

# Activity Report Guidelines – Science Articles

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## Introduction

The purpose of this document is to serve as the guide for submissions in the CLS Activity Report, and should be used in conjunction with the Activity Report Template. Use of a template has several advantages, most notably as a structured guide that clearly delineates format to contributors while providing an efficient and uniform means of compilation for the editor.

## Scope

The 2009 Activity Report is intended to capture all of the scientific and development activity of the CLS from 1 January to 31 December, 2009.

The document encompasses the following areas:

- Reports from CLS Management;
- Short scientific articles by CLS Users and staff on research done at the CLS. These will be divided into the areas of Chemical and Materials Science, Earth and Environmental Science, Life Science (including protein crystallography and imaging), and Instrumentation & Techniques;
- Beamline status reports for Phase I and Phase II facilities;
- Facility reports by CLS staff; and
- Publications by CLS Users and Staff.

## Discussion

The template and this guide contain the format used in the Activity Report, including the standard set of fonts. For ease of use, a style set has been created in the MS Word template, or authors can overtype on the template or this guide. General layout is shown in Figure 1. Specifications include:

- Layout: 2 columns, left-justified. Each column is 9.5 inches long and 3.3 inches wide, separated by a 0.3 inch spacer (of course, SI units will be used in the papers!)
- Article heading: Arial, Bold, 16 point;
- Author: Arial, Bold, 12 point;
- Institution: Arial, Plain, 12 point;
- Section headings: Arial 12 point Bold. Numbering is not to be used.
- Body text: Times New Roman 10 point.
- Caption text: *Arial Narrow 9 point, italic*

- The font Symbol may be used for equations (although equations should be avoided in a general document such as this). Greek letters and other symbols must be spelled out in English in square brackets immediately after use (i.e.  $\Delta$  [delta], Å [angstrom]).
- Paragraphs are not indented, but separated by a double carriage return. There is only a single return between a section heading and subsequent text.
- Page numbers are not required as they will be inserted during compilation.
- Language: Canadian English as defined by the *Oxford Canadian English Dictionary, First Edition* (meaning colour has a 'u').
- Abbreviations are spelled out in full at their first use, followed by the abbreviation in parentheses. Abbreviations may be used thereafter.

## Audience

It is important to consider the audience when preparing a manuscript. As the Activity Report goes to a number of different readers, including users, funders, government agencies, educational institutions and students, it is important to aim for a general level of comprehension. This general level can be considered to be a second or third-year undergraduate student.

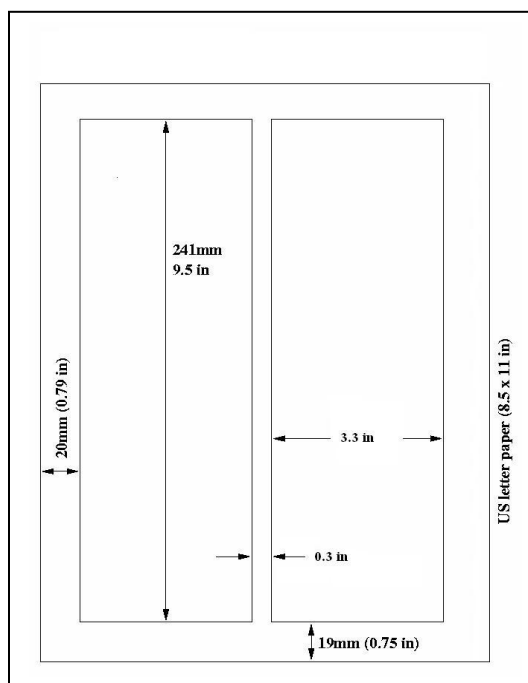


Figure 1: Layout of papers. Figure captions should follow this style.

## Article Length and Content

Science articles have a **maximum length of two (2) pages in the template format**. Content may be divided into the following sections:

- Introduction or Overview

- Science: if a scientific or beamline article, discussing the research objectives and potential applications of the project, methods, materials and results.
- Discussion: this may be further subdivided at the author's discretion, i.e. instrumentation, layout, performance and research activities
- Conclusions
- Acknowledgements
- References (See the instructions below for references and citations).

**Please note:** articles over the two page limit maximum will be returned to the contributor for reduction.

## Figures

The guidelines for figures are similar to those used in *Synchrotron Radiation News*. Artwork and figures that accompany articles should always be of the highest quality. Images that are 72 dpi or less, are screen captures, low res TIF, or are copied/inserted into MS Word or other word processor application are unacceptable. Text tables and graphs native to MS Office can be embedded within the submission or saved as separate files (the latter option is preferred). Figures and images **must** be saved as separate files and accompany submissions. Captions should be included following the text of the article, in the following format:

Figure x: [Filename.jpg] *An example of a figure caption.*

The secret to good quality figures is resolution and origin (including the number of generations or conversions that have occurred since the file's creation). When submitting art, the following is recommended:

- Resolution: Minimum 300-600 dpi for colour art, 600-1200 dpi for black and white line art
- Vectorized graphics created in programs such as Adobe Illustrator (preferred format) or Macromedia Freehand work the best.
- Files should be saved as Illustrator files, JPEGs, GIFs, other EPS or PDF (in order of preference). If figures are PDF, it is important to ensure that all embedded text and other objects are saved at high resolution
- Digital photos should always be saved at the highest resolution level possible

## Submission Process

Only electronic submissions will be accepted, preferably in MS Word 1997 or later. E-mail submissions to [activity.report@lightsource.ca](mailto:activity.report@lightsource.ca).

## The timeline for the 2009 Activity Report is as follows:

Date	Item
November 15	Call for submissions
December 14	Deadline for intent to submit
January 25	Deadline for submissions
March 8	Deadline for revised articles
June 17	Release at AUM

## Editing

All submissions will be reviewed by the Editor for general criteria such as format, grammar, figures, etc. The submission will then be referred to a subject matter expert on the editorial board for technical review. Every effort will be made to return manuscripts to contributors for corrections and approvals as quickly as possible, with subsequent deadlines. Frequent progress reports and deadline reminders will be sent out to contributors.

## Citations and References

Citations are denoted in the text with an Arabic number in square brackets, prior to the punctuation at the end of the statement, (i.e.) [X].

References are listed and numbered in the order in which they are cited. They are formatted using the following style guidelines:

- Journal Article:  
Author, I.M., Coauthor, U.R. Year. Article Title. Journal Title. Volume, issue, page-page. DOI Number.
- Book Chapter:  
Author, I.M., Coauthor, U.R. Year. Chapter Title. In Book, E.D., Book Title. City: Publisher, page-page.
- Conference presentation:  
Presenter, M.E. Year. Talk Title. Conference Title. City, State/Province, Calendar Dates.
- Conference Proceeding:  
Presenter, M.E., Coauthor, I.M. Year. Title. Conference Title, City, State/Province, Calendar Dates, page.

Articles in press at the time of report submission are denoted by (in press) instead of the year.

### Some actual references:

Hitchcock, A. 2002. Procedures for generating the CLS annual report [sic.]. CLS Document 2002-03-001 vers. 1.0.  
Poole, J., Petit-Jean-Genaz, C., Lucas, P., Webber, S. 2001. Preparation of Papers for Accelerator Conferences. JACoW.  
Wagner, H. Pers Comm. 2004. Art Submission Guidelines for SRN.

## Acknowledgements

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