



## Procedure for publishing at the Accelerator & Technology Sector level

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Keywords: procedure, publications

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### General Principles

Two broad classes of publications are defined:

- **Notes** for the fast communication of measurement data, technical issues, results of machine development runs and new ideas for discussion. They are published under the responsibility of the group leader of the main author.
- **Reports** for the publication of finalised studies, contributions to conferences or proceedings of workshops organised by CERN. They are published under the responsibility of the department head.

All published documents are stored on the CERN Document Server (CDS) in various collections, the names of which clearly point to the main topic treated.

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### 1) Project related publications

Concerns Notes and Reports published in the frame of a recognised project. A recognised project implies a significant international involvement beyond the boundaries of CERN with an expected time span of several years. Such recognition is decided by the Director of Accelerator & Technology. For each such project, two collections bearing the name of the project are created in CDS, one for the Notes, one for the Reports.

- a) **Project Reports** for the publication of finalised studies on work related to all recognised projects.
  - > The responsibility of the content is with the department head of the main author.
  - > Requires approval by the department head and the project leader.
- b) **Project Notes** for the fast communication on work related to all recognised projects.
  - > The responsibility of the content is with the author.
  - > Requires approval by the group leader.

*Note: The project office for sLHC has set up guidelines for Project Notes and Reports, which cover the following activities: Linac4, LHC IR Upgrade Phase 1, SPL, PS2, SPS Upgrade, as well as SLHC-PP and EuCARD. See link: <http://project-slhc.web.cern.ch/project-slhc/publications/>  
Other identified projects are Neutrino Factories, Beta-Beams, etc. Some collections already exist in CDS, e.g. NUFACT for Neutrino Factories.*

## 2) Accelerators & Technology related publications

Concerns Notes and Reports which do not cover work in the frame of a single recognised international project, for example the multi-turn extraction in the PS or the radiation tests in CNGS, carried out in the Accelerator & Technology sector.

- a) **Accelerators & Technology Reports** for work not related to a project. This series should also be used for the publication of workshop proceedings such as Chamonix or contributions to international conferences. To be published in the existing collection in CDS, named Accelerators & Technology Reports.
  - The responsibility of the content is with the department head of the main author.
  - Requires approval by the department head of the main author.
- b) **Accelerators & Technology Notes** for the fast communication of performance issues, results obtained during machine development runs, or measurement data, technical issues and new ideas for discussion They apply to specific accelerators, e.g. PS, SPS, LHC, etc. To be published in the existing collection in CDS, named Accelerators & Technology Notes
  - The responsibility of the content is with the author.
  - Requires approval by the group leader.

## 3) "Yellow" Reports

For the publication of summaries relevant to a wide audience beyond the borders of CERN. This series can be used for the publication of workshops and conferences with a large international participation and that are not related to a special project. For example this series can be used for the publication of the proceedings for EU - FP7 organised workshops. Also used today for the CAS proceedings.

*Note: A "Yellow report" is known as a "CERN report" in the Operational Circular 6 and must be submitted to the "CERN Report Editorial Board" (CREB), chaired by Nick Ellis, for approval. Guideline, templates and style files can be found at the following link: <http://library.web.cern.ch/library/WhoWeAre/CREB.html>*

**Distribution:** A default distribution list will be associated with each category

**Templates:** A common set of templates will be made available through the secretariat of the Director of Accelerators.

			<b>Responsibility of the content</b>	<b>Approval</b>	<b>Submitted to</b>	<b>Submitted by</b>	<b>Guidelines</b>	<b>Template</b>
<b>ATS</b>	Notes (Technical, MD, Performance)	for the fast communication of measurement data, technical issues and new ideas for discussion or performance issues/results obtained during machine development runs (these apply to specific accelerators, e.g. PS, SPS, LHC, etc.)	Author	Group Leader	CDS	Group Secretary	<a href="#">ATS Notes</a>	<a href="#">ATS Notes</a>
	Reports	for the publication of finalised studies, contributions to conferences or proceedings of workshops organised by CERN.	Department head of the main author	Department head of the main author	CDS	DH Secretary	<a href="#">ATS Reports</a>	<a href="#">ATS Reports</a>
<b>CERN</b>	"Yellow" Reports known as "CERN reports"	For the publication of summaries relevant to a wide audience beyond the borders of CERN. This series can be used for the publication of workshops and conferences with a large international participation and that are not related to a special project. For example this series can be used for the publication of the proceedings for EU - FP7 organised workshops. Also used today for the CAS proceedings.	CREB	CREB via Nick Ellis (PH)	desktop-publishing@cern.ch	S. Leech O'Neale	<a href="#">CERN Reports</a>	<a href="#">CERN Reports</a>

<b>PROJECTS</b>	Project Notes (sLHC*, CLIC ...)	For the fast communication of project related work. Related to major projects lead by a project office or smaller ones run by one or more departments.	Author	Group Leader	CDS	sLHC Notes	<a href="#">sLHC Notes</a> Still to be defined for CLIC	<a href="#">sLHC Notes</a> Still to be defined for CLIC
	Project Office Reports	For the publication of finalised studies on work related to a major project lead by a project office, today sLHC* and CLIC.	Project Leader	Department head of the main author and the project leader	CDS	DH Secretary	<a href="#">sLHC Reports</a> Still to be defined for CLIC	<a href="#">sLHC Reports</a> Still to be defined for CLIC

\* sLHC notes or reports cover the following activities:

Linac4, LHC IR Upgrade Phase 1, SPL, PS2, SPS Upgrade, as well as SLHCPP and EuCARD