

# MS Word Template for 2014 Fermi Symposium Papers (Title)

F. Author, S. Author

*University/Institution Address, City, State, Postal Code Country*

C. Author

*Collaborative University/Institution Address, City, State, Postal Code Country*

(Abstract) This MS Word template is set up to allow printing on either A4 or US letter size paper and is JACoW compliant. In addition, this template has been set up to match the LaTeX template as closely as possible. Please note that this template defines all aspects of document formatting, including paragraph styles, fonts, spacing, margins, headers, footers and footnotes. Please do not change this document formatting. If you are not familiar with use of paragraph styles in MS Word, you can simply replace the template headers and text with your own, deleting paragraphs you don't need and duplicating paragraphs of a desired style if you need more. If you experience difficulty using this template, please contact the 2014 Fermi Proceedings development Team at Stanford by sending an email message to [proceedings2014@hep01.hepl.hiroshima-u.ac.jp](mailto:proceedings2014@hep01.hepl.hiroshima-u.ac.jp).

## 1. USING THIS TEMPLATE

You'll notice that the instructions for using this template also serve as the template's contents. Since you will be replacing this text with your own, you may wish to open the PDF template instructions file for reference.

If you know how to use and apply paragraph styles in MS Word documents, then you can select all the content in this template, delete it, copy your own content into the template and use the Save As command on the File menu to assign your own name to the document. You can then go through the document paragraph by paragraph and apply the pre-defined styles as appropriate.

If you don't know how to use MS Word styles, then you can carefully copy and paste—or type in your own text in place of the template text. If you need to insert a paragraph of a certain style, you can do this by copying an existing paragraph of that style, paste it in the appropriate position and then replace the header and text.

## 2. MANUSCRIPT

### 2.1. General Layout

This template has been set up so that conference papers can print on either A4 or US letter size paper. Please avoid changing the Page Setup properties.

The Page Setup Properties should match the settings that appear in the “Dual” column in Table 1. Use Table 1 as a template for tables in your paper. You can add/delete rows and columns with the Table menu.

Table 1: Margin specifications

Margin	Dual	A4 Paper	US Letter Paper
Top	7.6 mm (0.3 in)	37 mm (1.45 in)	19 mm (0.75 in)
Bottom	20 mm (0.79 in)	19 mm (0.75 in)	19 mm (0.75 in)
Left	20 mm (0.79 in)	20 mm (0.79 in)	20 mm (0.79 in)
Right	20 mm (0.79 in)	20 mm (0.79 in)	26 mm (1.0 in)

### 2.2. Fonts

Authors should only use Times New Roman for the text and Helvetica for the headings. Using the appropriate paragraph styles will ensure proper use of font family and size. All papers should use 10pt Times New Roman for the body text [Paragraph style: “conf\_text”].

For graphics, Times (in roman, bold or italic), symbol and Zapf Dingbats fonts should be used.

### 2.3. Page Headers and Footers

The page headers and footers, including automatic page numbering, have been pre-set for the 2012 Fermi Symposium. Please do not modify them in any way.

### 2.4. Title, Authors, and Affiliations

The paper's title should be the width of the full page and set in 14pt bold upper and lower case letters and left aligned on the page. [Paragraph style: “conf\_Title”].

The names of the authors and their organization or affiliation and mailing address should be listed in 10pt upper and lower case letters, grouped by affiliation. [Paragraph styles: “conf\_Authors” and “conf\_Affiliation” respectively.]

### 2.5. Section Headings

Section headings use 11pt bold Helvetica, all upper case letters, left aligned in the column. Section headings are automatically numbered. [Paragraph style: “Heading 1”]

#### 2.5.1. Widow and Orphan Control

All headings should appear next to the following text—there should never be a column break between a heading and the following paragraph.

