

Guideline for Abstract Preparation and Submission on Linac14 SPMS instance

Submit your abstract(s) by clicking on the **Submit a New Abstract** link and following the instructions below:

Abstract Title

Enter the title of the contribution using initial capital letters, for example, "This is a Paper Title in Initial Capital Letters".

Presentation Type

The default for all contributions that are not invited oral presentations is "Poster". The Scientific Programme Committee will select contributions for contributed oral presentation.

Main and Sub-Classification of Abstracts

All contributions are grouped by main and sub-classification. Authors are reminded that it is their responsibility to properly classify their abstracts to ensure that, if accepted for presentation, the paper is properly placed within the conference program. (A description of the Scope of Classifications and Sub-Classifications is provided to help authors with this task – optional.)

Abstract Text

The text should not exceed 1200 characters.

Special Characters

Since electronic submission over the web does not allow a simple, straight-forward system to enter Greek symbols, superscripts, or subscripts, authors are requested to avoid using them.

Footnotes / Funding Agency

Footnotes should not exceed 200 characters. Enter references to publications as many times as necessary and with a carriage return between each.

Reference to funding agencies should not exceed 200 characters. This field should not be used to request sponsorship at the conference. No carriage returns are allowed. Once the abstract submission is complete, hit "Submit".

Abstract Editing / Entry of Co-authors

After having "submitted" the abstract, a new window allows authors to print, edit, withdraw, and also to enter co-authors and designate their roles:

- Primary/submitting authors (the persons normally contacted on matters concerning the program and the conference organization),
- Presenter/speaker (the person who would present the invited oral/contributed oral/poster),
- Co-author.

It is also possible to assign multiple affiliations to authors and to remove authors.

Note that when you enter co-authors, the JACoW SPMS system will search to see whether a profile/account already exists for the co-author. If it does not, you will have to create a profile for them. Please be extremely careful with your data entry as this profile will be added to the JACoW repository. Co-authors properly entered

in the SPMS will thus appear in the list of co-authors, which will be included in the program booklet and in the author index of the proceedings. Failure to do so means they will be excluded from the author index in the conference program booklet and in the proceedings.

If a paper is selected for oral presentation, the role “presenter” automatically becomes “speaker”. The roles thus assigned are used to generate the sort order for co-authors in the table of contents. The names of primary/submitting authors appear first in the list of co-authors, followed in alphabetical order by co-authors with the same affiliation. Co-authors from other affiliations are grouped by affiliation, in alphabetical order.

Always click on Update to save changes.