

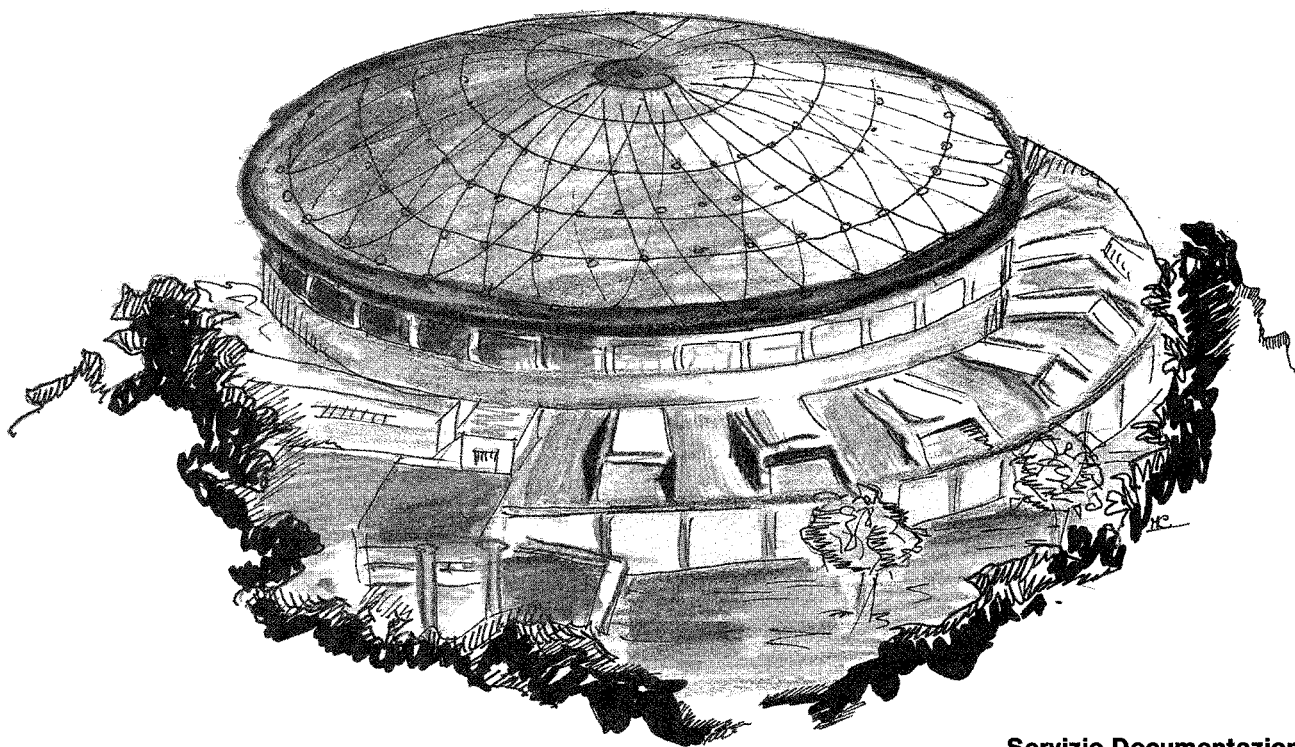


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SPIN: A STANDARD FORMAT FOR INFN LNF INTERNAL REPORTS



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SPIN: A STANDARD FORMAT FOR INFN LNF INTERNAL REPORTS

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ABSTRACT

The standard format SPIN (Standard Procedure for Internal Notes) for INFN - LNF Internal Reports is described. WORD 4.0 [1] for the Macintosh has been used as word processor. This Report is available from the Documentation Service of the LNF on a standard 3 1/4" diskette. The diskette contains a blank document and this note, both written using the SPIN format. Either one is a convenient blank document to insert user reports using the standard Macintosh Cut and Paste process. A similar document will shortly be released for reports written in TEX.

1. - INTRODUCTION

The object of this report is to ease the formatting process for the authors of Internal Reports and to expedite the Documentation Service editing process, while maintaining a homogeneous typographic aspect.

A publishing project must take into account several aspects to be elegant, functional and legible. This problem is nowadays the object of a very wide variety of studies, stimulated also by the powerful Desktop Publishing tools now available and using Graphic Design^[2] ideas. All this is outside the scope of this report, which only tries to generate a reasonable final document without requiring a deep knowledge of the WORD 4.0 program.

