CONFERENCE COMMITTEE

Guidelines for abstracts and conference contributions

A reminder to make the acceptance of abstracts and conference contributions quicker and smoother.

1.) Time lines

- The abstract should be made available to the conference committee 10 working days before the deadline of the conference.
- The slides/posters (= conference contributions) should be made available to the conference committee 5 working days before the beginning of the conference where the contribution is scheduled.
- As a practical guideline, the conference contributions should be made available to the conference committee even 1 week before the beginning of the conference where the contribution is scheduled.
- Allow enough time for the approval of the PAGs and PWGs before

2.) General rules

(i) The abstract and the conference contribution should carry:
  - The name of the contributor
  - The affiliation of the contributor
  - "on behalf of the ALICE collaboration"
    - This refers to standard contributions. For technical contributions, etc. consider the ALICE publication rules for detailed information
(ii) The source of all figures in conference contributions should be mentioned.
  - The published figures need references
  - The figure id (e.g. ALI-PREL-xxx) of all new (unpublished) figures should be made available
    - Either visible on the slides / poster
    - Or in a comment for the CC during submission to the CC web interface

3.) Interactions with the CC

- **Abstracts:** Always a pure txt version and pdf, if extra file can be uploaded to the conference page
  (No: docx, doc, odt, …)
- **Conference contributions:** The preferred document format is pdf. In case you upload a pptx, ppt, odp, etc. file, also upload a pdf file.

4.) Notation

It is suggested to follow these guidelines, as it is very helpful to have a common use within the Collaboration.

4.1.) Basic text style rules in short:

- **In italics** ($..$, #it{} in TLatex): symbols

- **In roman**: units, particle names, abbreviations, subscripts, chemical symbols, the derivative symbol 'd'

Examples: p, p_T, dE/dx, y, dN_{ch}/dy, ...

4.2.) Particles

Particles should be written in the Greek font not spelt out (i.e. do not write Lambda, phi, etc. use Λ, φ)

4.3.) Important cases

- Azimuthal angle is **φ** (φ) not **ϕ** (ϕ) which is a meson
- A proton **p** has a momentum **p** (p).
- An electron **e** has an electric charge **e** (e).
- The transverse momentum is **p_T** not **p_t**.

4.4.) Collisions systems

- pp collisions and
- Pb-Pb / AA (long dash Tex--)
- p-Pb /Pb-p / pA (long dash Tex--)

Don't use: p+p, PbPb, p-p, Pb+Pb, ...

4.5.) Unified notations specific for PWGs

PWG-JE: https://twiki.cern.ch/twiki/bin/viewauth/ALICE/JENotations

4.6.) Useful Tex commands

See section 9 for a longer list of useful Tex commands

- `\newcommand{\pip}{\ensuremath{\pi^{+}}}`
- `\newcommand{\pim}{\ensuremath{\pi^{-}}}`
- `\newcommand{\piz}{\ensuremath{\pi^{0}}}`
- `\newcommand{\kap}{\ensuremath{{\rm K}^{+}}}`
- `\newcommand{\kam}{\ensuremath{{\rm K}^{-}}}`
- `\newcommand{\pbar}{\ensuremath{\rm\overline{p}}}`
- `\newcommand{\sqrtS}{\ensuremath{\sqrt{s}}}`
- `\newcommand{\pp}{\ensuremath{\mathrm {p\kern-0.05em p}}}`
- `\newcommand{\PbPb}{\ensuremath{\mbox{Pb--Pb}}}`
- `\newcommand{\pt}{\ensuremath{p_{\mathrm{T}}}}`
- `\newcommand{\dEdx}{\ensuremath{\mathrm{d}E/\mathrm{d}x}}`
- `\newcommand{\dndy}{\ensuremath{\mathrm{d}N/\mathrm{d}y}}`

4.7.) Collaboration name

ALICE is used **both** as an acronym and as the name of an experiment. This means it is ok to use any one of the following, depending upon the context and choice of the speaker. This is being pointed out only to trigger awareness about the choice of usage.

- As the name:
  - The ALICE Experiment
  - The ALICE Collaboration
  - "......correlations are measured in the ALICE experiment"

- As an acronym:
  - ALICE detector
  - ALICE apparatus
  - ".....correlations are measured in ALICE"

4.8.) Hyphenation

Please note hyphens may have been inserted in word pairs that function as adjectives when they occur before a noun, as in "x-ray diffraction," "4-mm-long gas cell," and "R-matrix theory."

