

Paper Preparation Guideline

+ General Information

Use of the JACoW templates is mandatory for IPAC'25. Always download the latest template files before starting, even if you have them from previous conferences. Always use the styles contained in the templates. These styles will automatically ensure correct typesetting and layout, preventing the need for corrections.

*For authors who have requested Light Peer Review, it is recommended to use the JACoW LaTeX template. This will minimize the work of reformatting the contribution for the IoP version of the paper.

+ Length of Contributions

Papers for invited oral presentations may be up to 5 pages long. Papers for both contributed oral and poster presentations may be up to 3 pages long. If contributions contain numerous references, these may be included on an additional page. Only references are allowed on this extra page; no other parts of the paper are permitted. Page limits will be strictly enforced. Any papers exceeding their limit will be returned to the author for revision or, ultimately, rejected.

+ Basic Hints and Tools

Detailed instructions on how to write a good JACoW paper are included in the [JACoW template](#). We also suggest reading through the following pages or using the linked tools to ensure the acceptable quality of your papers.

- [Common Author Oversights](#)
- [Formatting Citations](#)
- [Reference Search Tool \(instructions\)](#)
- [CAT Scan Editor – docx & LaTeX validator \(instructions\)](#)
- [Description of Electronic Processing of Submissions](#)

+ Naming of files

Only files named according to the paper's programme code can be uploaded. Example for paper code MOPA888, the paper contains two figures, the file names should be:

- MOPA888.tex (or .docx, .odt, etc) corresponding to the source file and are to be selected in the "Source File" upload box
- MOPA888.pdf, selected in the "PDF" upload box
- MOPA888_f1.eps (or .png, .tif, .jpg, .pdf ...) corresponding to figure 1. Figures and other supporting files are to be selected in the "Other Supporting Files" upload box
- MOPA888_f2.eps (or .png, .tif, .jpg, .pdf ...) corresponding to figure 2. Figures and other supporting files are to be selected in the "Other Supporting Files" upload box

+ References

We have observed that fixing bad references in submitted papers is the most time consuming job for editors in the Proceedings Office.

Basic rules:

- All bibliographical and web references should be disced and listed at the end of the paper in a section called “References.”
- When citing a reference in the text, place the corresponding reference disc in square brackets, e.g. [3].
- A URL may be included as part of a reference, but the hyperlink must be removed (In Word use ctrl+k to remove).

Citations of JACoW publications

To get citations of JACoW publications correctly formatted use the [JACoW reference search tool](#). Use this tool for all JACoW conference related citations, included those to papers presented to IPAC’25.

Citations of non-JACoW publications

It is crucial that all bibliographical references are written clearly and consistently across all the conference proceedings. Always use the EXACT formatting of references and citations in the [templates](#). More examples and details can be found in the Annex B of the full template or on the [JACoW website](#).

Basic Accelerator Conference Citation Formatting

Presented at IPAC’25, “this conference”

[1] A. Author, et al., “Paper title”, presented at the 16th International Particle Accelerator Conf. (IPAC’25), Taipei, Taiwan, June 2025 paper XXXXXX, this conference.

Note: “*et al.*” should be used for 4 or more authors.

Unpublished proceedings papers (e.g. IPAC’24)

[1] A. Author, B. Author and C. Author, “Paper title”, presented at the 15th International Particle Accelerator Conf. (IPAC’24), Nashville, USA, May 2024, paper XXXXXX.

Published papers (e.g. IPAC’24)

[1] A. Author and B. Author, “Paper title”, in Proc. 15th Int. Particle Accelerator Conf. (IPAC’24), Nashville, USA, May 2024, pp. nnn-nnn. doi:10.18429/JACoW-IPAC2024-XXXXXX

Where XXXXXX denotes the paper ID, e.g. MOPWA888.