The choice of this program has been dictated by its wide distribution in the LNF and by the environment of the Documentation Service.

To obtain a standard SPIN document it is necessary to abide a long list of rules: font, size, line spacing, justification, indentation, page numbering and page format. These rules are shown in detail in chapter 3.

This can be obtained using different methods:

- using any word processor (e.g. MacWrite) and adjusting the formats to the rules specified in chapter 3;
- using WORD 4.0 and the predefined *styles* shown in chapter 3 (A "style" in WORD is a set of parameters which completely characterizes the text format and its attributes);
- substituting one's own document to a copy of this report or to the blank document presented in the diskette and applying the predefined *styles*.

We hope to have generated a simple enough tool to ease the authors' work and the Documentation Service editing and text correction process, thus making the entire process faster and more reliable.

An analogous standard format is in preparation concening reports written using T_EX.

2. - HOW TO ENTER SPIN-MODE

The distribution diskette contains two folders: the Installation Folder contains two files: Word Setting (SPIN) and SPIN Glossary which are necessary to work in SPIN-mode.

To use them we suggest two alternative methods:

(a)

Substitute Word Setting (4) to the existing Word Setting (4) in the System Folder.
Substitute Standard Glossary to the existing Standard Glossary in the WORD folder.

(b)

Launch a copy of SPIN;
Choose Menu Item **Commands...** under Menu **Edit**;
Click **Open...** in the dialog box which appears and load the file "Word Setting (SPIN);
Click **Cancel**.

Choose Menu Item **Glossary...** under Menu **Edit** . While the dialog box is open choose Menu Item **Open...** under Menu **File** and load the file "SPIN Glossary".

The first method is more convenient because it must only be executed once, while procedure (b) must be repeated every time WORD is launched. On the other hand, method b) is necessary if the author already has a predefined Glossary.

This procedures make available a new Menu, **Work**, containing a small Glossary for the automatic insertion of frequently used set of characters (see Fig. 1):

- Author_Marks: symbols associated to the author names in the title and referring to their affiliation:
- Author_CrossRef: corresponding symbols for the affiliation list;
- Ref_no: Reference numbers in brackets superscript to insert into the text.

These SPIN-sequences can be inserted in the text at the insertion point by choosing the corresponding menu item under the Work Menu while in SPIN mode. Obviously, every user can personalize his own glossary adding to it frequently used symbols and sequences.

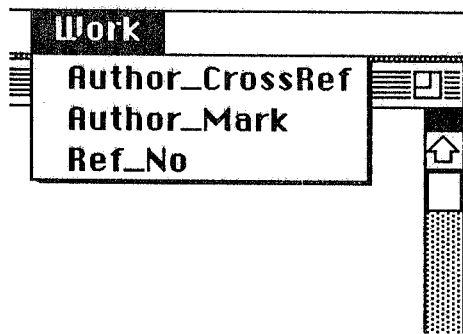


FIG. 1 - **Work** menu showing the implemented glossary items for the SPIN environment.

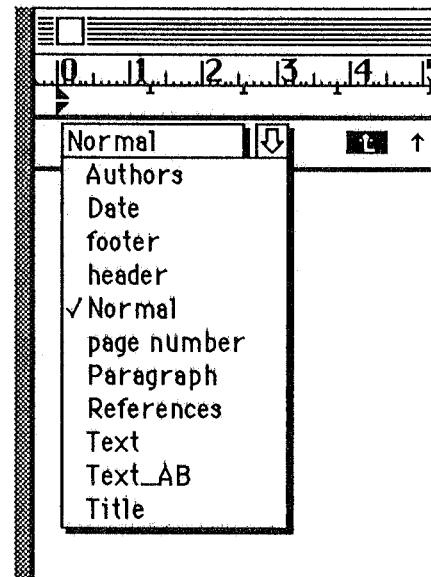


FIG. 2 - Pop-up menu from the WORD 4.0 ruler showing how to recall and apply styles to a portion of text.

2.1 - SPIN-Oriented Writing

SPIN-Oriented work lets the user follow fairly easily the rules of chapter 3. The distribution diskette contains in the Document Folder this report in the correct format and with predefined "styles", plus a blank document containing only the new styles.

