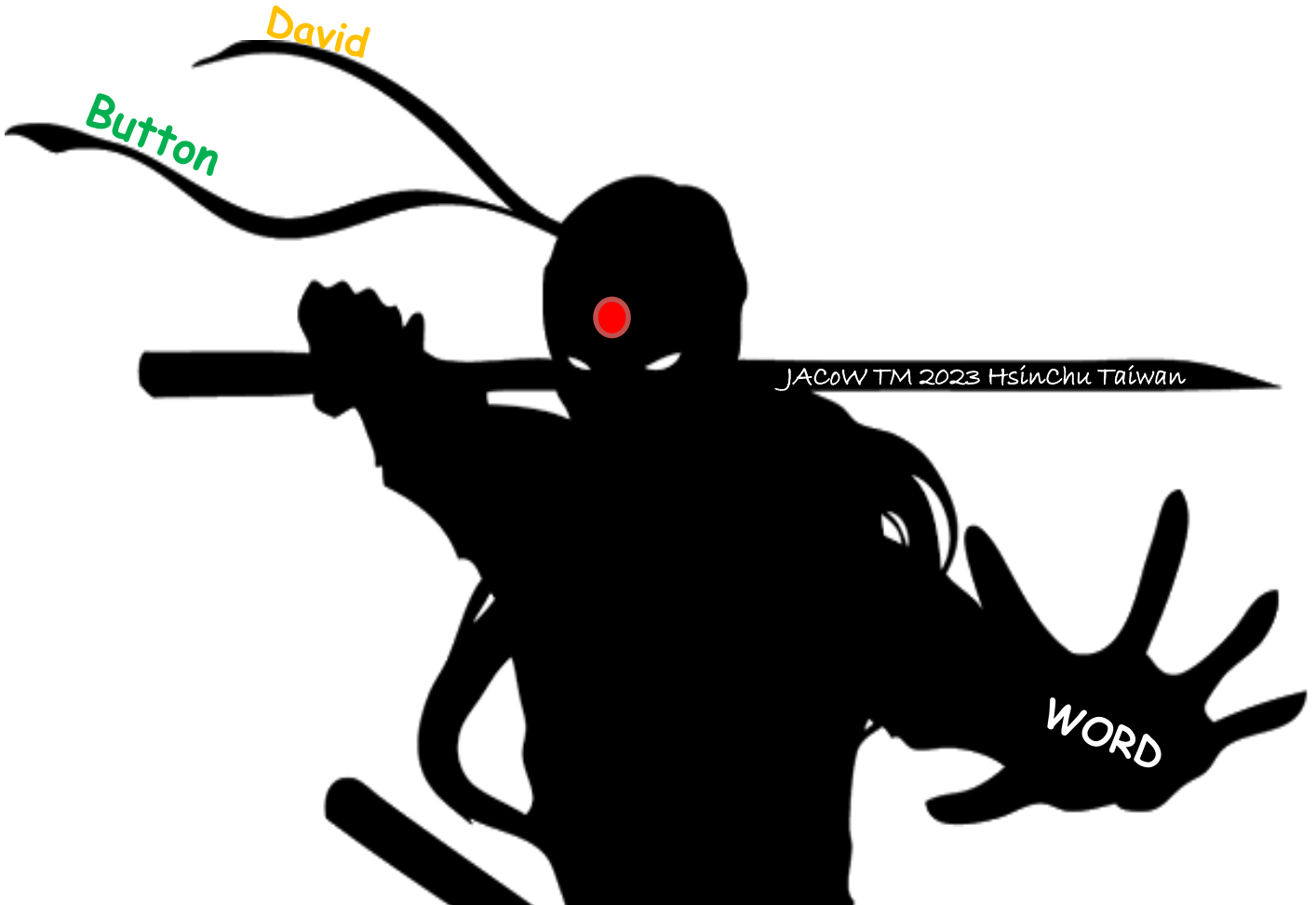
Word Editing Tips and Tricks



Quality Assurance Overview

(www-2021-05-28)

	JACoW Template Essentials	Explanation
Title	**ALL CAPS CENTERED** except for units, symbols, and acronyms **Font:** 14 pt, Times New Roman, bold no hyphenation, no single word on one line **Plural** of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	**Acronym** if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.
Author List	**Font:** 12 pt, Times New Roman, Upper- and Lowercase **Each Author** has Affiliations and Location sorted either *"by institute"* or *"by author"* **Location:** Institute, Acronym, city, country (**no** zip code) **Line break:** if author list and affiliation have a line break, place the affiliation on a line by its own (in this case **no comma** after the last author)	*by institute*: all authors of the same institute are grouped, the main author starts, further institutes are listed in alphabetical order. *by authors*: the authors are listed in alphabetical order and carry a superscript number to refer to the institute, which is listed below the authors.
Footnote *†#	**Font:** 8 pt, Times New Roman, non-bold **Located** at bottom of left column, **horizontal line** above **Corresponding Marker/Symbols** found in title* or author list† **No** Hyperlinks	
Section Heading	**SECTION HEADING** **ALL CAPS CENTERED** accept for units, symbols, and acronyms **Font:** 12 pt, Times New Roman, bold **No numbering, no period** "." at the end of a Section Heading no hyphenation, no single word on one line, no column break directly after Heading **Plural** of proper nouns and acronyms have a lowercase "s" (LINACs, PLMs)	**Acronym** if unsure whether it's a mixed case, check the paper how it is written when no automatic uppercasing is in effect.
Subsection Headings	*Subsection Heading Level 2* **Font:** 12 pt, Times New Roman Italics, Initial Caps/Title Case **No numbering, no period** "." at the end of a Subsection Heading	
Third Level Heading	**Third Level Section Heading** Title Case, run-in to paragraph with 1 em spacing **Font:** 10 pt, Times New Roman, bold **No period** "." at the end of a Third Level Section Heading but 1 em space	
Main Text	**Font:** 10 pt, Times New Roman, justified **Paragraph indent:** 0.33cm/9.35 pt **No** Hyperlinks Quantity and their unit should stay together on one line Figure/Fig./Table and their number should stay together on one line **Fix obvious spelling errors**	use **Shift + Space** for non-breakable space
Margins	Must be as prescribed in the template **Margin** / **A4** / **US Letter** Top 37mm 0.75in Bottom 19mm 0.75in Left 20mm 0.79in Right 20mm 1.02in **2 Column + Gutter (Column Spacing)** 5.3mm	
Page	**General layout** must match JACoW template style **Paper Size PDF:** Cropped to JACoW Page Size (595 x 792 pt) **No** Hyperlinks and **No page numbers** **Pages Limit: depends on conference series** **IPAC/NAPAC** Invited Oral **5 pages** Contributed Oral/Poster **3 pages** References **1 additional page** (References Only) **Fonts embedded in the final pdf**	Inquire which paper codes are **Invited Orals**
Figures	**Uniquely numbered** no missing numbers **Captions** start with "Figure n:", **no bold font**, below figure, 1 line captions centered, multiline captions justified in full width of the column, no indentation **Full-widths figures** should be placed top or bottom to ensure text flow top to bottom in each column **All Figures** cited in sequence, no omissions **Figure** (start of sentence) or **Fig.** (in text) **Graphics** should be readable (axis, numbers, symbols)	**LaTeX** automatically keeps the correct text flow therefore free placement **Figure/Fig.** style not enforced
Tables	**Uniquely Numbered** no missing numbers **Captions** start with "Table n:", **no bold font**, above table, 1 line captions centered, multiline captions justified in full width of the column, no indentation. Preferably in Title Case, but not enforced **All tables cited in text**	**Exception** when directly referred above, i.e. "This can be seen in the table below."
Equations	**Uniquely numbered**, no missing numbers, equations can be without number, when not referenced. **Equation (x)** (start of sentence) or **Eq. (x)** (in text), number always in parentheses	**Equation /Eq.** style not enforced
References	**Uniquely numbered**, no missing numbers **All references cited in text**, in order referred to in main text **No** Hyperlinks **DOI:** 8 pt, Liberation Mono (Word, OO); JACoW conferences, journals, books should list DOIs **Alignment:** closing bracket right aligned **Journal names, Proceedings** in *italics*	References as per **Annex B** of JACoW Template Rule for author name/lists: → "first name initial" (+ middle initials) "last name" => only this sequence → "one author + et al.," => **no comma** before "et al." → "first author and second author" => "and", **no comma** before "and" → "first author, second author, and third author," => ", and" **with** comma before last author → "first author, second author, et al.," => **comma** before "et al." only if more than one name

