **auxiliary information** will be needed (co-authors, keywords). The **submission process** for the full manuscript includes the following steps (**submitters of more than one paper: please read Section 4.4.**):

- a) **submit auxiliary information,**
- b) **submit keywords for your full manuscript,**
- c) **submit your full manuscript in PDF (or PS format),**
- d) **logoff from the site (do not forget this important step).**

Please note: LISA allows up to ten uploads per paper. Files exceeding 20 MB will not be accepted.

d) Logoff from the site (do not forget this important step)

Please logoff when you have submitted all the information described above. This is an urgent step, otherwise the system would still allow input concerning your paper after you have finished your work. This might give someone else a possibility to alter your data. At this stage you may decide to:

- logoff immediately or
- return to the main menu and change information already submitted (contact information, password, short abstract).

In case you decide to go to the main menu, please note:

- From within the main menu you may select the items you want to change by clicking on the left hand menu bar.
- If you need to change the abstract, please be aware that it might contain text formatting commands in LaTeX format which you should not change. To enter special characters or mathematical operators, follow strictly the instructions given online in LISA.
- Do not forget to logoff when you have completed your changes.

4.4. Information for Submitters of More Than One Full Manuscript

Submitters of more than one full manuscript will be guided to LISA’s “Paper” menu after logging in. Select the paper title for which you intend to submit the requested auxiliary information, keywords and full manuscript in PDF. Then click on “**OK**”. From this point on you must go through the same steps as described in Section 4.3. After finishing the input work for one paper, you will be asked either to logoff or to continue with one of the other papers. If you decide to continue with one of the other papers, you will be shown LISA’s

“Paper” menu once more and may continue as described above. In case you decide to logoff, you may return to LISA later and provide the necessary data and PDF file for each paper, but keep in mind the deadline for submissions.

4.5. Modification of Information, Revision of Manuscripts

If you wish to correct some part of the information described above, please open your browser again and connect to LISA as described in Section 4.3. The main menu will show up, which allows you to choose one of the functions described in Section 4.3. If you have submitted more than one paper, select the appropriate paper out of the “Paper” menu. Make the necessary corrections in the same way as described above. If you wish to alter your submitted PDF, simply resubmit a new version during the submission period. Please have in mind the maximum number of uploads per paper (ten) and the maximum file size (20 MB).

Authors who are requested by the editor to improve their documents will get access to LISA after the conference. These authors will be notified directly at the conference about the deadline for resubmission of their papers.

5. Deadlines

Please check about deadlines in the conference announcement.

6. Copyright and Publishing

All authors have been requested to sign IAEA Form B, “Submission of a Paper”, assigning the IAEA either copyright or a non-exclusive, royalty free license to publish. Authors are responsible for ensuring that nothing in their papers infringes any existing copyright. If previously copyrighted material is included, authors must provide evidence that the copyright holder has given permission for its use.

Although it is hoped that it will be possible to publish all the papers from the conference on CD-ROM and the Internet, the final decision on each paper can only be taken by the IAEA after the conference.

Appendix 1: Examples for the Reference Style

- [1] INTERNATIONAL ATOMIC ENERGY AGENCY, Evolutionary Water Cooled Reactors: Strategic Issues, Technologies and Economic Viability, IAEA-TECDOC-1117, Vienna (1999).
- [2] FIL, N.S., et al., “Balancing passive and active systems for evolutionary water cooled reactors”, Evolutionary Water Cooled Reactors: Strategic Issues, Technologies and Economic Viability, IAEA-TECDOC-1117, Vienna (1999) 149–158.
- [3] Energy from Inertial Fusion, IAEA, Vienna (1995) 95–111.
- [4] Topical Issues in Nuclear, Radiation and Radioactive Waste Safety (Proc. Conf. Vienna, 1998), IAEA, Vienna (1999); Contributed Papers (CD-ROM).
- [5] INTERNATIONAL ATOMIC ENERGY AGENCY, Isotope Techniques in Water Resources Development and Management, C&S Papers Series No. 2/C, IAEA, Vienna (1999) (CD-ROM).
- [6] LAO, L.L., et al., “Effects of Plasma Shape and Profiles on Edge Stability in DIII-D”, Fusion Energy 1998 (Proc. 17th Int. Conf. Yokohama, 1998), C&S Papers Series No. 1/C, IAEA, Vienna (1999), CD-ROM file EX8/1 and <http://www.iaea.org/programmes/ripc/physics/fec1998/html/fec1998.htm>.
- [7] TAIT, W.H., Radiation Detection, Butterworth, London (1980).
- [8] GRAMBOW, B., et al., “Chemical stability of a phosphate glass under hydrothermal conditions”, Scientific Basis for Nuclear Waste Management (Proc. Symp. Boston, 1979), Vol. 2 (NORTHROP, C.J.M., Jr., Ed.), Plenum Press, New York (1980) 109–116.
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- [11] DEL CASTILLO, D., Dynamics and Transport in Rotating Fluids and Transition to Chaos in Area Preserving Non-twist Maps, PhD Thesis, Univ. of Texas, Austin (1994).
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- [14] VON DRASCHE, R., Acquired cell mediated immunodepression effects in acute Chagas' disease, J. Clin. Invest. (in press).
- [15] REFORMATSKIJ, I.A., Laboratories for Work with Radioactive Substances, Atomizdat, Moscow (1979) (in Russian).
- [16] PHILLIPS, S.M., Kernforschungsanlage Jülich, KOCH, D., Physikalisch-Technische Bundesanstalt, Braunschweig, personal communication, 1995.
- [17] UNITED STATES DEPARTMENT OF ENERGY, Aerosol Fog System for Fixing Radioactive Contamination, Technology Deployment Fact Sheet (1999), <http://www.hanford.gov/techmgmt/factsheets/deploys/fogger.htm>.