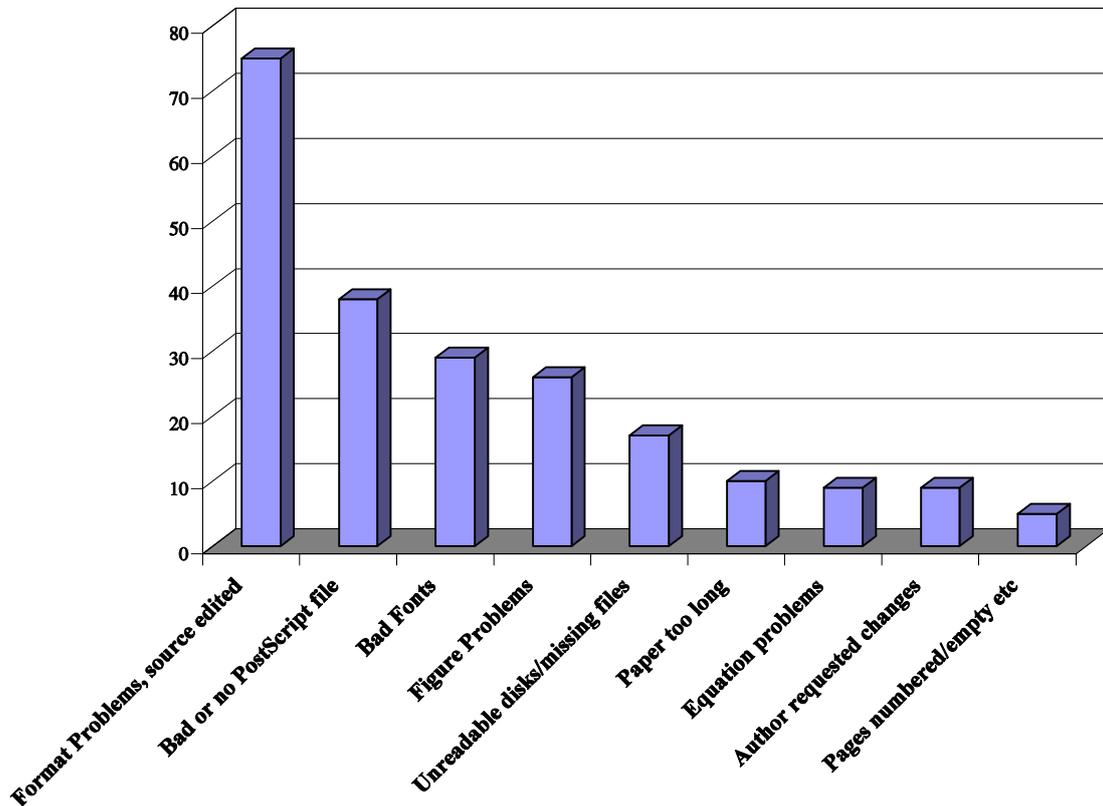


Figure 1: Example of a full width figure.

## 2.6. Subsection Headings

Subsection headings use upper and lower case letters, left aligned in the column, and numbered as successive decimal places for each level. The font size depends on the subsection level. For example: 3.2. Penalties for Late Submission or 3.2.1. Late Submission Fees [Paragraph styles: “Heading 2” and “Heading 3”.]

The template supports up to four subsection levels, but authors are encouraged to limit papers to three levels.

## 2.7. Paragraph Text

Paragraphs use 10pt times roman font, justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 3mm (.13in). 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.

## 2.8. Graphics

Since the 2012 Fermi Proceedings will be published electronically, color graphics may be used. Please avoid using very pale colored lines or symbols on light backgrounds in charts. Instead, choose chart symbol and background colors that contrast and maximize visibility.

## 2.9. Figures, Tables, and Equations

Place figures and tables as close to the place of their mention as possible. Tables and figures may fit in a column as in Table 1, or the whole page width (see Figure 1). Lettering in figures and tables should be large enough to reproduce clearly, **using only the approved fonts**. Use of non-approved fonts in figures often leads to problems when the files are processed and may even cause loss of information. (See Section 2.2 for approved fonts for graphics and charts.)