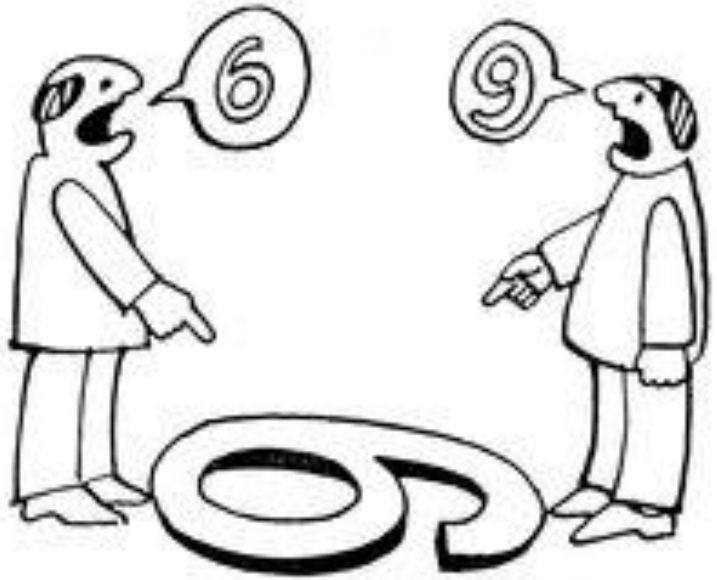
But First!!!!

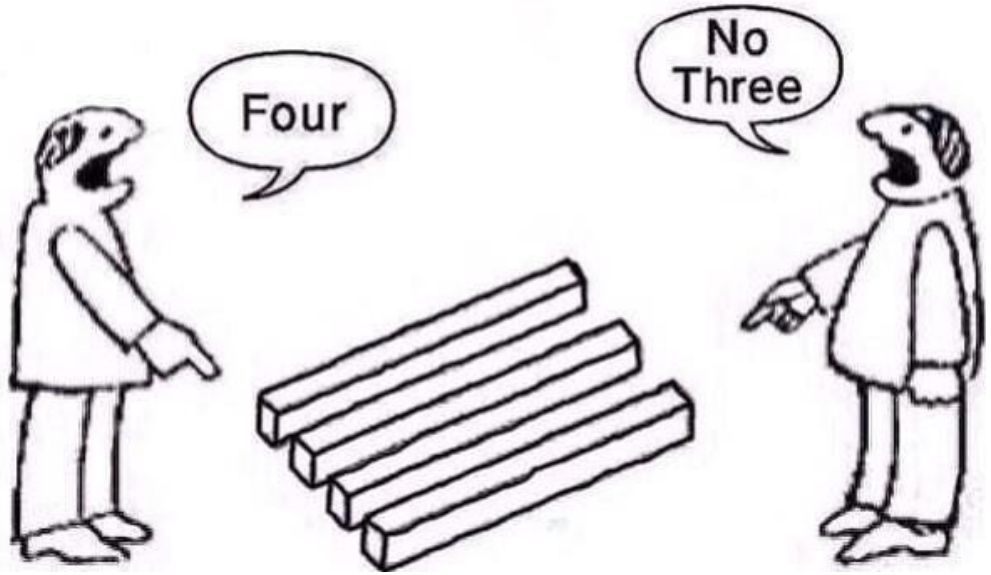
As mentioned in previous discussion there is a very strong need to have an agreed "pickiness" level that you are going to adhere to.

Exceeding the required pickiness can impact on the pace the editor office can operate at and completing the mission…..

https://www.jacow.org/uploads/Editors/QualityAssuranceOverview2021.pdf

Method Disclosure Statement





Overview

- **Prerequisites**
  - Template
  - Common Oversights/Mistakes
  - Must fix vs Time Dependant fix
- **Visualisation**
  - Print Layout View (default)
  - Outline View
  - Text Boundaries
  - Punctuation and hidden symbols
- **Red Dot is a Red Dot**
- **Search's**
  - Find
  - Find and Replace
- **Formatting**
  - Styles
  - Format Paint Tool
  - Fudging Line Spacing's (Shift + Ctrl + “<“ OR “>”)
  - Insert Objects Inline with Text
  - Remove Hyper Links
  - Breaks

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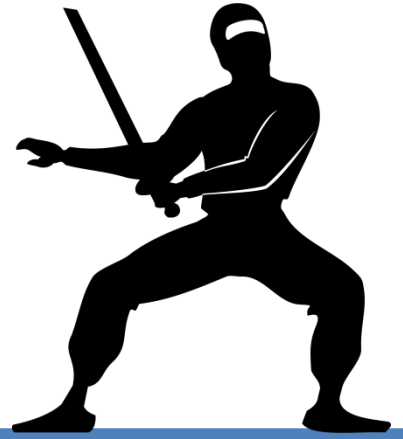
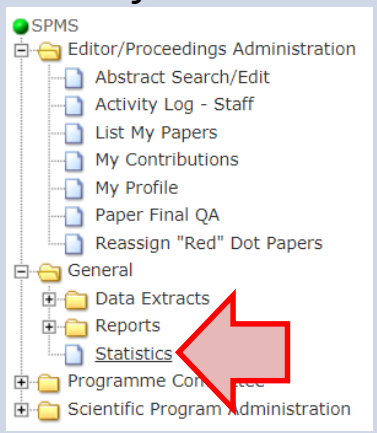
Prerequisites