The easiest way to obtain a SPIN document is to make a copy of the blank document in the distribution diskette and to type directly into it.

To convert an existing document to the SPIN format it is enough to paste it into a copy of the blank document or into a copy of this report and to apply the required styles to the appropriate portions of text.

It is possible to apply a style to a paragraph using the pop-up menu in the top left corner of the Ruler (see Fig. 2) or the **Styles...** item in the **Format** menu (a paragraph is defined as a portion of text between two carriage returns). Predefined styles are:

<i>Title</i>	for article, abstract and chapters titles;
<i>Paragraph</i>	for paragraph and sub-paragraph titles;
<i>Authors</i>	for the list of authors;
<i>Text_AB</i>	for the abstract text;
<i>Text,</i>	for normal text;
<i>References</i>	for the bibliography.

WORD Styles can be used as follows:

- To start writing under a style it is enough to recall it from the Styles menu after a carriage return. For example, to type a title you must select the Title style while at the beginning of a line (after a carriage return) and then simply type the text, followed by another carriage return, which takes you back to the *Text* style.
- To change the style of a paragraph it is enough to position the cursor anywhere inside the paragraph and to recall the style from the ruler Pop-Up menu.
- After a carriage return, the *Text* style is automatically chosen, except when in *Text_AB* and in *References* modes, where the next styles are respectively *Text_AB* and *References*.

3. - INFN INTERNAL REPORT FORMAT REQUIREMENTS

In this chapter the rules for a "camera ready" presentation of the documents are reported. The WORD *styles* definitions are shown in brackets

Text limits:

- 2,5 cm from the left edge;
- 2 cm from the right edge;
- 3 cm from the upper edge;
- 2,5 cm from the lower edge;

Font: Times size 12

Page numbering: same font, size 10, top center

{Normal + font: Times, Indent: Left 0.035cm First 0.741cm Right - 1.093cm Justified,

Line spacing: -18 pt}.

Spin style name: *Text*.

3.1 - About Abstract

The Abstract must be present in every report; if the report is written in Italian, an English version is also mandatory.

Same rules as for the text, except single line spacing.

{Normal + font: Times, Indent: Left 0.035cm First 0.741cm Right - 1.093cm Justified, Line spacing: -12 pt}.

Spin style name: *Text_AB*.

3.2 - About Title and Chapters

Titles for the report, for the abstract and for the Chapters:

Font: Times size 12, BOLD, UPPERCASE, with final double line spacing or line spacing 1.5.

{Normal + font: Times, Bold Caps Indent: Left 0.035cm First 0.741cm Right - 1.093cm Justified, Line spacing: -18 pt, Space After 6 pt}.

Spin style name: *Title*.

3.3 - About Paragraphs and Sub-Paragraphs

Titles for paragraphs and sub-paragraphs:

Same as 3.2 but mixedcase

{Normal + font: Times, Bold Caps Indent: Left 0.035cm First 0.741cm Right - 1.093cm Justified, Line spacing: -18 pt, Space After 6 pt}.

Spin style name: *Paragraph*.

3.4 - About Figures, Photographies and Tables

Figures, Photographs and Tables must be inserted in the text and, if possible, assembled together. As far as the photographs are concerned, a ratio of 1:1.5 is strongly recommended (for both portrait and landscape modes).

3.5 - Formulas

Formulas must be numbered in parenthesis on the right margin. Superscripts and underscripts must be digitized in size 9 or 10 depending on their position.

$$\frac{e^{2i \left(\delta_1^0 + \rho_1 \right)}}{\rho_1} \quad (2.10)$$

3.6 - Bibliography and notes

Bibliography and notes must be referenced in the text with progressive numbers in superscript in parenthesis^[1] (size 10), and be printed at the end of the text.

For any further questions on the SPIN methods and more generally on the WORD 4.0 program, the Help and the user manual^[1] are an excellent source of information.

REFERENCES

- 1) Microsoft Word, "Reference to Microsoft Word" Microsoft Word Document Processing Program Version 4.0 for the Apple Macintosh, Microsoft Corporation, USA (1988).
- 2) A Hohenegger, "Estetica & Funzione/Tecnica & Progettazione" Graphic Design, ed. by Romana Libri Alfabeto, Roma Feb (1980).