

PREPARATION OF PAPERS FOR JACoW CONFERENCES*

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Abstract

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conferences Website (JACoW) collaboration for the publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference information for page limits, method of electronic submission, etc. It is not intended that this should be a tutorial in word processing; the aim is to explain the particular requirements for electronic publication at www.JACoW.org. The abstract itself is to act as a standalone entity and, as such, should not include citations. Any acronyms should be expanded on their first occurrence, both in the abstract and in the rest of the paper. The abstract itself is to act as a standalone entity and, as such, should not include citations. Any acronyms should be expanded on their first occurrence, both in the abstract and in the rest of the paper.

SUBMISSION OF PAPERS

Each author should submit the PDF file and all source files (text and figures) to enable the paper to be reconstructed if there are processing difficulties.

MANUSCRIPTS

Templates are provided for recommended software and authors are advised to use them. Please consult the individual conference help pages if questions arise.

General Layout

These instructions are a typical implementation of the requirements. Manuscripts should have:

- Either A4 (21.0 cm × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.6 cm × 27.9 cm; 8.5 in × 11.0 in) paper.
- Single-spaced text in two columns of 82.5 mm (3.25 in) with 5.3 mm (0.2 in) separation. More recent versions of Microsoft Word have a default spacing of 1.5 lines; authors must change this to 1 line.
- The text located within the margins specified in Table 1.

Fonts

In order to produce good Adobe Acrobat PDF files, authors using the ‘jacow’ L^AT_EX template are asked to use only the fonts defined in the ‘jacow’ class file (v2.2 of 2018/02/23) in standard, bold (i. e., `\textbf`) or italic (i. e., `\textit`) form and symbols from the standard set of fonts. In Word

Table 1: Margin Specifications

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.02 in (26 mm)

use only Symbol and, depending on your platform, Times or Times New Roman fonts in standard, bold or italic form.

The layout of the text on the page is illustrated in Fig. 1. Note that the paper’s title and the author list should be the width of the full page. Tables and figures may span the whole 170 mm page width, if desired (see Fig. 2), but if they span both columns, they should be placed at either the top or bottom of a page to ensure proper flow of the text (which should flow from top to bottom in each column and the numbering should be in sequence).

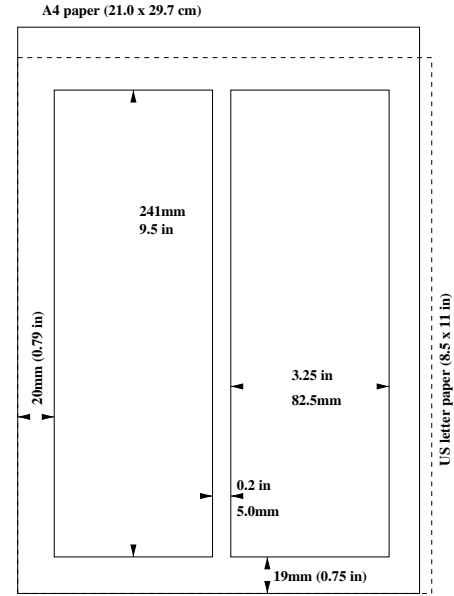


Figure 1: Layout of papers.

Title and Author List

The title should use 14 pt bold uppercase letters and be centered on the page. Individual letters may be lowercased to avoid misinterpretation (e. g., mW, GeV, SPRing-8, Swiss-FEL). To include a funding support statement, put an asterisk after the title and the support text at the bottom of the first column on page 1—in Word, use a text box; in L^AT_EX, use `\thanks`. See also the subsection on footnotes.

* Work supported by ...

[†] email address



Figure 2: Example of a full-width figure showing the JACoW Team at their annual meeting in November 2017. This figure has a multi-line caption that has to be justified rather than centered.

The names of authors, their organizations/affiliations and postal addresses should be grouped by affiliation and listed in 12 pt upper- and lowercase letters. The name of the submitting or primary author should be first, followed by the coauthors, alphabetically by affiliation. Where authors have multiple affiliations, the secondary affiliation may be indicated with a superscript, as shown in the author listing of this paper. See ANNEX A for further examples.

Section Headings

Section headings should not be numbered. They should use 12 pt bold uppercase letters and be centered in the column. All section headings should appear directly above the text—there should never be a column break between a heading and the following paragraph.