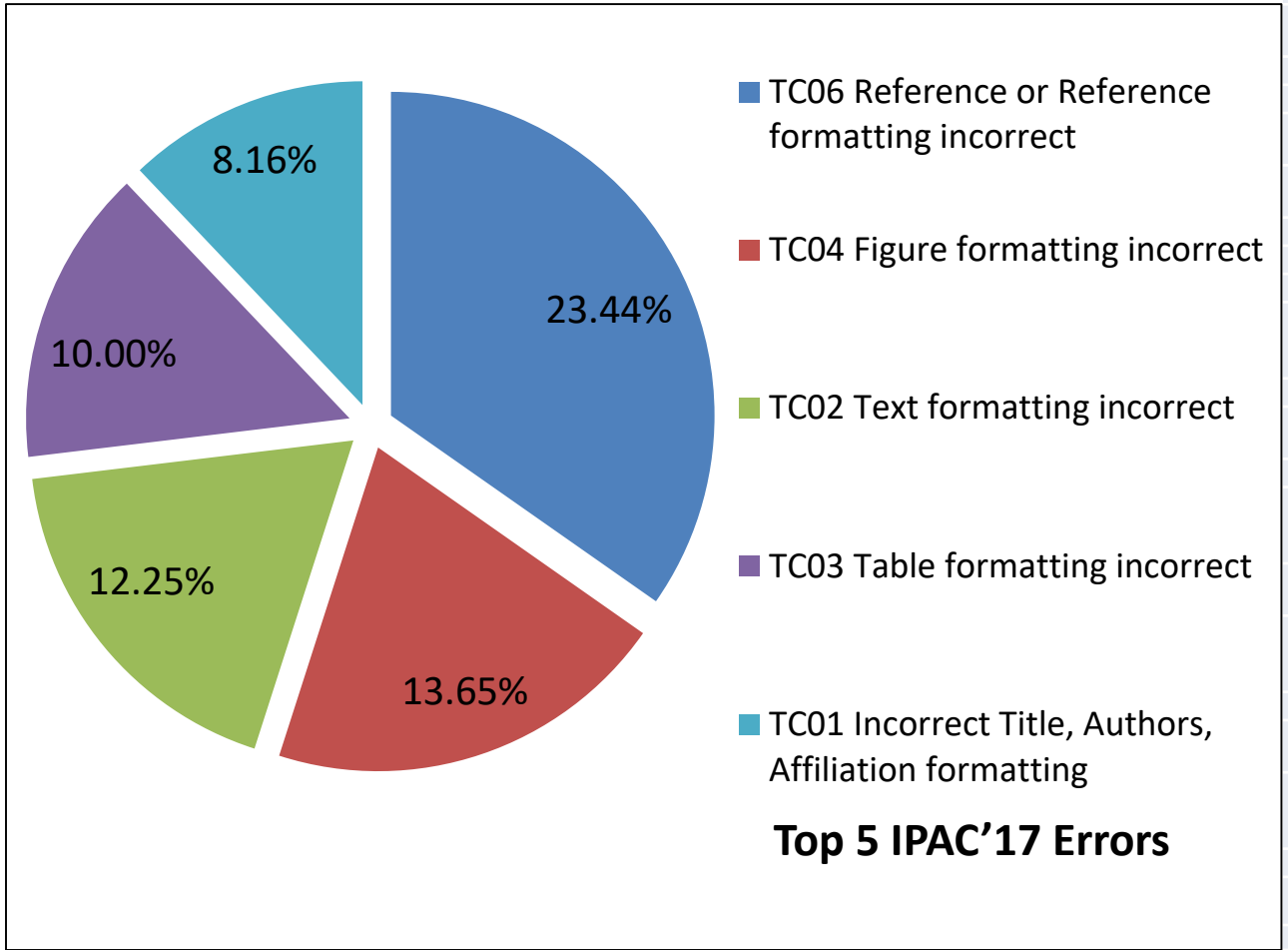
Resources



JACoW Template	http://www.jacow.org/Authors/MSWord
Citation Information	http://www.jacow.org/Authors/FormattingCitations Annex B of Full Template
Statistic of paper errors	*"Arm Yourself with Knowledge"*  https://[your_previous_instance]/rpt_stats.html

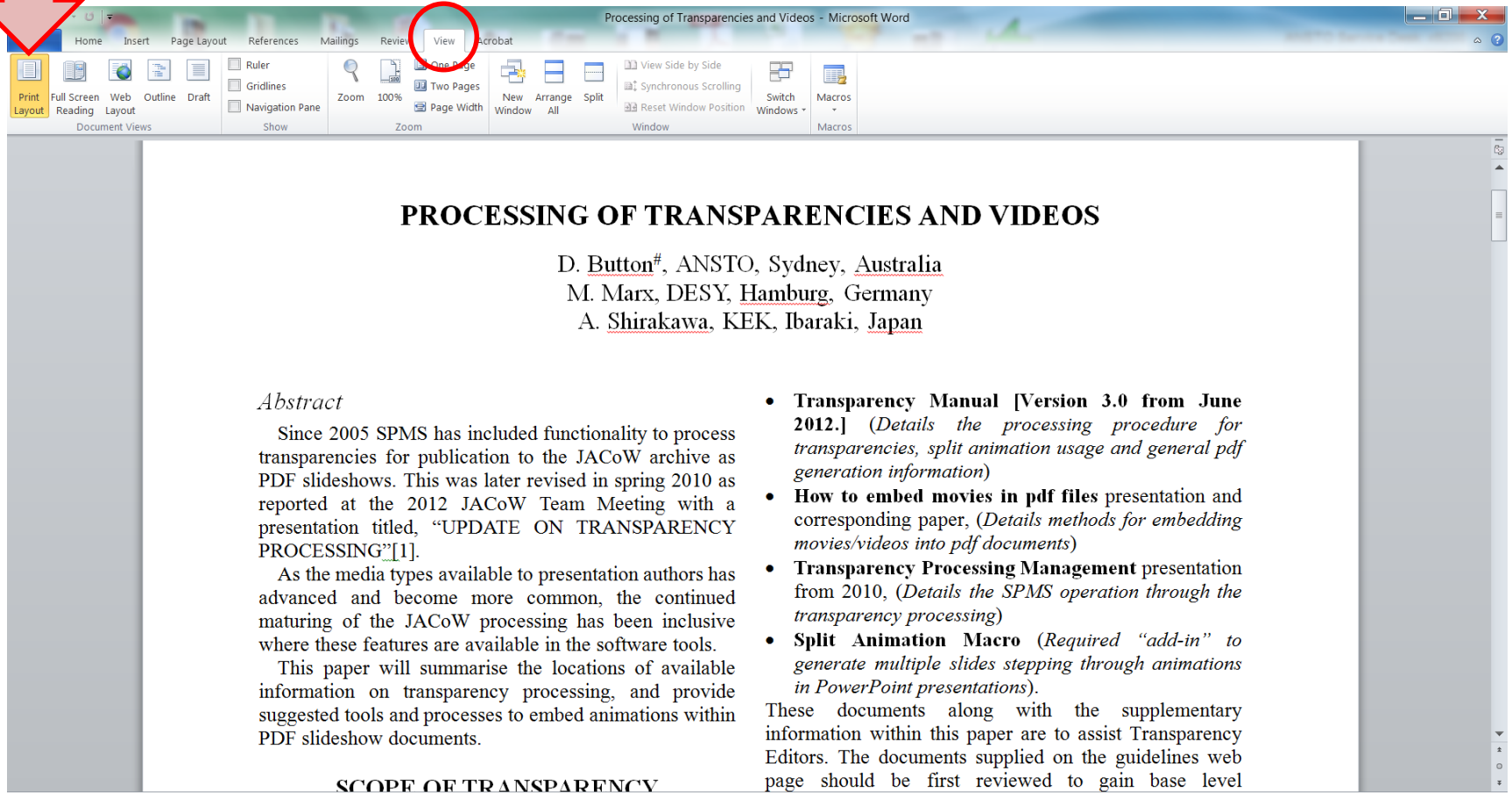
Prerequisites - Resources

Common Errors



23.44%	**TC06 Reference or Reference formatting incorrect** (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)
13.65%	**TC04 Figure formatting incorrect** (caption missing, outside margins, single/multiple line caption not centred/justified/placed above, caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])
12.25%	**TC02 Text formatting incorrect** (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow, number/unit split over lines)
10.00%	**TC03 Table formatting incorrect** (not centered, outside margins, caption below table, wrongly labeled, not in Initial Caps, single/multiple line caption not centred/justified)
8.16%	**TC01 Incorrect Title, Authors, Affiliation formatting** (size, full UPPER/lowercase, not in required lowercase [MHz], country missing)
5.07%	**TC08 Figure/Table/Reference not referenced in text or missing**
3.83%	**TC00 General Problems related to formatting**
3.80%	**TC05 Footnote formatting incorrect** (outside margins, no line above, not at bottom/first column, missing)
2.64%	**MP04 Comments to the Author/Editor in Chief**
1.99%	**MP00 Miscellaneous or Formatting Problems**
1.93%	**TC09 Equation/Eq., Figure/Fig., Table wrongly used in text** (lower case, abbreviated, period missing)
1.63%	**TC07 Figure/Table/Equation/Reference** numbers not in sequence
1.45%	**MP02 Spelling Corrections**
1.33%	**MP03 Too many pages, blank pages**
1.28%	**UT00 General problems with template usage**
1.16%	**UT01 Template** not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used
1.13%	**FC01 PS/EPS/PDF/source** or supporting file(s) missing
1.07%	FC06 LaTeX (error: not compilable, package missing, multiply defined labels, or other infos)
1.04%	**FC00 General Problems with files**
0.77%	**FP01 Font Problems (**wrong font, wrong font size, not embedded, Type3/bitmap font as main text, too many fonts >50))
0.68%	**TC11 Equation formatting incorrect** (outside margins, Eq. number outside, not Eq. (x))
0.62%	**FC02 Problem with pictures (**too big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)
0.30%	**FP00 General Problems with Fonts**
0.24%	**TC10 Graphics problem** (too slow displaying, too small, resolution too low/high, text not readable)
0.18%	**FP02 Font Problems** (missing character, unknown glyph, unknown encoding: PDF doesn't contain readable text for search/export)
0.15%	**FC04 Multiple or Unusable Files**
0.12%	FC05 Bad EPS/PS/PDF: Scale to fit; Colour image printed B/W; PostScript/EPS doesn't distill
0.12%	UT02 A4 on US or US on A4 to produce PostScript/PDF

Visualisation
Print Layout View



PROCESSING OF TRANSPARENCIES AND VIDEOS

D. Button#, ANSTO, Sydney, Australia
M. Marx, DESY, Hamburg, Germany
A. Shirakawa, KEK, Ibaraki, Japan

Abstract

Since 2005 SPMS has included functionality to process transparencies for publication to the JACoW archive as PDF slideshows. This was later revised in spring 2010 as reported at the 2012 JACoW Team Meeting with a presentation titled, "UPDATE ON TRANSPARENCY PROCESSING"[1].

