



# 4<sup>th</sup> International Fermi Symposium

Monterey, California

October 28 – November 2, 2012

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## Proceedings Contributor's Guide

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- Bob Kahn (Stanford LOC)
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### Editorial Team Email Address

Please use the following email address to communicate with the 2012 Fermi Symposium Proceedings Editorial Team regarding any proceedings-related questions, issues and, most important, notification of symposium papers uploaded to arXiv.

[FermiSymposium2012Proceedings@bigbang.gsfc.nasa.gov](mailto:FermiSymposium2012Proceedings@bigbang.gsfc.nasa.gov)

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## I. Overview of the 2012 Proceedings

The 2012 Fermi Symposium Proceedings, like the 2011 proceedings, will be produced and posted on the web, rather than published as a traditional printed book. However, a book-formatted PDF version will be produced and may be printed if desired.

The 2012 proceedings will comprise a set of seven web pages, linked with a navigation bar. These web pages will be hosted on the SLAC eConf web server, ensuring that the proceedings will automatically be indexed in the inSPIRE database. It will also be indexed and assigned a bibliographic number in the NASA Astrophysics Data System (ADS).

The eConf URL to be provided by SLAC will automatically open the e-Proceedings page. A navigation bar at the top of each page will provide access to all of the proceedings web pages.

Following is a brief description of the content of each proceedings web page.

1. **e-Proceedings Page.** A table displaying presenter name, title, category, time block and other information about each of the presentations delivered during the symposium, with links to PDF copies of the presentation slides, as well as links to PDF copies of papers on arXiv. This table will feature fixed, sortable column headers, with the body of the table scrolling in a window beneath the headers row.
2. **e-Posters Page.** A table displaying presenter name, title, category and other information about each of the posters displayed during the symposium, with links to PDF poster papers on ArXiv. This table will also feature fixed, sortable column headers, with the body of the table scrolling in a window beneath the headers row.
3. **arXiv Papers Page.** A table containing lead author name, title and category of all 2012 symposium presentation and poster papers uploaded to arXiv, with links to PDF copies of these papers. This table will also feature fixed, sortable column headers, with the body of the table scrolling in a window beneath the headers row.
4. **PDF Proceedings Page.** Link to a PDF file containing all available presentation and poster papers formatted in journal form. Presentation papers will be organized by program schedule. Poster papers will be organized by topic category and lead author. A linked table of contents, bookmarks and full-text PDF Search functionality will facilitate location of individual papers in this electronic proceedings. This PDF, or selections from it may be printed from a computer.
5. **Program Page.** The symposium program, displayed as a series of tables, in chronological order, with links from each presentation row to a PDF file of the presentation slides and/or a link to a PDF file of a corresponding arXiv paper.
6. **Posters Page.** The symposium poster sessions program, displayed as a series of tables with links from each poster row to a PDF poster paper on arXiv summarizing the poster content.
7. **About Page.** Information about the proceedings editorial group, plus links to the NASA-Goddard and Stanford GLAST 2012 Symposium archival websites.

## II. e-Proceedings Authoring and Production Process

Here is an overview of our process for creating the 2012 symposium electronic proceedings:

1. LaTeX and Microsoft Word versions of a proceedings paper template, with PDF instructions for authoring and submitting papers to arXiv, will be developed and posted on the 2012 Fermi Symposium websites at both Stanford and NASA-Goddard. These templates contain preset headers and footers that will be used by arXiv and the SLAC eConf server to identify papers as belonging to the 2012 Fermi Symposium Proceedings.  
**Note:** *All proceedings contributors must use either the LaTeX or MS Word version of this template.*
2. On January 29, 2013, a "call for proceedings papers" will be emailed to all symposium attendees who gave talks or presented posters, inviting and encouraging them to write and upload papers summarizing their presentations and research findings to arXiv.  
**Note:** *The deadline for uploading proceedings papers to arXiv is March 1, 2013.*
3. Terri Brandt (NASA-Goddard) and Giovanna Senatore (Stanford LOC) will maintain a database of proceedings authors and their email addresses and will be responsible for all proceedings communication with authors, including the initial call for proceedings papers and reminders of approaching deadlines.
4. Using the templates and instructions provided, contributors will author their papers.  
**Note:** *Please limit your papers to 6 pages or less. Poster papers should be limited to 4 pages or less, if possible.*
5. Contributors submit completed manuscripts to arXiv.
6. Following acceptance of their proceedings papers by arXiv, contributors must email their arXiv-assigned paper ID numbers to the proceedings editorial team.
7. The proceedings editorial team, listed at the top of this page, will review all papers submitted and will contact authors directly should any issues arise.
8. Bob Kahn (Stanford LOC) will develop the web pages for this year's proceedings web page(s) and incorporate links to arXiv as papers are submitted.
9. Following the proceedings papers submission deadline, Bob Kahn and Giovanna Senatore will complete the proceedings web pages and book-formatted PDF compendium.
10. When the proceedings web pages and PDF files have been finalized and approved, they will be sent to SLAC for uploading to the eConf server, and an eConf proceedings URL will be posted on this web page.

