

Preparation of .docx manuscripts — Basic guidelines

SISSA Medialab s.r.l. — JINST Production Team

Every .docx submitted to JINST is converted to .tex because the production stage is $\text{\LaTeX}$ -based. This document aims to provide authors with general guidelines to make the conversion as straightforward as possible, thereby reducing delays in the production stage by minimizing the number of corrections needed.

1 Margins, font and colouring

Please keep in mind the following principles:

- Do not modify page margins or the text line spacing.
- Use only the default font unless a secondary font is strictly required.
- Avoid coloured or highlighted text since it may result in artifacts during the typesetting stages.
- If needed, please use only the automatic line numbering.

2 Table of contents

The table of contents will be automatically generated during the typesetting stage.

3 Figures

Please keep in mind the following principles when adding figures to your paper

1. Avoid frames around pictures.
2. Put caption as plain text below the images.
3. Avoid shapes and text added manually inside figures (using e.g. Word shapes), since they can be easily lost or misplaced both during .tex conversion and/or opening with another version of the word-processor.

4 Tables

Please keep in mind the following principles when adding tables to your paper

1. Avoid vertical lines to separate cells.
2. Put caption as plain text below the table.
3. Avoid splitting tables across multiple pages.

5 Bibliography

Please provide the following mandatory data for each bibliographical item:

1. *Article*: Authors, Title, Journal (Volume, Year, Page Range), DOI.
2. *Book*: Authors, Title, Publisher, Year.
3. *Proceedings/conference*: Authors, Title of contribution, Title of Conference, Location, Year.
4. *Website*: link to a public reachable source.