As the media types available to presentation authors has advanced and become more common, the continued maturing of the JACoW processing has been inclusive where these features are available in the software tools.

This paper will summarise the locations of available information on transparency processing, and provide suggested tools and processes to embed animations within PDF slideshow documents.

SCOPE OF TRANSPARENCY

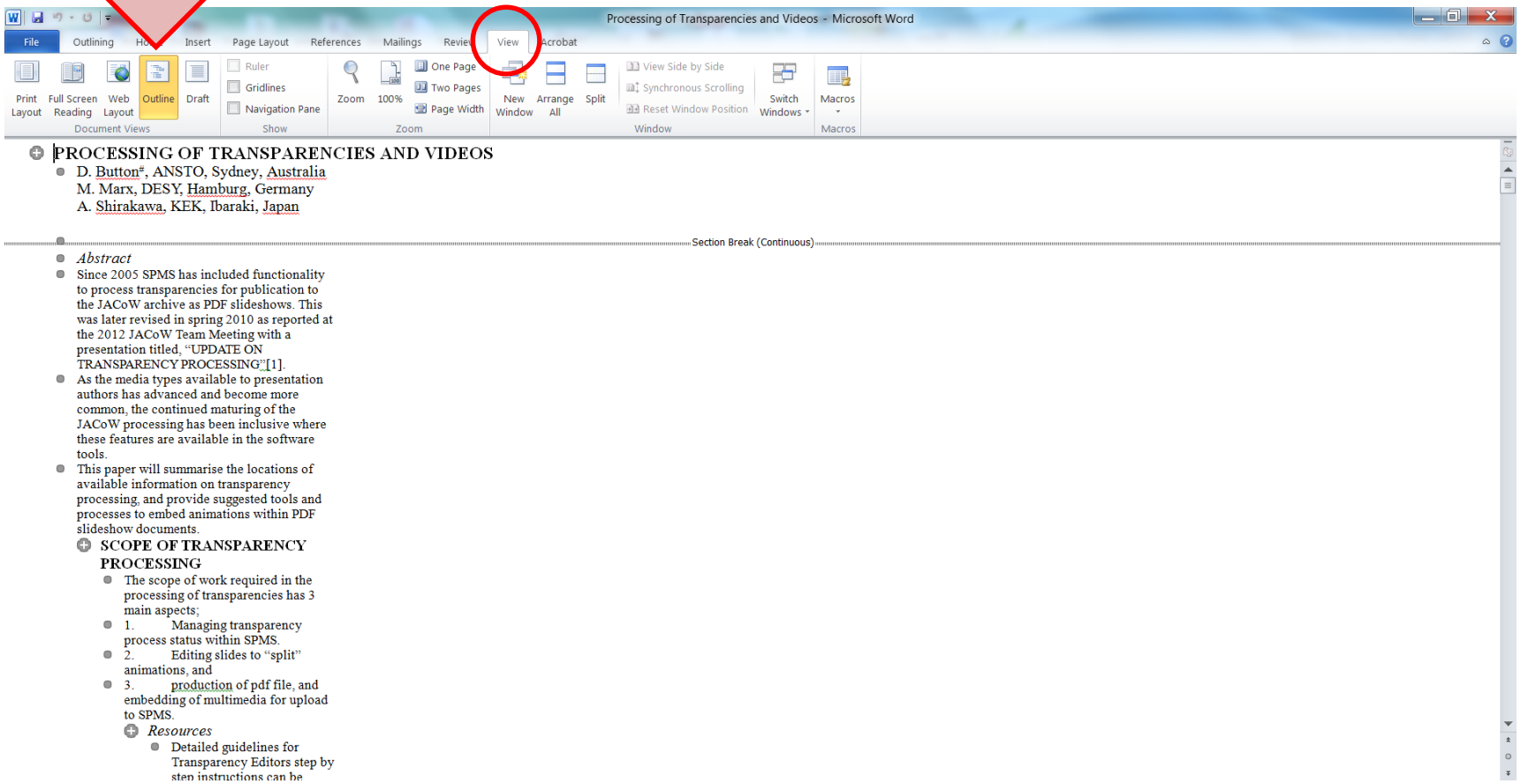
- **Transparency Manual [Version 3.0 from June 2012.]** (*Details the processing procedure for transparencies, split animation usage and general pdf generation information*)
- **How to embed movies in pdf files** presentation and corresponding paper, (*Details methods for embedding movies/videos into pdf documents*)
- **Transparency Processing Management** presentation from 2010, (*Details the SPMS operation through the transparency processing*)
- **Split Animation Macro** (*Required "add-in" to generate multiple slides stepping through animations in PowerPoint presentations*).

These documents along with the supplementary information within this paper are to assist Transparency Editors. The documents supplied on the guidelines web page should be first reviewed to gain base level

Default view we are all use to viewing

- Gives as name suggests the view of what the document will look like when printed.

Visualisation
Document Outline

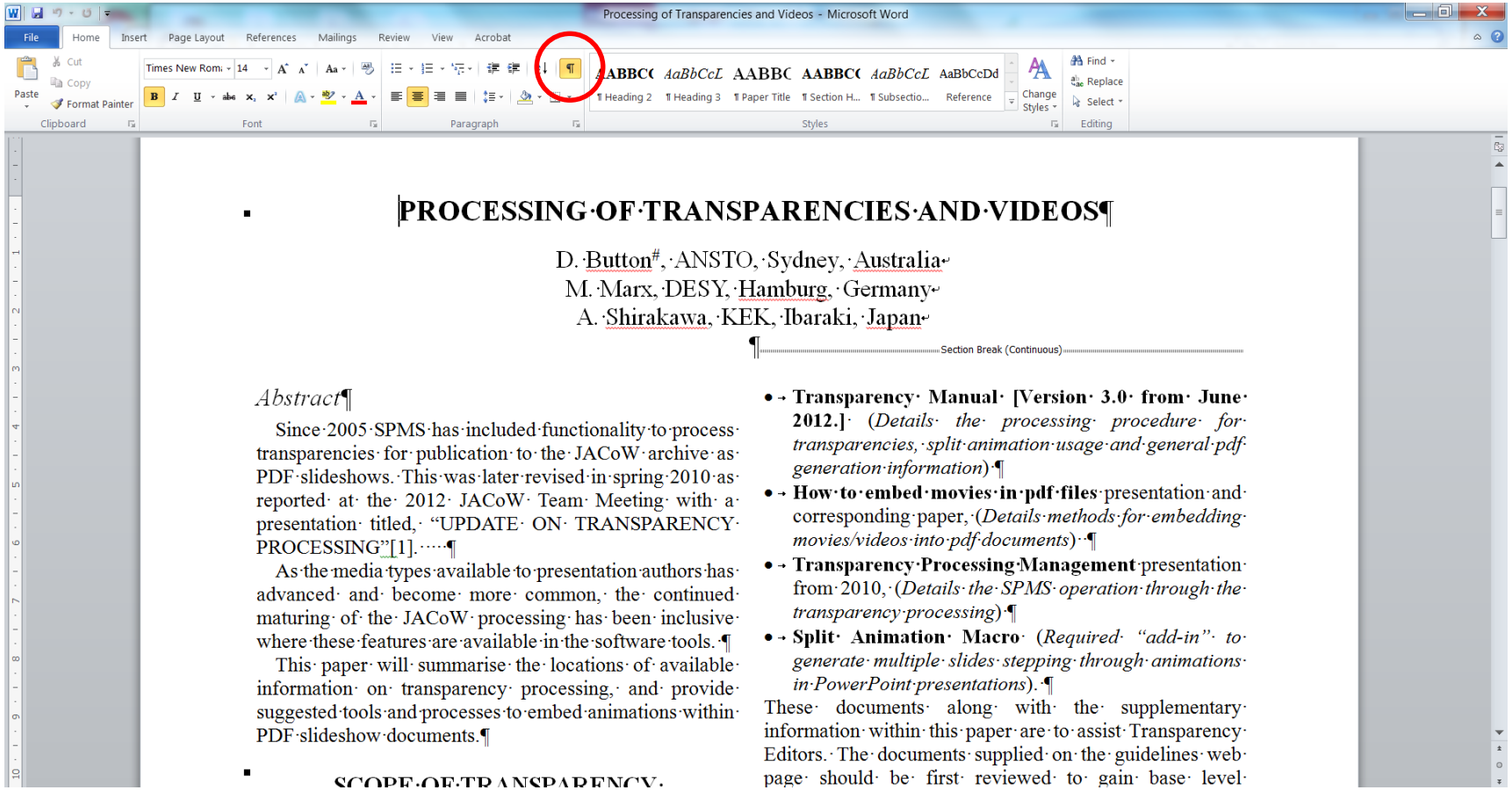


Flattens document into linear sequence

- Good for finding tricky formatting issue in the document, elements which have moved outside of workable view.