Subsection Headings

Subsection headings should not be numbered. They should use 12 pt italic letters and be left aligned in the column. Subsection headings use Title Case (or Initial Caps) and should appear directly above the text—there should never be a column break between a subheading and the following paragraph.

Third-level Headings These should use 10 pt bold letters and be run into the paragraph text. In \LaTeX these headings are created with \LaTeX 's `\subsubsection` command. In the Word templates authors must bold the heading text themselves. This heading should be used sparingly. See Table 2 for its style details.

Paragraph Text

Paragraphs should use 10 pt font and be justified (touch each side) in the column. The beginning of each paragraph should be indented approximately 0.33 cm (0.13 in). 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.

Figures, Tables, and Equations

Place figures and tables as close to their place of mention as possible. Lettering in figures and tables should be large enough to reproduce clearly. Use of non-approved fonts in figures can lead to problems when the files are processed. \LaTeX users should be sure to use non-bitmapped versions of Computer Modern fonts in equations (Type 1 PostScript or OpenType fonts are required. Their use is described in the help pages of the JACoW website [1]).

Each figure and table must be numbered in ascending order (1, 2, 3, etc.) throughout the paper. Figure captions are placed below figures, and table captions are placed above tables.

Figure captions are formatted as shown in Figs. 1 and 2, while table captions take the form of a heading, with initial letters of principle words, capitalized, and without a period at the end (see Tables 1 and 2). Any reference to the contents of the table should be made from the body of the paper rather than from within the table caption itself.

Single-line captions are centered in the column, while captions that span more than one line should be justified. The \LaTeX template uses the 'booktabs' package to format tables.

When referring to a figure from within the text, the convention is to use the abbreviated form [e. g., Fig. 1] *unless* the reference is at the start of the sentence, in which case “Figure” is written in full. Reference to a table, however, is never abbreviated [e. g., Table 1].

If a displayed equation needs a number (i. e., it will be referenced), place it in parentheses, and flush with the right margin of the column. The equation itself should be indented and centered, as far as is possible:

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

When referencing a numbered equation, use the word “Equation” at the start of a sentence, and the abbreviated form, “Eq.”, if in the text. The equation number is placed in parentheses [e. g., Eq. (1)].

Units

Units should be written using the standard, roman font, not the italic font, as shown in Eq. (1). An unbreakable space should precede a unit (in L^AT_EX use a “\,”, the template uses the ‘siunitx’ package to format units). Some examples are: 3 keV, 100 kW, 7 μm. When a unit appears in a hyphenated, compound adjective that precedes a noun, it takes on the singular form, e. g., the 3.8-metre long undulator.

References

All bibliographical and web references should be numbered and listed at the end of the paper in a section called **REFERENCES**. When citing a reference in the text, place the corresponding reference number in square brackets [1]. The reference citations in the text should be numbered in ascending order. Multiple citations should appear in the same bracket [3, 4] and with ranges where appropriate [1–4, 10].

A URL or DOI may be included as part of a reference, but its hyperlink should NOT be added. The usual practice is to use a monospace font for the URL so as to help distinguish it from normal text. In L^AT_EX the ‘url’ package is used.

For authors to properly cite the resources used when researching their papers is an obligation. In the interest of promoting uniformity and complete citations, the IEEE Editorial Style for Transactions and Journals, which itself adheres to the Chicago Manual of Style, has been adopted [2]. Please consult the appended material, **ANNEX B**, for details. The onus is on authors to pay attention to the details of the said style to ensure complete, accurate and properly formatted references.

Footnotes

Footnotes on the title and author lines may be used for acknowledgements and e-mail addresses. A non-numeric sequence of characters (*, #, †, ‡, ¶) should be used to indicate the footnote. These “pseudo footnotes” should only appear at the bottom of the first column on the first page.

Any other footnote in the body of the paper should use the normal numeric sequencing (i. e., 1, 2, 3) and appear

at the bottom of the same column in which it is used. All footnotes are of 8pt font size.

Acronyms

Acronyms should be defined the first time they appear, both in the abstract and in the rest of the paper.

STYLES

Table 2 summarizes the fonts and spacing used in the styles of a JACoW template. In L^AT_EX, these are implemented in the ‘jacow’ class file.

