

Instructions for authors

In the interests of producing a volume of proceedings whose quality is commensurate with the quality of the conference, we are asking all authors to write their contribution in the form of an ASCII file using the LATEX typesetting conventions and send it to us by ftp procedure or by email in case of difficulties.

Note first that if you are using microsoft Word, there exists a free filter (word2tex) which produces latex compatible files automatically (but which you may have to edit slightly).

We do not have the resources to retype each article in a uniform style, and we therefore request authors to respect the LATEX conventions for the “article” document class, as described either in L. Lamport’s standard handbook “Latex - a document preparation system - user’s guide and reference manual”, published by Addison-Wesley, 1985, or in his more recent version updated for the Latex 2e release (we will in fact be using LATEX2e). Please read one of these manuals (unless you are already a LATEX user), otherwise the rest of these notes will not make much sense to you.

PLEASE NOTE :

- Your contribution should be **self-contained** - please avoid using journal specific packages, since these may not be (probably will not be) compatible with the typesetting system we will be using to assemble the proceedings.
- The **number of pages** (printed) of your contribution depend on which session your talk has been programmed, it is 6 for plenary, 3 for parallel and 2 for poster session.

Some general considerations

Each contribution will be typeset by us as a separate article class unit. Please follow the following rules :

★ To help us compile the volume, indicate by three consecutive comment lines (beginning with %) the speaker’s name, the topic(s) and the session in which the talk has been presented.

```
\documentclass{article}  
% speaker’s Name
```

```
% Topics (code)
% Session (code)
```

These informations will be used later on to name the compressed folder that you will send to us.

The line comment

```
% Topics (code)
```

must be replaced by one in the following list

```
% Astronomy (01)
% Astronomical and Space instrumentation (02)
% Astroparticle physics, Cosmic rays (03)
% Black holes, Wormholes (04)
% Cosmology, Dark matter and Dark energy, CMB (05)
% Experimental gravity (06)
% General relativity (07)
% Gravitational waves (08)
% Numerical relativity (09)
% Quantum Gravity (10)
% Relativistic Astrophysics (11)
% Strings, Branes and Extra dimensions (12)
```

and similarly with the line comment

```
% Session (code)
```

which must be replaced by one among these three

```
% Plenary (A)
% Parallel (B)
% Poster (C)
```

★ Then follows the *title of your contribution*, which should be included between the braces of:

```
\title{\sc ... }
```

where the command “small capital”

```
\sc
```

is used to enlarge the title.

★ The *list of authors*, and their respective affiliations, should be included between the braces of:

```
\author{< author’s name, affiliation,..>}
```

★ Then follows the empty command

```
\date{}
```

in order avoid the printing of the date, and

```
\maketitle
```

★ The *abstract* should be typed within the braces of:

```
\abstract{<abstract>}
```

★ The body of the article is organized by using the commands

```
\section{<title>}, \subsection{<title>} and \subsubsection{<title>}
```

with related titles between the braces.

NOTE : Please DO NOT NUMBER YOUR HEADINGS EXPLICITLY - LATEX does this very well on its own and in a uniform manner.

★ Equations should be either in the “equation” environment or “eqnarray” for longer equations or set of equations

```
\begin{equation}\labe{<label>} ... \end{equation}
```

```
\begin{eqnarray}\labe{<label>} ... \end{eqnarray}
```

★ *Tables* should use the “tabular” structure, embedded in the

```
\begin{table}\label{} \caption{} ... \end{table}
```

where the *caption* is embedded in the braces. This produces neat tables, which are automatically numbered (and very easy to change if you need to do so).

★ *Figures* should be embedded in the “figure” structure, which follows the same rules as the “table” structure

```
\begin{figure}[<positioning>]
```

```
\begin{center}
```

```
\includegraphics[width=]{<filename>}
```

```
\caption{<caption >}
```

```
\label{<label>}
```

```
\end{center}
```

```
\end{figure}
```

{\sc Important} : Please do not number sections, equations, tables and figures, they are au

command, using labels, and NOT using your own numbers; this makes it easier for you if you change anything in your text, and much easier for us. Similarly, please do not refer to pages, the numbering will change in the entire proceedings.

★ The bibliography should be embedded in the

```
\begin{thebibliography}... \end{thebibliography}
```

environment placed at the end of your contribution. When we typeset the entire volume, the references to each contribution will also be at the end of that contribution. *Bibliographic references* should be done using the

```
\cite{<label>}
```

command and bibliographic labels as described in the LATEX manual.

This is so far all standard LATEX convention, and in preparing your paper we would like you to adhere strictly to that convention insofar as the body of your text is concerned.

Supplying figures

The **preferred way** to include figures is to use the “encapsulated Postscript” format (.eps) or as pdf files (.pdf), in which you supply ASCII files with your figures encoded in one of these formats respectively, while your LATEX file includes appropriate commands to read in this file at the places where you wish to place the figures. The width of the figure must not exceed 9 cm. Note that if it is positioned at the end of your article (after compilation) then you must diminish its size.

```
\begin{figure}[h]
\begin{center}
\includegraphics[width=9cm]{Filename}
\caption{Caption...}
\label{Figure_Label}
\end{center}
\end{figure}
```

If you are unable to do this for whatever reason, please send us, together with the printed version of your text, good copies of your figures reduced to the correct size; in your LATEX file you should have reserved space for the figures in the usual manner (with a

```
\vspace{xxcm}
```

command within the figure environment), and in the printed version of your text you should indicate which figure should go where (preferably by pasting in a copy of the figures).