Visualisation

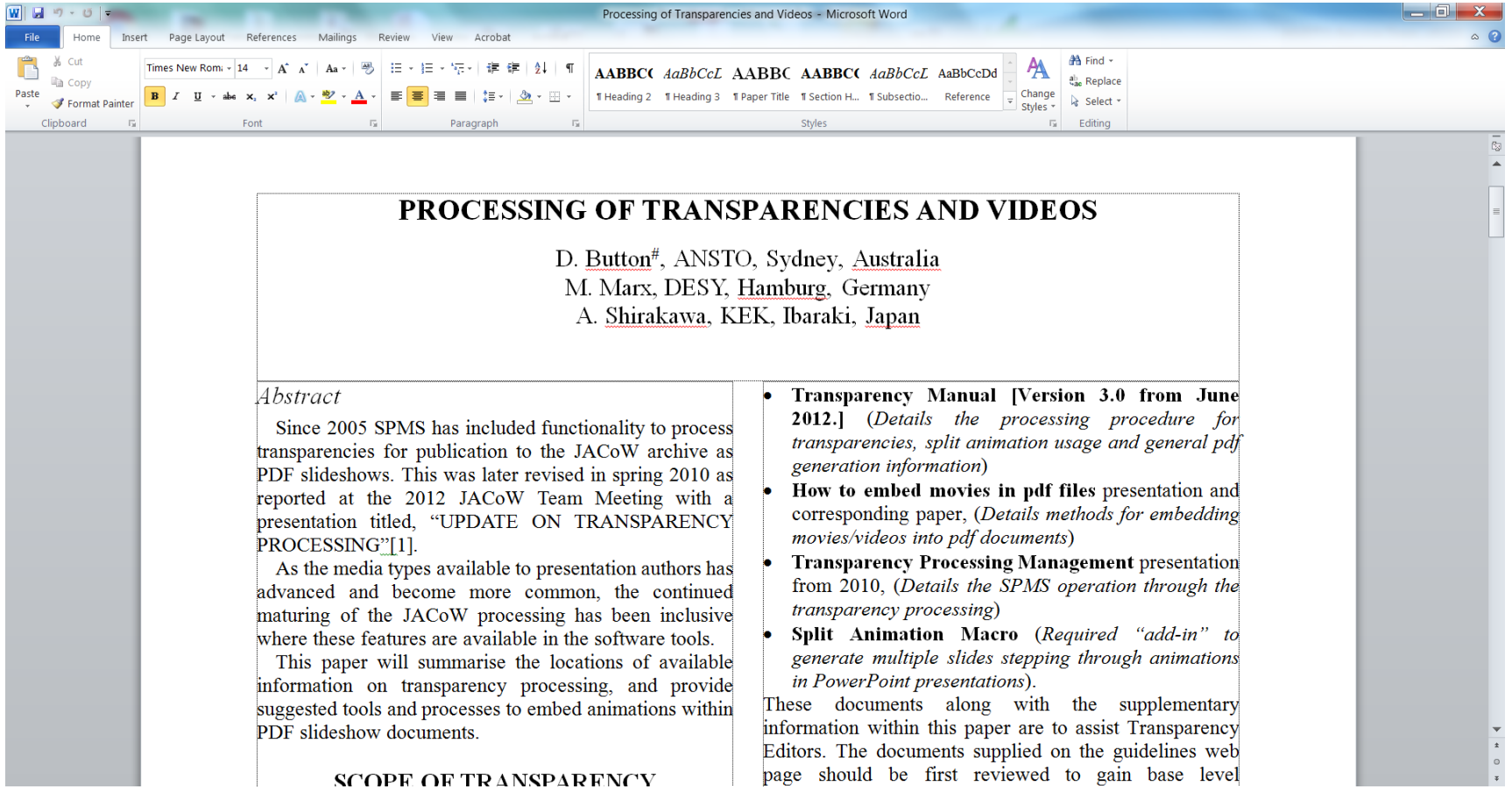
Punctuation and hidden symbols



Displays non-visual text layout and punctuation characters as symbols

- Can give editor clues as to what the author has don during construction of their document, can however flow your view.

Visualisation
Show Text Boundaries

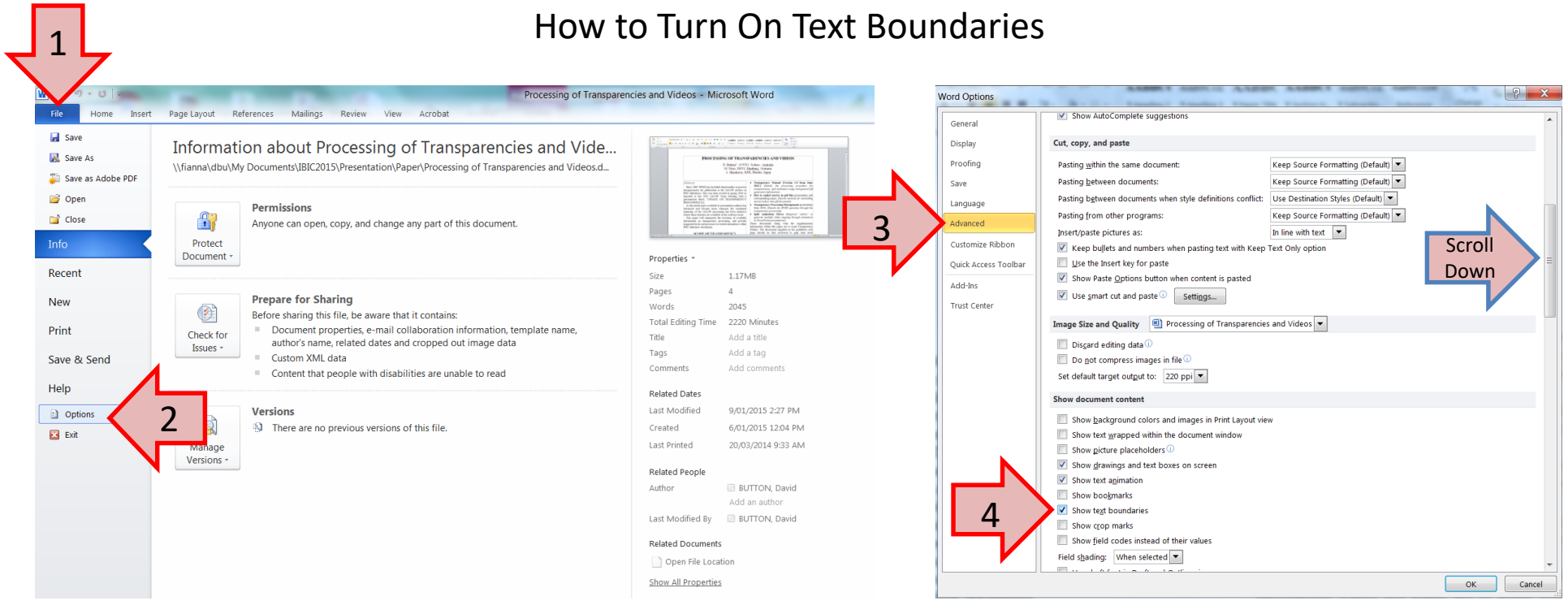


Shows the boundaries to which sections of text can exist within

- Good for giving simple clues to the layout problem in document such as figure and table placement and oversize, indenting in place of cantering, etc.