PAGE NUMBERS

DO NOT include any page numbers. They will be added when the final proceedings are produced.

Table 2: Summary of Styles

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
<i>Abstract Title</i>	12 pt <i>Initial Caps Italic</i>	0 pt	3 pt
Section Heading	12 pt UPPERCASE bold	9 pt	3 pt
<i>Subsection Heading</i>	12 pt <i>Initial Caps Italic</i>	6 pt	3 pt
Third-level Heading	10 pt Initial Caps Bold	6 pt	0 pt
Figure Captions	10 pt	3 pt	≥3 pt
Table Captions	10 pt	≥3 pt	3 pt
Equations	10 pt base font	≥6 pt	≥6 pt
References when ≤ 9	9 pt \bibliography{9}	0 pt	3 pt
Refs. ≥ 10	9 pt \bibliography{99}	0 pt	3 pt

TEMPLATES

Template documents for the recommended word processing software are available from the JACoW website [1] and exist for L^AT_EX, Microsoft Word (Mac and PC) and LibreOffice/Apache OpenOffice for US letter and A4 paper sizes. Use the correct template for your paper size and platform.

Fonts are embedded by default with pdfL^AT_EX. Using L^AT_EX with ‘dvips’, make sure that ‘ps2pdf’ has the option `-dEmbedAllFonts=true`. Fonts of included figure graphics in PDF or EPS are often not embedded. So make sure that this is done when generating them or reprocess them in ‘Ghostscript’ with the switch `-dEmbedAllFonts=true` set.

CHECKLIST FOR ELECTRONIC PUBLICATION

Authors are requested to go over the following checklist for electronic publication:

- Use only Times or Times New Roman (standard, bold or italic) and Symbol fonts for text, 10 pt except references, which should be 9 pt.
- Figures should use Times or Times New Roman (standard, bold or italic) and Symbol fonts when possible—6 pt minimum, with fonts embedded.
- Check that citations to references appear in sequential order and that all references are cited.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.

- Check that the margins on the printed version are within ± 1 mm of the specifications.
- L^AT_EX users can check their margins by invoking the `boxit` option.

Please also check the list of common oversights which can be found in **ANNEX C**.

CONCLUSION

Any conclusions should be in a separate section directly preceding the **ACKNOWLEDGEMENTS**, **APPENDIX**, or **REFERENCES** sections, in that order.

ACKNOWLEDGEMENTS

Any acknowledgement should be in a separate section directly preceding the **REFERENCES** or **APPENDIX** section.

APPENDIX

Any appendix should be in a separate section directly preceding the **REFERENCES** section. If there is no **REFERENCES** section, this should be the last section of the paper.

REFERENCES

- [1] JACoW, <http://www.jacow.org>
- [2] *IEEE Editorial Style Manual*, IEEE Periodicals, Piscataway, NJ, USA, Oct. 2014, pp. 34–52.

ANNEX A: FORMATTING OF AUTHORS AND AFFILIATIONS

The names of authors, their organizations/affiliations and postal addresses should be grouped by affiliation and listed in 12 pt upper- and lowercase letters. The name of the submitting or primary author should be first, followed by the coauthors, alphabetically by affiliation. If the author list for a given affiliation spans multiple lines, please be sure to break the line in a manner that does not split the author's initials from the author's last name. This is easily done by placing unbreakable spaces between the initials and last name. The affiliation name and address are also best kept together on the same (but not necessarily separate) line, wherever possible. (See, for example, the entry for GSI in the following). In cases where authors have multiple affiliations, the secondary affiliation is inserted below the author/primary affiliation

listing and is indicated with a superscript, as shown in the following.

Footnotes on the title and author lines may be used for acknowledgements and e-mail addresses, using a non-numeric sequence of characters (*, †, ‡, §, ¶ as generated by L^AT_EX's `\footnote` command).

For examples of the preferred formatting of authors and affiliations, please consult the following list of JACoW collaboration members.

For manuscripts submitted by large collaborations with potentially many tens of authors and where, additionally, there may be page number limitations, a format consisting of the principle author's name and institute, followed by "on behalf of the ... collaboration", is preferred.