However, hyphens are omitted from word pairs when they are not used as adjectives before nouns, as in "emission by x rays," "was 4 mm in length," and "the R matrix is tested."

Other examples:
- heavy-ion collisions
- quark-gluon plasma

5.) General remarks

5.1.) References in abstracts
- Don't use references in abstracts!

5.2) Presentations
- Make sure the slide numbers are clearly visible. Large font is OK.
- The speakers name should appear on each slide.
- Always export your slides to PDF and review the result. Not always you may rely on power point (or any other) standard - pdf is simply much more reliable. Avoid non-standard fonts.
- Upload only pdf files to the CC page and the conference webpage
- For ALICE presentations use the official ALICE logo, which can be found: https://aliceinfo.cern.ch/Figure/node/2013
- Detector schematics and cross-sections can be found: https://aliceinfo.cern.ch/Figure/schematics

6.) General good practices for conference contributions
- Use a minimum size for fonts of 20 pt, it is the recommended minimum size so that text can be read at the back of a room.
- Make sure that there is a good contrast between slide color and text color. i.e. don't use yellow with a white background, don't use dark blue on a black background.
- On average a speaker can realistically show at most 1 slide/min, please scale you talk accordingly
- Too much text on a slide is distracting to the audience trying to listen to you speak.
  Try not to write full sentences/paragraphs. A good rule to follow is no more than ~5 words per bullet and <5 bullets/ slide.
- A snappy title gets your audiences attention.
- Try to limit yourself to one key point per slide.
- The busier the template design the less content you can include per slide.
- Try to stick to one key font and use <4 font sizes and <4 colors per slide.
- Slides should be checked to ensure text and figures don't overlap/cover each other and that all text/figures fit on the slide when projected.

7.) ALICE results
ALICE Publications: https://twiki.cern.ch/twiki/bin/view/ALICEpublic/ALICEPublications
ALICE Public results: https://twiki.cern.ch/twiki/bin/view/ALICEpublic/ALICEPublicResults

8.) Further links:
https://twiki.cern.ch/twiki/bin/view/ALICE/ALICERecommendationsResultPresentationText
https://aliceinfo.cern.ch/system/files/documents/ALICE_Publication_Policy.pdf
https://aliceinfo.cern.ch/Figure/

9.) More useful Tex commands

8.1.) Collision systems

```
\newcommand{\pp}{\ensuremath{\mathrm {p\kern-0.05em p}}}
\newcommand{\PbPb}{\ensuremath{\mbox{Pb--Pb}}}
\newcommand{\pPb}{\ensuremath{\mbox{p--Pb}}}
\newcommand{\Pbp}{\ensuremath{\mbox{Pb--p}}}
```

8.2.) Variables

```
\newcommand{\sqrtS}{\ensuremath{\sqrt{s}}}
\newcommand{\sqrtSnn}{\ensuremath{\sqrt{s_{\mathrm{NN}}}}}
\newcommand{\sqrtSE}[2][TeV]{$\sqrtS = #2\,\mathrm{#1}$}

\newcommand{\sqrtSnnE}[2][TeV]{$\sqrtSnn = #2\,\mathrm{#1}$}

\newcommand{\pt}{\ensuremath{p_{\mathrm{T}}}}

\newcommand{\dEdx}{\ensuremath{\mathrm{d}E/\mathrm{d}x}}
\newcommand{\dndy}{\ensuremath{\mathrm{d}N/\mathrm{d}y}}
\newcommand{\dndeta}{\ensuremath{\mathrm{d}N_{\rm ch}/\mathrm{d}\eta}}
\newcommand{\dndydpt}{\ensuremath{\mathrm{d}^2 N/(\mathrm{d}y \mathrm{d}\pt)}}

\newcommand{\Raa}{\ensuremath{R_\mathrm{AA}}}
\newcommand{\Taa}{\ensuremath{T_\mathrm{AA}}}
\newcommand{\ncoll}{\ensuremath{N_{\mathrm{coll}}}}
\newcommand{\npart}{\ensuremath{N_{\mathrm{part}}}}
```