Visualisation
Show Text Boundaries

How to Turn On Text Boundaries



File > Options > Advanced > (Check) Show Text Boundaries

Visualisation

Show Te ndaries

Outside Margin

- 2-phase 9 kV at 11.78 MHz for a capacitive load of 25 pF (15 pF – each inner drift tube capacitance, 10 pF – capacitance of the ceramic RF feedthrough) – RF transformer pi-mode - coil grounded in the middle resonating with a capacitive load
- Simple frequency and matching tuning – to oid frequency tuner in the cavity implemented in the primary co This allows cheap variable cap lectric.

Indented

RF Circuitry Simulations

The schematic presented on Fig. 6 is developed and simulated with Micro-Cap [4]. C4 and C5 present the capacitive load of the cavity. L1, L2 – secondary a L3, L4 – primary coils of the RF transformer. C1 and C2 – are variable capac for frequency and match-

tors are instaned for rough and fine tuning.

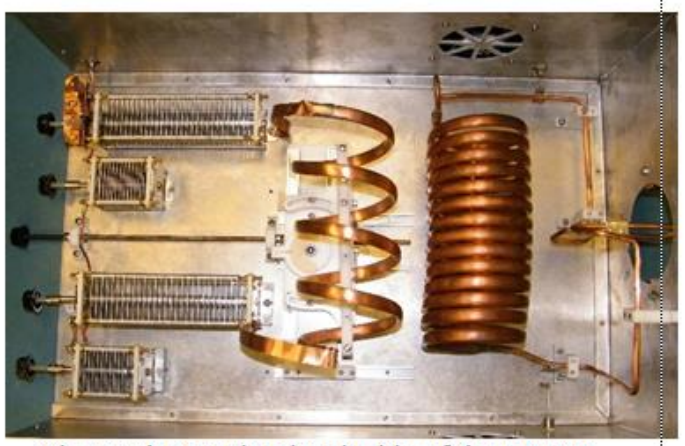


Fig. 7: The RF circuitry inside of the RF Box

ial testing of the RF circuit was done with two 25 pF

Red Dot is a Red Dot

2x Resources

Author + Editor

Editors Time is a Premium!!!

Send Clear instructions back to the author

TUPAB044 - RED

* Please download and use the current template and copy and used the paste as unformatted feature to each section so that the formatting of the template is correct.

* Abstract title formatting wrong, this should be Title case not All Uppercase.
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* Wrong font sizes and types used throughout document, and paragraph line spacings, see template.
* Figure 11 split across pages.
* Reference list formatting wrong, see template, and JACoW website references and citations.
* You are allowed 3 pages + 4th page for references only.
* Figure 12 not referenced in main text.

Original Upload

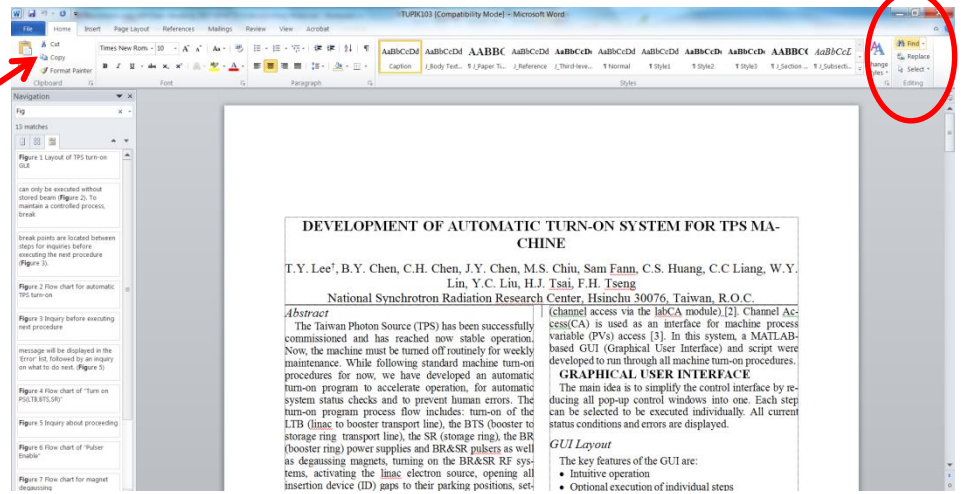
After Corrections

Search's
Find (ctrl – f)

The find tool can be use to locate existence of in text references such as;

- Figure references (*search for "fig.")*
- Sighting of reference in text (*search for "[")*
- Table references (*search for "table")*
- Etc.

Home Ribbon



TUPIK103 - RED

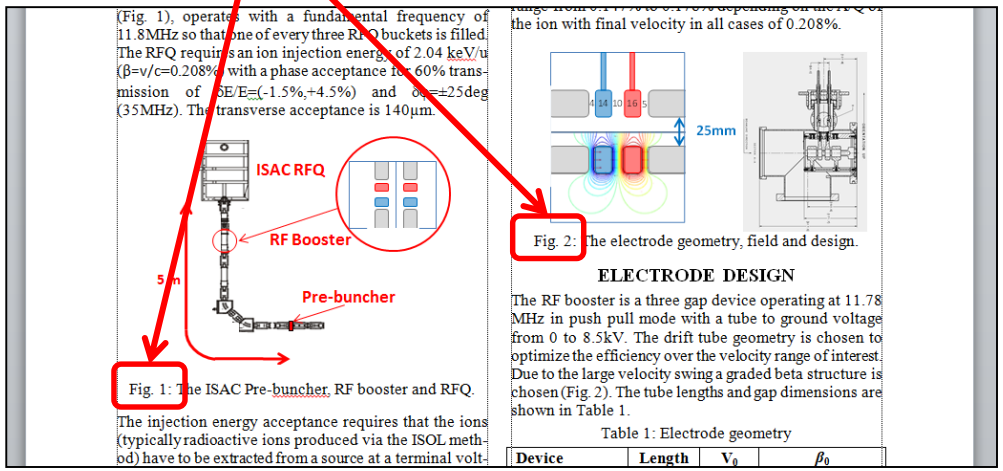
* Figure captions.
* Title text spacing between Author list and text paragraphs.
* Sub Section Headings
* Reference list indenting and formatting.
* Random line next to abstract.
* Figure 1,4,6,7,8,9, and 10 not referenced in text.

Original Upload

Search's Replace (ctrl – h)

Find What: "Fig."

Replace With: "Figure"



(Fig. 1), operates with a fundamental frequency of 11.8MHz so that one of every three RFQ buckets is filled. The RFQ requires an ion injection energy of 2.04 keV/u (β=v/c=0.208%) with a phase acceptance for 60% transmission of δE/E=(-1.5%,+4.5%) and dφ=±25deg (35MHz). The transverse acceptance is 140μm.

Fig. 1: The ISAC Pre-buncher, RF booster and RFQ.

The injection energy acceptance requires that the ions (typically radioactive ions produced via the ISOL method) have to be extracted from a source at a terminal volt-

the ion with final velocity in all cases of 0.208%.

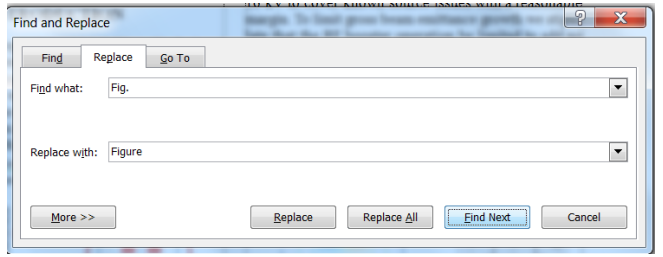
Fig. 2: The electrode geometry, field and design.