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ANNEX B: IEEE REFERENCE STYLE GUIDE AS APPLIED TO JACoW PAPERS, PERIODICALS AND OTHER WORKS

Referencing JACoW Proceedings

The format for published JACoW proceedings papers is detailed in the following and can also be readily deduced from Refs. [1-3]. At the very minimum, sufficient information should be given to enable readers to clearly identify the paper and to facilitate its import into digital databases.

Author Listing Careful attention should be given to the placing of commas and the use of ‘and’ in the author list. In particular, for the case of three or more authors (as in [3]), a comma also follows the penultimate author. The preference for ‘*et al.*’ takes precedence when the number of authors becomes large (e.g., >6).

Paper Title As is modern practice in references, the title of the paper is written in sentence case, i.e., only the initial letter of the first word in the title is capitalized. Proper nouns, however, also have a capital. Capital letters appearing in acronyms likewise remain unaltered

Conference Proceedings The proceedings title is written in title case in italics using standard abbreviations, such as *Int.* and *Conf.* The preposition, “in”, in normal font, precedes the proceedings title. The location, i. e., city, state (if USA), and country of the conference venue, the month (three-letter abbreviation) and the year the conference took place, is then listed. Finally, details pertaining to the paper itself, such as the conference paper ID, mandatory page numbers, and the digital object identifier (DOI), if existing, are listed in the given order. A monospace font for the DOI is used so as to help distinguish it from normal text. In \LaTeX the ‘url’ package is used. The conference paper ID is optional and may be included in the absence of a DOI to facilitate a search through internet search engines. DOIs have been assigned to all JACoW publications appearing in recent proceedings and will likewise be assigned to articles from conferences further past, in due course. The use of DOIs is strongly emphasized.

The complete or abbreviated form for citations, as shown in the following section, is advocated. The former is more informative to readers outside the immediate conference sphere, and will further serve to avoid potential ambiguities in cases where an acronym is not unique. Both forms, however, when adhered to, ensure a proper import into digital libraries and information sources such as INSPIRE, Scopus, and Google Scholar. Authors are also reminded to make a distinction between papers published in JACoW proceedings (which have page numbers and, in the case of recent publications, DOIs) and those papers that may have been presented at past JACoW conferences but were not published [4]. References to contributions presented at the same conference should be written as shown in [5]; the wording “this conference” may be optionally appended.

Referencing Periodicals and Other Sources

The IEEE style is also shown for periodicals [6-11], online sources [12], books [13, 14], internal reports [15], theses [16], manuals or handbooks [17], patents [18] and unpublished material [19, 20]. Examples of correctly formatted references can also be found at the JACoW website, under ‘Formatting Citations’ which is reached through the ‘for Authors’ link.

Alignment of References

In the \LaTeX template, `\bibliography{9}` is used for when the total number of references is less than ten. This should be changed to `\bibliography{99}` if the number of references is ten or more.

PAPER PUBLISHED IN A CONFERENCE PROCEEDINGS

Complete Form

- [1] A. Alpha and B. T. Beta, “Novel techniques for future TeV electron accelerators,” in *Proc. 8th Int. Particle Accelerator Conf. (IPAC’17)*, Copenhagen, Denmark, May 2017, pp. 567-569, doi:10.18429/JACoW-IPAC2017-PAPERID
[Conference Proceedings, two authors; DOI encouraged]
- [2] A. Alpha *et al.*, “A new 12 GHz electron linear accelerator,” in *Proc. 28th Linear Accelerator Conf. (LINAC’16)*, East Lansing, MI, USA, Sep. 2016, pp. 27-31, doi:10.18429/JACoW-LINAC2016-PAPERID
[Conference Proceedings, for six or more authors use *et al.*; DOI encouraged]
- [3] A. Alpha, B. T. Beta, C. Gamma, and D. Delta, “An overview of control systems,” in *Proc. 13th Int. Conf. on Accelerator and Large Experimental Physics Control Systems (ICALEPCS’11)*, Grenoble, France, Oct. 2011, paper TUP014, pp. 89-91.
[Conference Proceedings, four authors; optional paper ID in the absence of a DOI]

