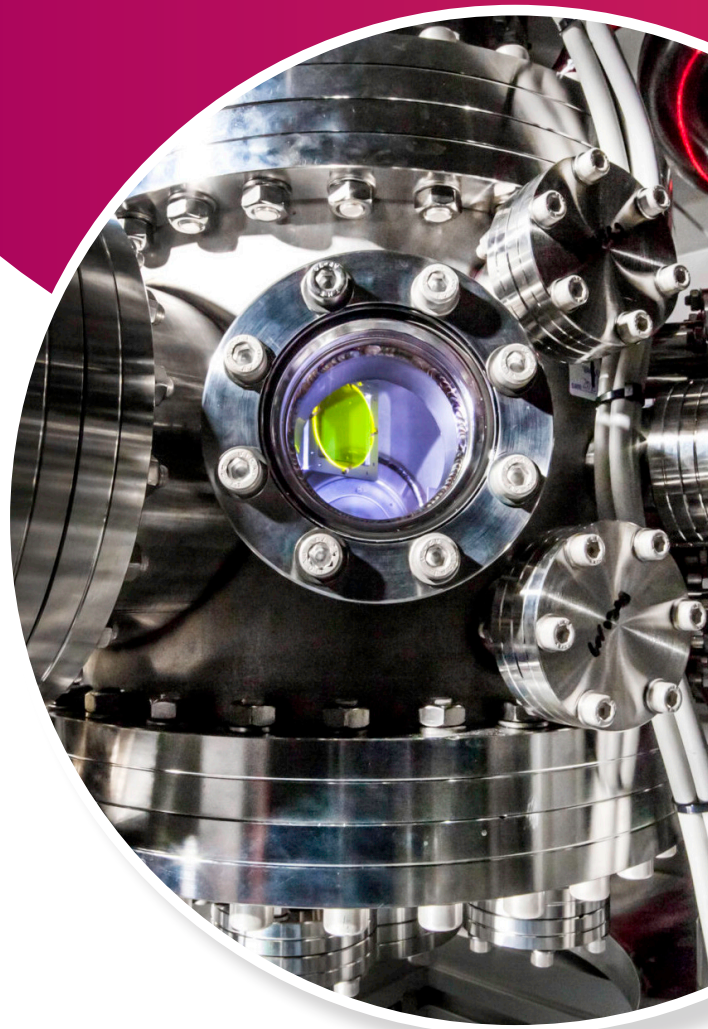




31st International Linear Accelerator Conference 2022

Paper Preparation Guidelines



Welcome from the Conference Chair, SPC Chair and LOC Chair

All work presented at LINAC2022 will be included in the conference proceedings, which will be published at the JACoW website shortly after the conference.

Authors are reminded that, since no contributions are accepted for publication only, any paper accepted for presentation, which is not presented by one of the authors at the conference, will be excluded from the proceedings.

Furthermore, the Scientific Program Committee reserves the right to refuse papers for publication that have not been properly presented in the poster sessions. Manuscripts of contributions to the proceedings (or enlargements of them) are not considered as posters, and work presented in this way will not be accepted for publication.

All contributions must be uploaded via SPMS according to the [Paper Upload Guidelines](#) at this website.

The deadline for the upload of contributions to the Proceedings of LINAC'22 is

Wednesday, 24 August (24:00 BST), 2022

JACoW Templates

Contributions to the proceedings must be **written in English** and prepared using the JACoW templates, which have recently been updated and contain more detailed information to help authors submit their work for publication.

Authors are kindly reminded to use **English characters and symbols input format/platform** in electronic manuscript. Any characters or symbols made by Chinese input format will result in font mistakes and failing in editing.

Please use the following links to download Templates:

MS Word: <https://www.jacow.org/Authors/MSWord>

LaTeX: <https://www.jacow.org/Authors/LaTeX>

OpenDocument: <https://www.jacow.org/Authors/OpenDocument>

The JACoW Templates are regularly updated and they contain more detailed information to help authors submit their work for publication. Authors are invited to pay careful attention to the **formatting of references and citations**. Please kindly take note the Changelog of latest changes in templates shows in the webpage.

Ensure that the template downloaded corresponds to the version of software you are using. Do not transport documents across different platforms e.g. MAC <-> PC or across different versions of Word on the same platform. The templates contain styles which, when applied, will automatically ensure correct typesetting and layout.

Length of Contributions

Invited oral presentations may be up to **5 pages**. Papers for both **oral poster and poster presentations** may be up to **3 pages** long. If contributions contain numerous references, these may be carried over to an extra page.

General Layout

See the JACoW templates for a typical implementation of the requirements.

Manuscripts should be prepared for the appropriate paper size and have:

- US letter size (8.5 in x 11.0 in; 21.6 cm x 27.9 cm) or A4 (8.27 in x 11.69 in; 21.0 cm x 29.7 cm)
- Single spaced text in two columns of 3.25 in (82.5 mm) with 0.2 in (5.3 mm) separation.
- The text located within the margins specified as follows to facilitate electronic processing of the PostScript file.

The margins should be as follows:

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.02 in (26 mm)

Authors should use only Times or Times New Roman (in roman, bold or italic) and Symbol fonts. All contributions should use 10pt fonts for the normal text.

Title and Author List

The title should use 14 pt bold uppercase letters and be centred on the page. Individual letters may be lowercased to avoid misinterpretation (e.g., mW, GeV, SPring-8, SwissFEL). To include a funding support statement, put an asterisk after the title and the support text at the bottom of the first column on page 1 in Word, use a text box; in LaTeX, use `\thanks`.

