

Instructions for the Editor

Gerd Müller

SLAC, Menlo Park, USA

DOI: will be assigned

Short instructions for the editor.

How to update the template and style file **before** distribution to the authors.

How to prepare the final book.

1 Prepare the author template

The author will need 2 files: `smith_joe.txt` (the template) and `desyproc.cls` (the classfile). Best if the directory is shared with the authors. There are a couple of things the editor should update before distributing the files.

1.1 `smith_joe.tex`

This template is also used as author instructions. It's a suggestion, feel free to modify the text to your needs. Esp. deadline, number of pages etc. have to be adjusted.

There is a paragraph at the top:

```
% TO THE CONFERENCE EDITORS:
% please update the following information
% before sending the template to the authors
\confID{999} % if the conference is on Indico uncomment this line
\desyproc{DESY-PROC-2099-xx}
\acronym{VIP2010} % if you want the Acronym in the page footer uncomment this line
```

Please update the corresponding information. You should have received the DESY-PROC number when applying for publishing the proceedings with DESY.

1.2 `desyproc.cls`

If possible keep this class file unchanged.

If you need to change `textwidth` and `textheight` please discuss it with the DESY Publisher (Library) beforehand.

2 Collect contributions

Wait for the contributions to trickle in.

See that you have all information (files, packages) necessary to re-process the contributions. Since page margins depend on the local settings you will need to tex all files. You can already check, that the `\contribID{xy}` is given.

In the class-file `desyproc.cls` you toggle

```
% ===== To the editor: =====
% Please swap the comment of the following 2 lines.
% So the proper DOI appears on the document.
% -----
% {\bfseries DOI:} {\texttt http://doi.org/10.3204/\@desyproc/\@contribID}
% {\bfseries DOI:} {\texttt will be assigned}
```

and the final DOI will be printed on the contribution. Please don't do this before sending it to the authors, otherwise there will be invalid DOIs on articles submitted to arXiv.

3 Create the proceedings

The main body for the proceedings is `proc.tex`. Here you will add title-page, foreword and other information.

There are 2 versions: `combine_fancy.tex` includes the authors and title of the contribution in the header, `combine_simple.tex` does not.

3.1 Update `proc.tex`

You should have received DOI, ISBN and DESY-PROC number when applying for publishing the proceedings with DESY. You can get the information from the record you created in the PubDB.

Choose a license. We prefer CC-BY-4.0 but CC-BY-SA or CC-BY-NC are good alternatives.

3.2 Allining the contributions

Basically the pdf of each contribution is included as figure.

The text-body of the contributions should be alligned with the page-numbers of the outer document. This is goverend by

```
offset=0mm 0mm,
% left, bottom, right, top
trim=19mm 48mm 19mm 42mm, clip]
```

3.3 Including the contributions

For each contribution the data for title and authors (for the ToC and page-headings) and Includeart is needed

```
\coltoctitle{LaTeX template for DESY proceedings}
\index{Smith, Joe}
\index{Miller, Ruth}
\coltocauthor{Joe Smith, Ruth Miller}
\Includeart{\CAUT}{\CTIT}{smith_joe/smith_joe}
```

You can type in those lines manually. However, it is way easier to create a file `toc.txt` containing a list of tex-filenames in the correct order (`ls -1 */*tex > toc.txt` and sort those lines).

Then you run the script `maketoc.pl` which is provided with these instructions.

The script tries to extract author-names and title from the tex source and creates a file `toc.tex` with the snippets needed to include the contributions. In addition the script creates a file with all metadata (`toc.spires`). Please attach `toc.spires` to the PubDB record, we can use it to create records for single contributions and the corresponding records on INSPIRE.

3.4 Run pdflatex

```
pdflatex proc
pdflatex proc
makeindex proc.idx # to create the author-index
pdflatex proc
```

4 Submit proceedings

Check that the final pdf looks OK.

Typically there are some long lines in titles or references which have to be broken. This template includes an example.

Attach the pdf to the PubDB record and send a note to `l.publishing@desy.de`.