

PREPARATION OF PAPERS FOR AYSS CONFERENCES

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ANNOTATION

AYSS have adopted the same standards for electronic and hard copy publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference pages for information on numbers of pages, method of electronic submission, etc. **You can prepare your tutorial both in MS Word and in LaTeX processing**; the aim of the template is to explain the particular requirements for electronic publication at these conference series.

SUBMISSION OF PAPERS

A manuscript should contain the text in the LaTeX or Word formats and files of figures. This will allow the editors to reconstruct the paper in case of processing difficulties.

MANUSCRIPT

Each author should to use the template provided the AYSS styles menu. The template is designed to help authors format their papers correctly. Please consult the individual conference help pages if questions arise.

General Layout

These instructions are a typical implementation of the requirements. Manuscripts should be prepared for one side of the paper and have:

1. A4 (21.0 cm 29.7 cm) paper.
2. Single line space.
3. The text located within the margins specified in Table 1 to facilitate electronic processing of the postscript file.

Table 1. Manuscript specifications

Specification	Size
Margin	A4 Paper
Top	25 mm
Bottom	25 mm
Left	39 mm
Right	25 mm

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Fonts

In order to produce good PDF files, the editorial staff asks authors using a **MS Word template** to use only Times New Roman (in bold or italic).

Title and Author List

The title should use 14pt bold uppercase letters and be centered on the page. To include a funding support statement, put an asterisk after the title and a footnote at the bottom of first page. The names of authors, their organizations/affiliations and mailing addresses should be grouped by affiliation and listed in 12pt upper and lowercase letters. The name of the submitting or primary author should be first, followed by the co-authors, alphabetically by affiliation.

Section Headings

Section headings should not be numbered. They should use 12pt bold uppercase letters and be left aligned. All section1 headings should appear directly above the text there should never be a page break between a heading and the following paragraph.

Subsection Headings

Subsection headings should not be numbered. They should use 12pt italic letters and be left aligned in the page. Subsection headings should appear directly above the text there should never be a page break between a subheading and the following paragraph.

Paragraph Text

Paragraphs should use 12pt font and be justified (touch each side) in the page. The beginning of each paragraph should be indented approximately 5 mm.

Figures, Tables and Equations

Place figures and tables as close to their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. Please use the approved fonts when possible [1]. All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have captions (10pt font) placed below figures and above tables being described (see Fig. 1). Captions that are one line should be centered in the page, while captions that span more than one line should be justified.

If a displayed equation needs a number, place it flush with the right margin of the page (see equation (2) or unnumbered equation before). Units should be written using the roman font, not the italic font.

$$\nu_l = \frac{\omega_l}{2\pi}, \quad \omega_l = \frac{eB}{mc}, \quad (1)$$

$$\nu_l = 2.8B. \quad (2)$$

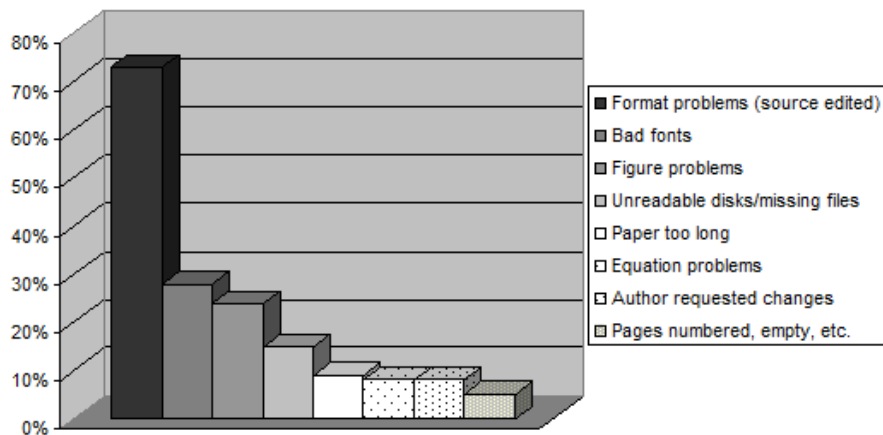


Figure 1. Example of a full-width figure showing the distribution of problems commonly encountered during paper processing.

References

All bibliographical and web 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 [2].

Footnotes

Footnotes on the title and author lines may be used for acknowledgements, affiliations and e-mail addresses. A nonnumeric sequence of characters (*, †, ‡, §) should be used. All other footnotes should be included in the reference section and use the normal numeric sequencing.

Page numbers

DO NOT include any page numbers. The editorial staff will add them when they produce the final proceedings.

CHECKLIST FOR PUBLICATION

1. Use MS Word or LaTeX template file.
2. Use only Times New Roman (bold or italic) and Symbol fonts for text 12pt minimum.
3. Figures should be in Times New Roman (bold) and Symbol fonts when possible 10pt minimum.
4. Check that the PostScript file prints correctly.
5. Check that there are no page numbers.
6. Check that your report has 4 pages maximum.

REFERENCES

- [1] A. Name and D. Person, Modern Editors Journal 25 (1997) 56.
- [2] A.N. Other, A Very Interesting Paper, EPAC96, Sitges, June 1996, p. 7984.