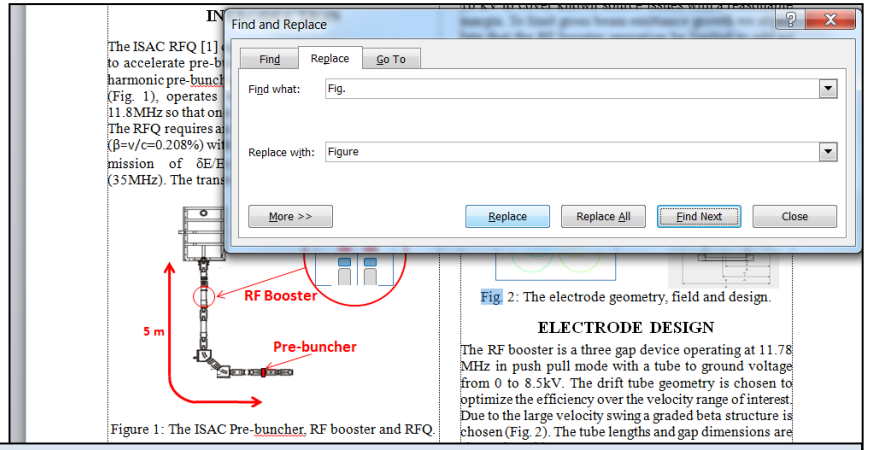
ELECTRODE DESIGN

The RF booster is a three gap device operating at 11.78 MHz in push pull mode with a tube to ground voltage from 0 to 8.5kV. The drift tube geometry is chosen to optimize the efficiency over the velocity range of interest. Due to the large velocity swing a graded beta structure is chosen (Fig. 2). The tube lengths and gap dimensions are shown in Table 1.

Table 1: Electrode geometry

Device	Length	V_0	β_0





Can iterate through document, and replace appropriate as "Found" in sequence, only replace the ones required.

More accurate than scanning and replacing by eye…

Note: <u>Do Not</u> use "**Replace All**"

THPIK003 - RED

* Indent missing at start.
* Figure Captions wrong.
* table title wrong.
* Figure 4 caption indented, remove.
* Figure 3 formatting really wrong.
* Figure 5 indented not centred, center as per template descriptions.
* Figure 7 hanging outside margin, center to column.
* Equations, there is a section on this in the template as well, consider using same method as that of eq(1).

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Formatting

Styles

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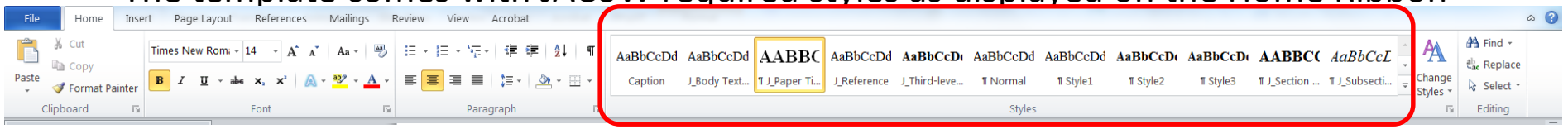

Style	Font	Space Before	Space After
PAPER TITLE	14 pt **UPPERCASE EXCEPT FOR REQUIRED lowercase letters** **Bold**	0 pt	3 pt
Author List	12 pt UPPER- and lowercase	9 pt	12 pt
Abstract Title	12 pt *Initial Caps* *Italic*	0 pt	3 pt
SECTION HEADING	12 pt **UPPERCASE** **Bold**	9 pt	3 pt
Subsection Heading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

Formatting

Styles

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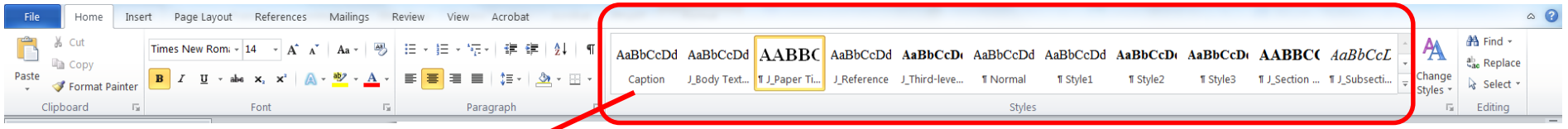
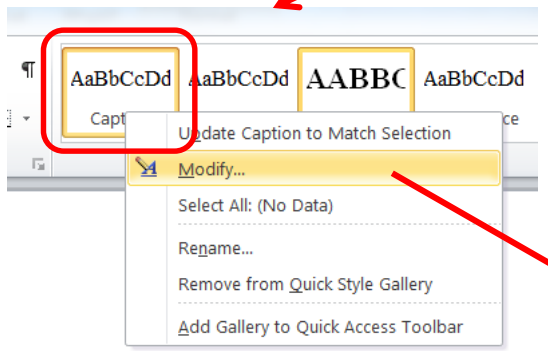
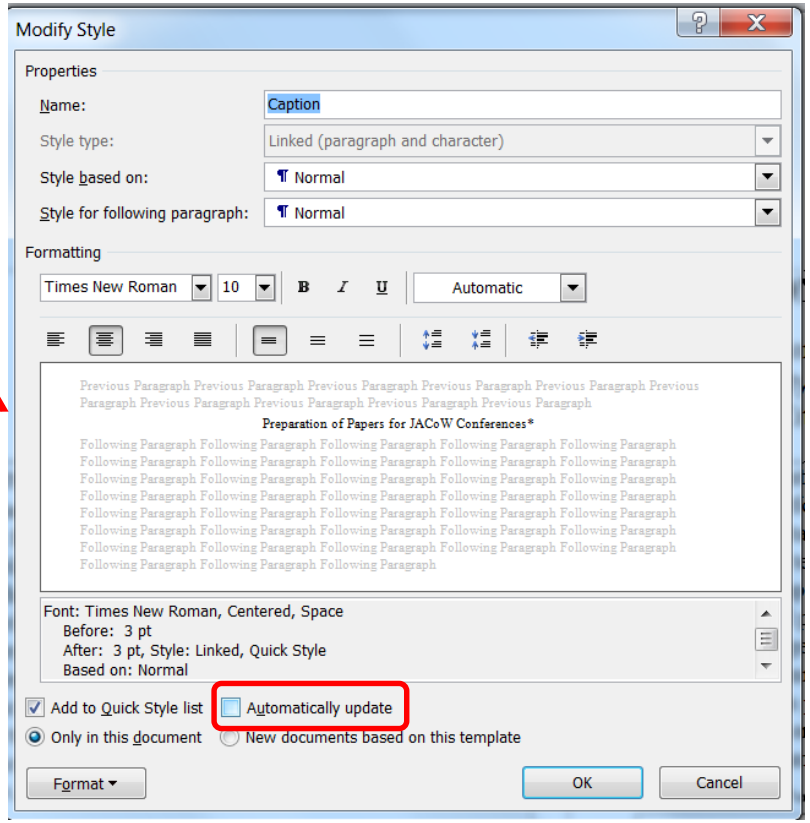


Right Click





If “Automatically update” is checked then every time you modify the justification of one caption, it will change for every caption in the document of that type. **Un-Check** if **Checked**.

Formatting

Format Painter Tool

1. Highlight the text which is formatted the way you want to copy.
2. With the select brush paint the text you want to have the same formatting.

Original Upload JACoW_W10_A4

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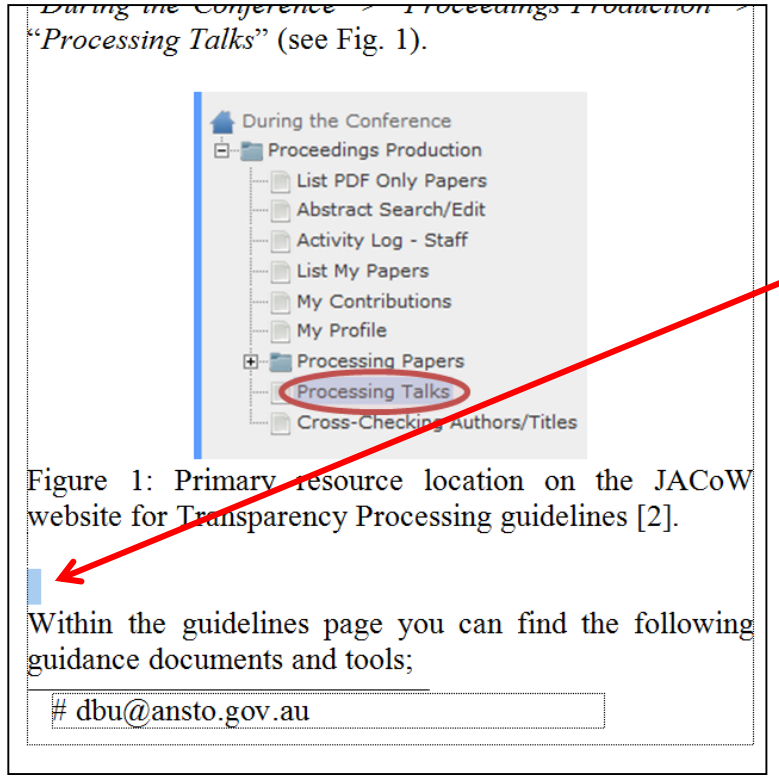
* Figure 11 split across pages.
* Reference list formatting wrong, see template, and JACoW website references and citations.
* You are allowed 3 pages + 4th page for references only.
* Figure 12 not referenced in main text.

