On the submission of LHeC Notes and Reports to CDS

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Abstract

The following describes briefly the submission and handling of notes and reports on work related to the Large Hadron Electron Collider project, the LHeC.
1 Notes

Notes describe results of work related to the LHeC, in the categories accelerator (ACC), detector (DET), physics (PHY) and general matters (GEN). Slides and/or proceedings contributions will be categorised as PRO notes. These categories have to be prescribed when submitting a note. Notes of this type are accessible from outside and may therefore be referenced in the CDR, as e.g.: CERN – LHeC – Note – 2010 – 001 GEN

Notes may be submitted by any member of the LHeC study group or collaboration. As had been discussed by the steering group, prior to submitting, endorsement is asked for to be obtained from Oliver Brüning or/and Max Klein.

An egroup will be notified about the submission of a new note. This list currently comprises the working group convenors and the members of the steering group.

A special category are internal (INT) notes. The contents of these will be protected such that they are accessible only to a certain egproup, which currently comprises again the working group convenors and the steering group.

Since there is a backlog of notes, back to 2005, when submitting a note one should choose the year corresponding to when an older note was written, such that we have some time-ordered list of notes. As usual, also for ATLAS for example, the number of the note will not be printed on the title page.

Submission of a note is done via http://cdsweb.cern.ch/submit?doctype=DEPIN and should be selfexplaining.

2 Reports

Notes are accessible from the outside, reports too but they are assumed to be closer to a preprint or official document. Reports will technically be treated as the notes. However, as they are a more official CERN publications (preprints) an additional authorisation is therefore required from the Director of Research, Sergio Bertolucci, or/and the Director of Accelerators, Steve Myers. There are no INT reports.

Submission of a report is done via http://cdsweb.cern.ch/submit?doctype=ANP and should again be selfexplaining.

For reports the number of the report appears on the title page.

3 Collection, Template, Contacts

The LHeC notes and reports will appear among the standard CERN project notes. The collection of LHeC notes and reports can be found here:
http://cdsweb.cern.ch/collection/LHeC Project

A template and instruction for (TeX) based notes can be found at the LHeC web page, http://cern.ch/lhec, and should be used when possible.

In case of problems, please contact Paul Laycock (playcock@cern.ch) or directly Ludmila Marian from CDS (Ludmila.Marian@cern.ch).