All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have a caption placed below the figure or above the table being described, using 10pt Times New Roman and left aligned. [Paragraph styles “conf\_figure\_label” and “conf\_table\_label” respectively.]

Text should not be obscured by figures.

### 2.9.1. Equations

Use the Microsoft Equation Editor to create equations (Insert Menu: Equation.) If an equation needs a number, place it flush with the right margin of the column. Units in equations should use the roman font, rather than the italic font.

$$C_B = \frac{q^3}{3\epsilon_0 mc} = 3.54 \mu eV / T \quad (1)$$

## 2.10. Acknowledgments

Place acknowledgments including required mentions of the contract numbers in the Acknowledgements Section. See also Section 2.12.

## 2.11. References

All bibliographical 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 [1]. [Paragraph styles "conf\_ref\_heading" and "conf\_references" respectively.]

## 2.12. Footnotes

It is recommended that footnotes only be used in the body of the paper and not placed after the list of authors, affiliations, or in the abstract. See also Section 2.10

## 2.13. Acronyms

Acronyms should be defined the first time they appear.

## 3. PAGE NUMBERS

Page numbers are automatically generated in the header section of each page to assist authors with page length. However, page numbers may change upon compilation of the entire volume of the Proceedings.

## 4. CONVERSION OF MS WORD PAPERS TO PDF

For proceedings authors using this Microsoft Word template, you *cannot* submit your completed MS Word file directly to the arXiv server. Rather, you must convert your MS Word file to a PDF file and then submit the PDF file to the ePrint arXiv server.

Recent versions of Microsoft Word for both Windows and Macintosh operating systems have the capability of generating PDF output from an MS Word file.

### 4.1. Converting Word files to PDF from the Windows OS

If you are using the Windows OS, you should be able to save your open MS Word file as a PDF file by choosing Save to PDF from the File menu. Alternatively, you can choose Print from the File menu and then select Adobe PDF from the list of printers. A dialog box will then open where you can name the PDF file and choose the location where it is saved. Lastly, if you have Adobe Acrobat installed on your computer, Microsoft Word will display an Acrobat menu along with the other menus at the top of

the window. In the Acrobat window, select Convert to PDF to export your paper as a PDF file.

### 4.2. Converting Word files to PDF Using Mac OSX 10.5 or later

If you are using Microsoft Word with Mac OSX, version 10.5 or later, the lower left corner of the Print dialog contains a PDF button that opens a drop-down menu. Simply choose Save as PDF, and specify the file name and location in the dialog box that opens.

## 5. SUBMITTING YOUR PAPER TO ARXIV

Please limit your papers to 6 pages for contributed oral and poster presentations and 10 pages for invited speakers.

After converting your paper to a PDF file, submit the PDF to the ePrint arXiv server as follows:

- Choose the category: **astro-ph.HE**—High Energy Astrophysical Phenomena
- Insert the words "2014 Fermi Symposium proceedings - eConf C141020.1" in the Comments field
- Notify the editors of your submission by filling out the form at the following web site:

<http://fermi.gsfc.nasa.gov/science/mtgs/symposia/2014/arXiv/> .

**Note:** The arXiv website provides detailed instructions for submission of papers. See the following URL:

<http://arxiv.org/help/submit#text>

### 5.1. Editorial Review of Proceedings Papers

Upon acceptance by the arXiv server, the proceedings editors will download the paper from the server and review it. The editors will send email notification to the submitter noting whether or not the paper requires any changes.

Submission to the arXiv server provides automated version control. If authors need to make changes, they can resubmit to the arXiv server, and a new version number is automatically applied, thus eliminating most version control problems.

## Acknowledgments

The authors wish to thank JACoW for their guidance in preparing this template.

Work supported by Department of Energy contract DE-AC03-76SF00515.

## References

- [1] A.N. Other, "A Very Interesting Paper", EPAC'96, Sitges, June 19