SUBMISSION CHECKLIST

Please compile your contribution(s) and use this list to check prior to submission. These are the items that have caused significant problems in previous years, with the most troublesome areas indicated by bold type. By checking the list now, you will save all of us time in the long run and help us get out a better report. Thank you!

TITLE:
☐ Capitalize first letter of all significant words.

AUTHOR LIST:
☐ There should be no spaces between initials (e.g., C.K. Walker, not C. K. Walker) (though we do use spaces between initials in the bibliography.

AUTHOR INSTITUTIONS:
☐ List TUNL authors only as TUNL (no mention of Duke, UNC, NCSU)
☐ Names of other institutions are given in full (e.g., Massachusetts Institute of Technology, not MIT; University of Connecticut, not UConn).
☐ List city and state (or country if not U.S.A.) of outside institutions.

ABSTRACT:
☐ A short summary of contribution content, not an introductory paragraph.

ACRONYMS:
☐ This year we have a list of pre-defined acronyms posted at the progress report webpage http://www.tunl.duke.edu/publications/web.tunl_pub_progress.php
☐ Define other acronyms the first time they are used.
☐ Do not capitalize the first letters of words in the definition (or the letters that are used in the acronym) unless they are part of the formal title of something. (e.g., “time-to-amplitude converter (TAC)”)  

NAMES OF COMPUTER CODES (including ROOT and GEANT !)
☐ Enter code names in small caps by using the \textsc{codename} command, where the code name is typed in lowercase characters (e.g., \textsc{root})

OTHER TEXT ISSUES:
☐ Headings (if used, and they take up lots of your space) are entered with the \subsubsection{Headingname} command. Do not use the \subsection command; your contribution is already a subsection! Do not set headings manually; this leads to inconsistencies.
☐ Particle designations for the neutron, proton, deuteron, and triton, whether alone or in reactions, should be in italics. Try setting them as mathematics (e.g., $n$).
☐ Insert “Ref.” whenever the citation reference is part of the sentence (e.g. “Using the data of Ref.\cite{Abc10}...”) Also note the tilde between “Ref.” and \cite{Abc10}. This keeps the space from being stretched as if there were a sentence break there.
CROSS REFERENCES TO OTHER CONTRIBUTIONS

- Cross references to other contributions in this year’s report are entered in the text of your contribution, as “(see Sect.\ref{kalbach_1}).” They do not go in the bibliography. Again, note the tilde.

FIGURES (OUR BIGGEST PROBLEM AREA):

- Lettering is to be at least 1 mm high when the figure is reduced to its final size. This is one of the most common problems year after year. Please THINK BIG. AIP asks for letters that are 1.5 mm high (including any subscripts or superscripts), but we will settle for 1.0 mm (again, that includes subscripts and superscripts!).
- Curves and symbols need to be defined in a legend or the figure caption.
- Curves and symbols should be clearly distinguishable when the figure is at its final size and when it is printed in black and white.
- Include “(color online)” in the caption if the figure uses color.
- Remove all boxed titles inserted by your data acquisition or analysis software.

BIBLIOGRAPHY:

- *NEW* For references to Physical Review journals, we will be following the AIP standard this year and including the C or D in the journal name (e.g., “Phys. Rev. C”), not in the volume number. Previously, this was our only deviation from the accepted standard, which we are now following uniformly.
- Abbreviations for other journals are in the AIP style guide. Specifically, note:
  - Nucl. Instrum. Methods
  - At. Data Nucl. Data Tables
- AIP guidelines are to use et al. only if there are four or more authors. This is accomplished by entering “and others” into the author field in BibTeX. Do not enter et al. It will not be processed correctly.
- References to previous TUNL progress reports are entered as if they were references to journal articles, not reports. The “journal” name is “TUNL Progress Report,” the volume number is the report number (XLVIII for last year’s report), and the year is the year the report was issued (2009 for last year’s report).