Abbreviated Form

- [1] A. Alpha and B. T. Beta, “Novel techniques for future TeV electron accelerators,” in *Proc. IPAC’17*, Copenhagen, Denmark, May 2017, pp. 567-569, doi:10.18429/JACoW-IPAC2017-PAPERID
[Conference Proceedings, two authors; DOI encouraged]
- [2] A. Alpha *et al.*, “A new 12 GHz electron linear accelerator,” in *Proc. LINAC’16*, East Lansing, MI, USA, Sep. 2016, pp. 27-31, doi:10.18429/JACoW-LINAC2016-PAPERID
[Conference Proceedings, for six or more authors use *et al.*; DOI encouraged]
- [3] A. Alpha, B. T. Beta, C. Gamma, and D. Delta, “An overview of control systems,” in *Proc. ICALEPCS’11*, Grenoble, France, Oct. 2011, paper TUP014, pp. 89-91.
[Conference Proceedings, four authors; optional paper ID in the absence of a DOI]

UNPUBLISHED PAPER PRESENTED AT A PREVIOUS CONFERENCE

Complete Form

- [4] A. Alpha and B. T. Beta, “An interesting talk but paper not submitted,” presented at the 5th Int. Particle Accelerator Conf. (IPAC’14), Dresden, Germany, Jun. 2014, paper MOAX01, unpublished.
[Unpublished paper; conference name in normal font; paper ID may only be given if material supplementing the proceedings exists on the JACoW website, e.g., PDF of talk]

Abbreviated Form

- [4] A. Alpha and B. T. Beta, “An interesting talk but paper not submitted,” presented at IPAC’14, Dresden, Germany, Jun. 2014, paper MOAX01, unpublished.
[Unpublished paper; conference name in normal font; paper ID may only be given if material supplementing the proceedings exists on the JACoW website, e.g., PDF of talk]

PAPER PRESENTED AT THE CURRENT CONFERENCE

Complete Form

- [5] A. Alpha and B. T. Beta, “An interesting talk at this conference,” presented at the 9th Int. Particle Accelerator Conf. (IPAC’18), Vancouver, Canada, Apr.-May 2018, paper MOAB01, this conference.
[Current conference; conference name in normal font; the wording “this conference” is optional]

Abbreviated Form

- [5] “An interesting talk at this conference,” presented at IPAC’18, Vancouver, Canada, Apr.-May 2018, paper MOAB01, this conference.
[Current conference; conference name in normal font; the wording “this conference” is optional]

PAPER PUBLISHED IN, OR SUBMITTED TO, A PERIODICAL

- [6] P. Mercury *et al.*, “Title of paper published in journal,” *Phys. Rev. Lett.*, vol. 114, no. 5, p. 050511, Feb. 2014, doi:10.1103/PhysRevLett.114.050511
[Periodical, *Phys. Rev. Lett.*; issue no. and month may be omitted]
- [7] P. Venus *et al.*, “New techniques in laser wakefield accelerators,” *Phys. Rev. ST Accel. Beams*, vol. 18, p. 120198, Dec. 2015, doi:10.1103/PhysRevAccelBeams.18.120198
[Periodical, *Phys. Rev. ST Accel. Beams*; month may be omitted]
- [8] T. Earth *et al.*, “Low dose irradiation impact on modern silicon detectors,” *Nucl. Instr. Meth.*, vol. 692, pp. 256–280, 2014, doi:10.1016/j.nima.2014.11.022
[Periodical, *Nucl. Instr. Method.*]
- [9] T. Earth, L. Moon, and A. Belt, “Temporal correlations of x-ray free electron lasers,” *Optics Express*, vol. 20, pp. 11396–11404, 2012, doi:10.1364/OE.20.11396
[Periodical, *Optics Express*]

- [10] J. B. Good, “A paper accepted for publication,” *Phys. Rev. Lett.*, to be published.
[Periodical, paper accepted for publication by *Phys. Rev. Lett.*]
- [11] G. D. Read, “Title of paper submitted for publication,” submitted for publication.
[Paper submitted for publication; the name of the periodical does not appear]

ONLINE SOURCE

- [12] JACoW, <http://www.jacow.org>
[online source; no hyperlink, no period at end of URL unless there is a trailing “/” as shown below. A monospace font should be used, this is achieved using the ‘url’ package in L^AT_EX]
- [12] JACoW, <http://www.jacow.org/>.
[online source; no hyperlink, period after trailing “/” in URL allowed. A monospace font should be used, this is achieved using the ‘url’ package in L^AT_EX]