Bibliographic references

The information provided for each reference should be as complete as possible by using the following criteria

Articles : author(s), title, journal name, volume, year, page number, arXiv-number.
Additional information (erratum, addendum) can be specified too.:

For example: M. Anselmino, A. Efremov and E. Leader, *The theory and phenomenology of polarized deep inelastic scattering*, Phys. Rept. 261 (1995) 1 [Erratum ibid 281 (1997) 399] [hep-ph/9501369].

Books: author(s), title, publisher and year. For example: R. Penrose and W. Rindler, *Spinors and Space-time, Vol. 2: Spinor and twistor methods in space-time geometry*, Cambridge University Press, Cambridge U.K. (1986), pg. 501.

Technical report/note: author(s), title, report number. For example: CMS collaboration, Technical Design Report Vol. 1, CERN-LHCC-2006-001.

Proceeding/talk: author(s), title, conference information, year. For example: HERMES collaboration, F. Ellinghaus, DVCS at HERMES: Recent Results, in Proceedings of the Workshop on Exclusive Reactions at High Momentum Transfer, Jefferson Lab, Newport News, U.S.A., May 2007.

The previous references appear in the text as follows :

```
\bibitem{Anselmino_Etal-95} M. Anselmino, A. Efremov and E. Leader,  
{\em The theory and phenomenology of polarized deep inelastic scattering\},  
Phys. Rept. 261 (1995) 1 [Erratum ibid 281 (1997) 399] [hep-ph/9501369].
```

```
\bibitem{PenroseRindler-86} R. Penrose and W. Rindler, Spinors and Space-time, Vol. 2:  
Spinor and twistor methods in space-time geometry, Cambridge University Press,  
Cambridge U.K. (1986), pg. 501.
```

```
\bibitem{CMS-06} CMS collaboration, Technical Design Report Vol. 1, CERN-LHCC-2006-001.
```

```
\bibitem{HERMES-07} HERMES collaboration, F. Ellinghaus, DVCS at  
HERMES: Recent Results, in Proceedings of the Workshop on Exclusive Reactions at  
High Momentum Transfer, Jefferson Lab, Newport News, U.S.A., May 2007.
```

Simple article template

```
\documentclass{article}  
% speaker's Surname and First Name  
% Topics (code)  
% Session (code)  
\begin{document}  
\title{Title}
```

If only one author then use

```

\author{Speaker's Name\\
{\small Institution's Name, Address} \\
{\small {\em Email} : Speaker's E-mail}}

```

otherwise use

```

\author{Speaker's Name$^{1}$, Second author$^{2}$, Third author $^{3}$\\
$^{1}$ {\small Institution's Name, Address} \\
$^{2}$ {\small Institution's Name, Address} \\
$^{3}$ {\small Institution's Name, Address} \\
{\small {\em Email} : Speaker's E-mail}
}
\maketitle
\begin{abstract}
Abstract content
\end{abstract}
\section{Introduction}
Introduction...
\subsection{Typical subsection}
Subsection...
\section{Conclusion}
Conclusion...
\begin{thebibliography}{00}
\bibitem{label} Detailed reference: see instructions for format }
\end{thebibliography}
\end{document}

```

Please Note :

- Use LATEX for your contribution; this will not only produce a nice-looking volume, but it will also lead to the proceedings being produced faster.
- Do not use journal specific macros or packages.
- Use standard LATEX commands
- Avoid introducing local numbering schemes for sections, equations, figures, references etc., use LATEX's scheme of symbolic labels.
- Your document must be an ASCII file, with no encoding of any sort (encoding only gives you more work and us much more work).

Send your contribution

- Bundle your entire contribution (text and figures) as a single ZIP file.

- The filename provides all the necessary informations that will help to combine the contributions. It must be composed as follows (and in this specific order with no blank and the symbol minus “-” as punctuation character) : *topic code - (speaker’s) Family name and initial first name (capital letter used in appropriated manner) - session code* where the codes are provided above. For example : “07-EinsteinA-A” indicates that Albert Einstein’s contribution was part of the plenary session (A) in General Relativity (07).
- Send the ZIP file by ftp transfer. You should use the following line commands:
 1. *ftp ftp.obspm.fr*
 2. (the system will ask for the user Name) : *anonymous*
 3. (the system will ask for a password) : *your email address*
 4. *cd incoming*
 5. *cd VietnamProceedings/ICGAC*
 6. *send* type the local filename (identifier with full path, note that with Macintosh system you just use the icon of your file)
 7. *exit*
- Please also send a note by email to ludwik.celnikier@obspm.fr to inform him about your transfer, since the incoming ftp file transfer files are erased by the system after a few days!

The simplest way to send by ftp tranfer is to install the (free) package Filezilla. Another way (on a PC under Windows) is to click on ”My computer”, which opens a standard window. In the address line, type

- *ftp.obspm.fr/incoming/VietnamProceedings/ICGAC*

In case of problems, please send the ZIP file either by email to Ludwik M. Celnikier (the subject should be ”Vietnam proceedings contribution”) or (if your mailer finds that the contribution is too big) send it by anonymous ftp tranfer to ftp.obspm.fr/incoming/VietnamProceedings. When sending by anonymous ftp transfer, the system will ask for a user name, which you should type as anonymous, and a password, which should be your email address. If you are unable to send neither by email, nor by ftp transfer, you may send your contribution on a PC compatible cd, to Ludwik M. Celnikier.

Of course, if you have any questions, do not hesitate to contact L. M. Celnikier at the above email address.

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