8.3.) Units

```
\newcommand{\MeVc}{\ensuremath{\mathrm{MeV}\kern-0.05em/\kern-0.02em c}}
\newcommand{\GeVc}{\ensuremath{\mathrm{GeV}\kern-0.05em/\kern-0.02em c}}
\newcommand{\GeVcSq}{\ensuremath{\mathrm{GeV}\kern-0.05em/\kern-0.02em c^2}}

\newcommand{\cLight}{\textit{c}}
\newcommand{\lumiUnit}{\ensuremath{{\rm cm}^{-2} {\rm s}^{-1}}}
\newcommand{\degree}{\ensuremath{^{\rm o}} }

\newcommand{\invmb}{\mathrm{mb}^{-1}}
\newcommand{\invmbps}{\invmb\mathrm{s}^{-1}}
\newcommand{\invub}{\mu\mathrm{b}^{-1}}
\newcommand{\invubps}{\invub\mathrm{s}^{-1}}
\newcommand{\invnb}{\mathrm{nb}^{-1}}
\newcommand{\invnbps}{\invnb\mathrm{s}^{-1}}
\newcommand{\invpb}{\mathrm{pb}^{-1}}
\newcommand{\invpbps}{\invpb\mathrm{s}^{-1}} % /pb/s
```

8.4.) Particles

```
\newcommand{\photon}{\ensuremath{\gamma}}
\newcommand{\wplus}{W$^{+}$}
\newcommand{\wminus}{W$^{-}$}
\newcommand{\zboson}{Z$^{0}$}

\newcommand{\eplus}{\ensuremath{{\rm e}^{+}}}
\newcommand{\eminus}{\ensuremath{{\rm e}^{-}}}
\newcommand{\epm}{\ensuremath{{\rm e}^{\pm}}}
\newcommand{\ee}{\ensuremath{{\rm e}^{+}{\rm e}^{-}}}

\newcommand{\mup}{\ensuremath{\mu^{+}}}
\newcommand{\mumi}{\ensuremath{\mu^{-}}}
\newcommand{\mupm}{\ensuremath{\mu^{\pm}}}
\newcommand{\mumu}{\ensuremath{\mu^{+}\mu^{-}}}

\newcommand{\rhop}{\ensuremath{\rho^{+}}}
\newcommand{\pip}{\ensuremath{\pi^{+}}}
\newcommand{\pim}{\ensuremath{\pi^{-}}}
\newcommand{\piz}{\ensuremath{\pi^{0}}}
\newcommand{\kap}{\ensuremath{{\rm K}^{+}}}
\newcommand{\kam}{\ensuremath{{\rm K}^{-}}}
```

```
\newcommand{\kashort}{\ensuremath{{\rm K}^{0}_{s}}}
\newcommand{\pbar}{\ensuremath{\rm\overline{p}}}
\newcommand{\ppbar}{\ensuremath{\rm p\overline{p}}}
\newcommand{\jpsi}{\ensuremath{{\rm J}\kern-0.02em/\kern-0.05em\psi}}
\newcommand{\psiP}{\ensuremath{\Psi^{\prime}}}
\newcommand{\upsi}{\ensuremath{\Upsilon}}
\newcommand{\upsiP}{\ensuremath{\Upsilon^{\prime}}}
\newcommand{\upsiPP}{\ensuremath{\Upsilon^{\prime\prime}}}

\newcommand{\qbar}{\ensuremath{\rm\overline{q}}}
\newcommand{\ubar}{\ensuremath{\rm\overline{u}}}
\newcommand{\dbar}{\ensuremath{\rm\overline{d}}}
\newcommand{\cc}{\ensuremath{{\rm c}\bar{{\rm c}}}}
```

8.5 Jet related

```
\newcommand{\ptjet}{\ensuremath{\pt^{\rm jet}}}
\newcommand{\pthadron}{\ensuremath{\pt^{\rm hadron}}}
\newcommand{\rr}{\ensuremath{R}}

\newcommand{\Eclust}{\ensuremath{E_{\rm{clust}}}}
\newcommand{\sump}{\ensuremath{\Sigma_{\rm{p}}}}
\newcommand{\fsub}{\ensuremath{f_{\rm{sub}}}}

\newcommand{\Ecorr}{\ensuremath{E_{\rm{corr}}}}
\newcommand{\Ereco}{\ensuremath{E_{\rm{reco}}}}
\newcommand{\sumpt}{\ensuremath{\sum\left(p_{\rm matched}^{\rm track}\right)}}
\newcommand{\DEcorr}{\ensuremath{\Delta\Ecorr}}
\newcommand{\DEmc}{\ensuremath{\Delta{E_{\rm{MC}}}}}
\newcommand{\Rcorr}{\ensuremath{R_{\rm{corr}}}}

\newcommand{\ptcorr}{\ensuremath{\pt^{\rm corr}}}
\newcommand{\ptraw}{\ensuremath{\pt^{\rm raw}}}
\newcommand{\Ajet}{\ensuremath{A_{\rm jet}}}
```