CITATIONS TO BOOKS

- [13] T. Earth and L. Moon, “Title of chapter in the book,” in *Title of Book*, R. Mars, Ed. New York, NY, USA: Wiley, 1994, pp. 42–48.
[Chapter in book]
- [14] A. Belt, *Title of Book*. Cambridge, MA, USA: MIT Press, 1986.
[Book]

REPORTS AND THESES

- [15] G. Jupiter *et al.*, “Title of report,” CERN, Geneva, Switzerland, Rep. CERN-2012-333, Oct. 2012.
[Report]
- [16] A. Student, “Title of thesis,” Ph.D. thesis, Phys. Dept., Karlsruhe Institut für Technologie, Karlsruhe, Germany, 2014.
[Thesis]

MANUAL

- [17] *IEEE Editorial Style Manual*, IEEE Periodicals, Piscataway, NJ, USA, Oct. 2014, pp. 34-52; http://www.ieee.org/documents/style_manual.pdf
[Handbook/Manual, no hyperlink, no period after URL]

PATENTS

- [18] A. N. Inventor, “Title of patent,” Patent Authority and No., Jan. 20, 2016.

UNPUBLISHED WORK AND PRIVATE COMMUNICATION

- [19] P. Neptune, “Title of paper,” unpublished.
[Unpublished]
- [20] P. Uranus, private communication, Jun. 2015.
[Private communication]

ANNEX C: THE DILIGENT AUTHOR'S CHECKLIST

Common Oversights

In order to lessen the load on a small team of editors and to help expedite publication of the Proceedings, authors are kindly asked to give themselves an extra few minutes to go over the following points, which highlight the most common errors, before uploading their paper. By providing a properly formatted JACoW paper, the Proceedings Office is able to benefit from an autodistill process which automatically converts the author's PDF file into a version that adheres to the JACoW-compliant PDF standard. The process further ensures that all fonts required to view the entire document are embedded, rendering a final PDF that qualifies technically for publication.

Author and Affiliation Listing

The names of authors and their affiliations should be in 12 pt uppercase and lowercase letters, with standard, roman fonts (i. e., not italics). When there is more than one author, the submitting author should be first, followed by the coauthor. Coauthors should be grouped by affiliation and then be listed alphabetically. Please refer to **ANNEX A** for further details and examples, particularly for the case where authors have multiple institutes.

SPMS Database and Final Manuscript Validation

Primary authors are reminded that it is their responsibility to verify the accuracy of the title, abstract, and coauthor/institute listing, and that these are identical in both the final manuscript and SPMS database. This is required to ensure the proper indexing of author/coauthor(s) appear in the published proceedings.

Subsection Headings

Subsection Headings are in 12 pt *italic* lowercase and uppercase. The initial letter of every principle word is capitalized, and the heading is left aligned in the column.

Figure Captions

Figure captions should be placed *below* the figure and centred if on one line, but justified if spanning two or more lines:

Figure 1: A one line figure caption is centred.

Figure 2: A lengthy figure caption that spans two lines is justified.

Table Headings

Table captions should be placed *above* the table and centred if on one line, but justified if spanning two or more lines:

Note the colon ":" after the figure number and the period "." at the end of the caption.

When referring to a figure from within the text, the convention is to use the abbreviated form, i. e., Fig. 1, *unless* the reference to the figure is at the start of the sentence:

Figure 1 shows a schematic view of...

... as shown in Fig. 1.

Table 1: Table Heading

Table 2: A Particularly Long Table Heading Spanning Two Lines

Note the colon ":" after the table number, that the initial letters of the principle words in the table heading are capitalized, and the absence of a period at the end of the caption.

When referring to a table from within the text, the convention is *not* to abbreviate, i. e., Table 1.

Equations

If a displayed equation requires a number, it should be placed flush with the right margin of the column.

Units

An unbreakable space should always precede a unit. In \LaTeX use a "\," or the 'siunitx' package to format units. Examples are: 3 keV, 4 GeV, 100 kW, 7 μm .

References

References are written in 9 pt size and should be neatly presented in a consistent format with reference numbers aligned. Please refer to **ANNEX B** for the preferred format and proper alignment.

Please also ensure that references in the text are cited in sequential order.