The names of authors, their organizations/affiliations and postal addresses should be grouped by affiliation and listed in 12 pt upper- and lowercase letters. The name of the submitting or primary author should be first, followed by the coauthors, alphabetically by affiliation. Where authors have multiple affiliations, the secondary affiliation may be indicated with a superscript.

Section Headings

Contributions to the proceedings must be *written in English* and prepared using the JACoW templates, which have recently been updated and contain more detailed information to help authors submit their work for publication.

Subsection Headings

Subsection headings should not be numbered. They should use 12 pt italic letters and be left aligned in the column. Subsection headings use Title Case (or Initial Caps) and should appear directly above the text--there should never be a column break between a subheading and the following paragraph.

Third-level Headings

These should use 10 pt bold letters and be run into the paragraph text. In LaTeX they are created with LaTeX's `\subsubsection` command. In the Word templates authors must bold the heading text themselves. This heading should be used sparingly.

Paragraph Text

Paragraphs should use 10 pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 0.33 cm (0.13 in). The last line of a paragraph should not be printed by itself at the beginning of a column nor should the first line of a paragraph be printed by itself at the end of a column.

References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called "References." When citing a reference in the text, place the corresponding reference number in square brackets, e.g., [3]. A URL may be included as part of a reference, but its **hyperlink should NOT be added**. See the template and [Formatting Citations](#) for typical examples. Please use the new [Search & Generate Reference](#) tool to generate properly formatted references for JACoW conference proceedings.

Acronyms

Acronyms should be defined the first time they appear, both in the abstract and in the rest of the paper.

Page Numbers

DO NOT include any page numbers. They will be added when the final proceedings are produced.

Styles

The table below summarises the fonts and spacings used in the styles of a JACoW template. In LaTeX, these are implemented in the JACoW class file.

Style	Font	Space Before	Space After
PAPER TITLE	14 pt UPPERCASE EXCEPT FOR REQUIRED lowercase letters Bold	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
Abstract Title	12 pt Initial Caps Italic	0 pt	3 pt
SECTION HEADING¹	12 pt UPPERCASE Bold	9 pt	3 pt
Subsection Heading ¹	12 pt Initial Caps Italic	6 pt	3 pt
Third-level Heading¹	10 pt Initial Caps Bold	6 pt	0 pt
Figure Caption ¹	10 pt	3 pt	≥ 3 pt
Table Caption ¹	10 pt	≥ 3 pt	3 pt
Equation ¹	10 pt base font	≥ 6 pt	≥ 6 pt
References when ≤ 9	9 pt, justified with 0.52 cm (0.2 in) hanging indent	0 pt	3 pt
Refs ² . 1-9 when ≥ 10	9 pt, justified with 0.16 cm (0.06 in) left indent and 0.52 cm (0.2 in) hanging indent	0 pt	3 pt

The flexibility to optimise the spacing after/before figure/table captions and equations is highlighted. Word/OpenDocument users are reminded that when a section, subsection or table heading is at the top of a column, then the before-space should be removed, i.e., 0 pt.

Checklist for Electronic Publication

Authors are requested to go over the following checklist for electronic publication:

- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text, 10 pt except references, which should be 9 pt.
- Figures should use Times or Times New Roman (standard, bold or italic) and Symbol fonts when possible 6 pt minimum, with fonts embedded.
- Check that citations to references appear in sequential order and that all references are cited.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that the margins on the printed version are within ± 1 mm of the specifications.

LaTeX users can check their margins by invoking the boxit option.

Common Oversights

Please check your paper against this list of common oversights before uploading your paper, paying particular attention to the formatting of Figures, Tables and References.

Title: IS THE TITLE IN UPPERCASE?: The title should use 14 pt bold UPPERCASE letters (except for units, e.g., GeV) and centered on the page.

- **Authors:** The names of authors, their organizations/affiliations, and mailing addresses should be in 12 pt uppercase and lowercase letters. When there is more than one author, the submitting author should be first, followed by the co-authors. Co-authors should be grouped by affiliation and then be listed alphabetically. Primary authors are kindly reminded that it is their responsibility to check the accuracy of the title and co-authors entered in the SPMS abstract. There should be an exact match to those appearing in the paper. This is required to ensure the proper indexing of authors to papers in the published Proceedings.
- **Section Headings:** Section headings should NOT be numbered. Use 12 pt bold UPPERCASE, Centered in the column.
- **Subsection Headings:** Use 12 pt italic lowercase and uppercase. The initial letters of significant words are capitalized, and the heading is left aligned in the column.
- **Figures:** Figure captions should be placed below the figure and centered if on one line, but justified if spanning two or more lines. See the JACoW template and in particular:
 - o Figure 1: A one line figure caption.
 - o Figure 2: A figure caption that takes two lines or more is justified. o Note the colon “:” after the figure number and the period “.” at the end of the caption.
 - o When referring to a figure from within the text, the convention is to use the abbreviated form, i.e., Fig. 1, unless the reference to the figure is at the start of the sentence: Figure 1 shows a schematic view of..., ... as shown in Fig. 1.

- **Tables:** Table headings should be placed above the table and centered if on one line, but justified if spanning two or more lines:
 - Table 1: Table Heading (if on one line is centered)
 - Table 1: A Particularly Long Table Heading Spanning Two Lines (is justified)
 - Note the colon “:” after the table number, initial letters of the table heading are capitalized, and the absence of a period at the end of the caption. It is also acknowledged, however, that in some instances authors find it necessary to replace the table heading with an actual sentence. In such a case, the formatting rules given for figure captions are best followed. The table caption should, however, always be placed above the table
 - When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., Table 1.
- **Equations:** If a displayed equation requires a number, it should be placed flush with the right margin of the column.
- **References:** References are written in 9 pt.

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.***

Once contributions are prepared, follow the [paper upload guidelines](#) published at this site for upload via SPMS.

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