### III. 2012 Proceedings Development Schedule

Below is the schedule for producing the 2012 Fermi Symposium Proceedings.

Task	Date(s)	Who
LaTeX & MS Word template development	Dec 2012 – Jan 18, 2013	Omodei, Brandt, Kahn
Post Template & Call for proceedings papers	Jan 30, 2013	Brandt
Proceedings web pages design & development	Jan 22-Feb 15 2013	Kahn
Paper authoring and arXiv submission	Jan 28 – Mar 1, 2013	Symposium Authors
Paper review and editing	Feb 1 – Apr 12, 2013	Omodei, Brandt, Wilson
Compilation of proceedings links and PDF files and completion of proceedings web pages and PDF file	Mar 1 – Apr 24, 2013	Kahn, Senatore
Posting of proceedings on SLAC eConf	May 1, 2013	Kahn, SLAC

### IV. LaTeX and MS Word Templates and Instructions

We have developed both LaTeX and Microsoft Word templates for use in authoring papers to be uploaded to arXiv and included in the 2012 Fermi Symposium Proceedings. For all intents and purposes, these templates are identical. The page headers and footers are pre-set in both of these template files, and these *must not be altered*.

In both of these templates, the text content, paragraph headings, figures, captions and so on also serve as the template authoring instructions. Since you will be replacing all this content with your own, we are also providing PDF copies of the template so you can read the instructions while you are authoring your paper.

Download the template ZIP archive plus the accompanying PDF instructions file for whichever authoring system you are comfortable using from the links below.

#### Downloading the LaTeX Template and PDF Instructions

The LaTeX template files are stored in a compressed ZIP archive. Simply download and open the archive to extract the template files.

- [https://www-glast.stanford.edu/2012FermiSymp/2012\\_FermiSympProc\\_LaTeX\\_Tmpl.zip](https://www-glast.stanford.edu/2012FermiSymp/2012_FermiSympProc_LaTeX_Tmpl.zip)
- [https://www-glast.stanford.edu/2012FermiSymp/2012\\_FermiSympProc\\_LaTeX\\_Tmpl\\_Inst.pdf](https://www-glast.stanford.edu/2012FermiSymp/2012_FermiSympProc_LaTeX_Tmpl_Inst.pdf)

#### Downloading the MS Word Template and PDF Instructions

The Microsoft Word template ZIP archive contains both .doc (Word 97 - 2004) and .docx (Word 2005 - 2012) files. Use the .docx template unless you have an older version of Microsoft Word installed on your computer.

- [https://www-glast.stanford.edu/2012FermiSymp/2012\\_Fermi\\_MS\\_Word\\_Tmpl.zip](https://www-glast.stanford.edu/2012FermiSymp/2012_Fermi_MS_Word_Tmpl.zip)
- [https://www-glast.stanford.edu/2012FermiSymp/2012\\_Fermi\\_MS\\_Word\\_Tmpl\\_Inst.pdf](https://www-glast.stanford.edu/2012FermiSymp/2012_Fermi_MS_Word_Tmpl_Inst.pdf)

## V. 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.

### 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.

### 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.

## VI. Submitting Proceedings Papers to arXiv

Following are instructions for submitting manuscripts authored in LaTeX or MS Word to arXiv.

Note: The arXiv website provides detailed instructions for submitting papers to the server at the following URL: <http://arxiv.org/help/submit#text>

### Submitting LaTeX Manuscripts to arXiv

1. Choose the category: **astro-ph.HE** (Astrophysics section, High Energy Astrophysical Phenomena)
2. Submit your LaTeX manuscript file, along with all non-embedded graphics files to the arXiv server.
3. In addition to the manuscript and graphics files, you must also upload the class style definition file "**slac\_two.rtx**" to the arXiv server. (This file, which is included in the LaTeX ZIP archive, is required for arXiv to compile the manuscript for the proceedings.)
4. Insert the words "**2012 Fermi Symposium proceedings - eConf C121028**" in the Comments field.

### Submitting Manuscripts Created with MS Word to arXiv

1. Convert your MS Word manuscript document, including graphics, to PDF, following the instructions in the section above. All graphics must be embedded
2. Choose the category: **astro-ph.HE** (Astrophysics section, High Energy Astrophysical Phenomena)
3. Submit the PDF file to the ePrint arXiv server.)
4. Insert the words "**2012 Fermi Symposium proceedings - eConf C121028**" in the Comments field.

## VII. Notifying the Proceedings Editors of arXiv Paper Submissions

After submitting your manuscript to arXiv, the final step is to notify the symposium proceedings editors of your arXiv submission. We have created a web email form for this purpose.

Simply, click the link below, fill in and submit the web form to notify the proceedings editors that your paper has been accepted by arXiv.

<http://fermi.gsfc.nasa.gov/science/mtgs/symposia/2012/arXiv/>

**Important:** With your notification, we can ensure your submission will be included, so please let us know!

## VIII. 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 contributors noting whether or not their papers requires any changes.

Submission to the arXiv server provides automated version control. If contributors 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.

**Important:** In cases where submitted manuscripts are subsequently revised and resubmitted, the contributor must notify the proceedings editorial team of the new arXiv document ID number.