Formatting

Fudging Line Spacing's (Shift + Ctrl + “<“ OR “>”)

In Pitspot the editor will use the move tools to improve the layout and distribution of text. You can use a small trick to do this in word. This is done by increasing or decreasing the font size on a line.



1. Select Blank Line
2. Use Shift + Ctrl AND “<“ or “>”

Old Slide Paper

Formatting
Inline with text

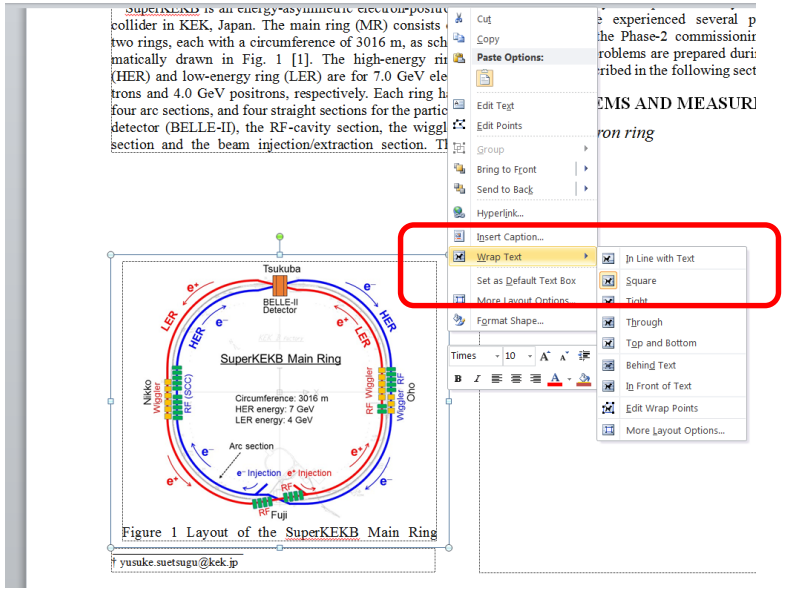
Documents which have figures or objects which are not inline with text are highly unstable and almost impossible to edit without document layout changing unpredictably.

You need to place the figures/objects inline with text.

Note: You may have to use the "**Group**" tool if the figure are made up of a number of objects.

Author has constructed figure in a text box with text wrapped around the shape.

*(**To Get Menu**: Select Shape/Object, Right Click)*



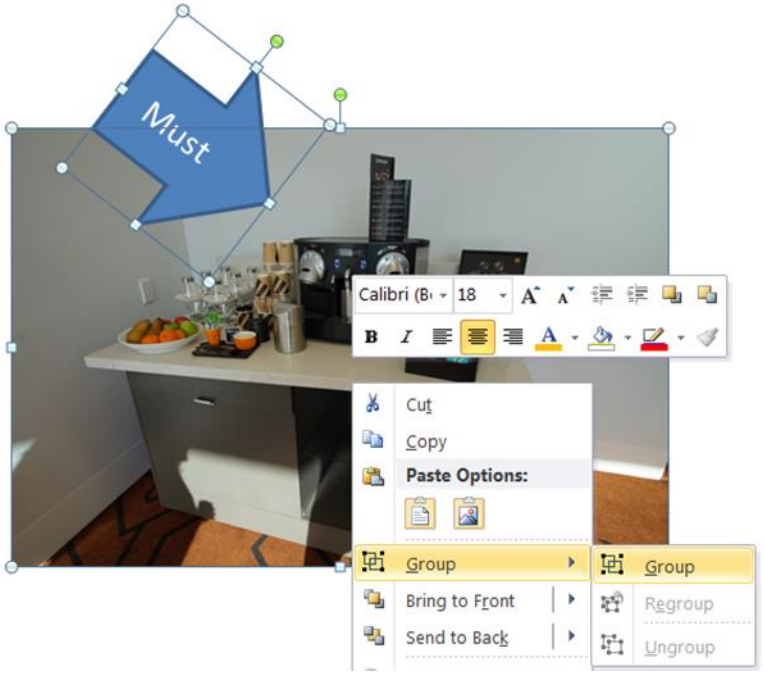
WEPIK008 - YELLOW
* Sub-section headings.
* All figure captions. All were text boxes, content moved inline with text.
* PRESENT STATUS AND PLAN make bold.

Original Upload

Formatting

Inline with text -Grouping

Objects to Group



Can now be place inline with text

WEPIK008 - YELLOW

* Sub-section headings.
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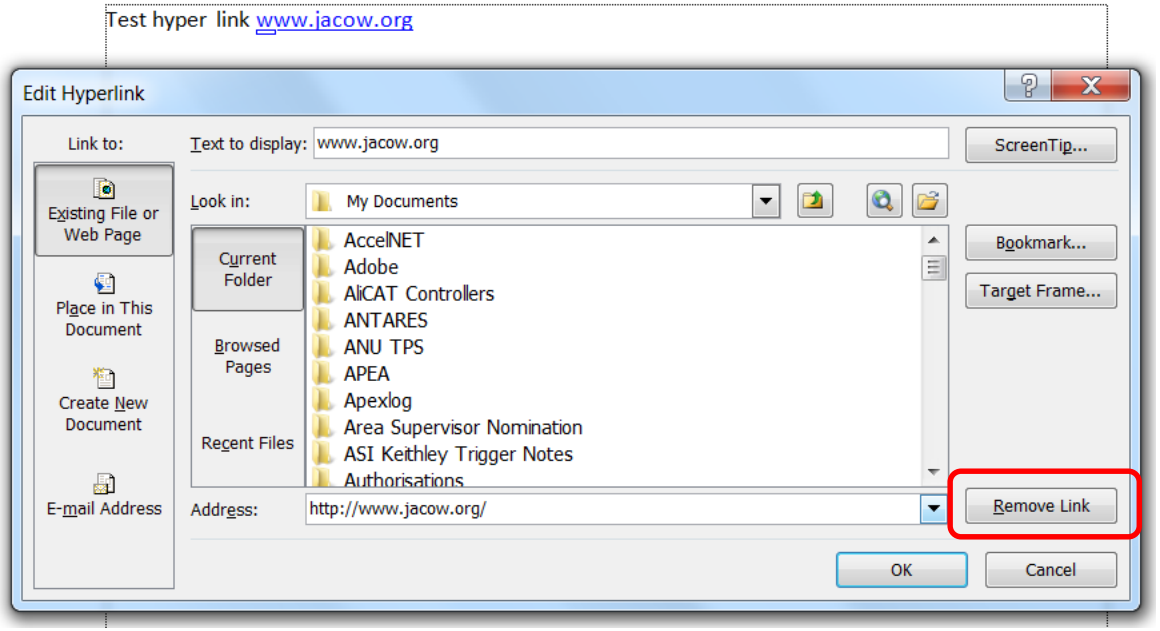
* PRESENT STATUS AND PLAN make bold.

Original Upload

Formatting

Removing Hyperlinks (ctrl + k)

The final PDF JACoW format document should not have any hyper links. To remove hyperlinks in the word document use the “Ctrl + K” Edit Hyperlink menu, click “Remove Link”.



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Formatting
Breaks

Paragraph Break New Line	Enter	Standard carriage return
Line Break	Shift + Enter	Goes to next line without new paragraph
Page Break	Crtl + Enter	Starts text on next page
Column Break	Ctrl + Shift + Enter	Starts text in top next column
Section Break (Continues Break)	Page Layout Page Setup Breaks	Used when changing from column sections
Unbreakable Space	Ctrl + Shift + Space	Use to adjoin item such as units which should remain to adjacent values