Submission and Review Process for CMS Internal Notes

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1 Introduction

This document overviews the internal submission process for submitting CMS Internal Notes for publication. For general information about the format and submission process for all CMS related documents, see `https://twiki.cern.ch/twiki/bin/view/CMS/Internal/Publications`.

2 Internal Note Layout

The draft of the note that will be uploaded for approval will not need to contain the title page generated by the LaTeX template. The title page is generated automatically by the submission form. The template can be downloaded here: `home.fnal.gov/~sceno/jpg/wbs/doc/cmspaper.tex`. You will also need to download the .cls ("classes") file that contains the source code for the `cmspaper` class needed to compile the LaTeX document. This file can be downloaded here: `http://home.fnal.gov/~bhatti/Jets120/cmspaper.cls`.

Now that the template and classes files are downloaded, make sure that the `titlepage` environment is commented out in the `.tex` file. I.e.,

```
%\begin{titlepage}
% ...
%\end{titlepage}
```

The rest of the template has helpful hints for creating tables and figures, and includes other formatting guidelines.

3 Submission Process

1. Navigate to `http://cms.cern.ch/iCMS/jsp/iCMS.jsp?mode=single&block=publications` and sign in with your CERN credentials.

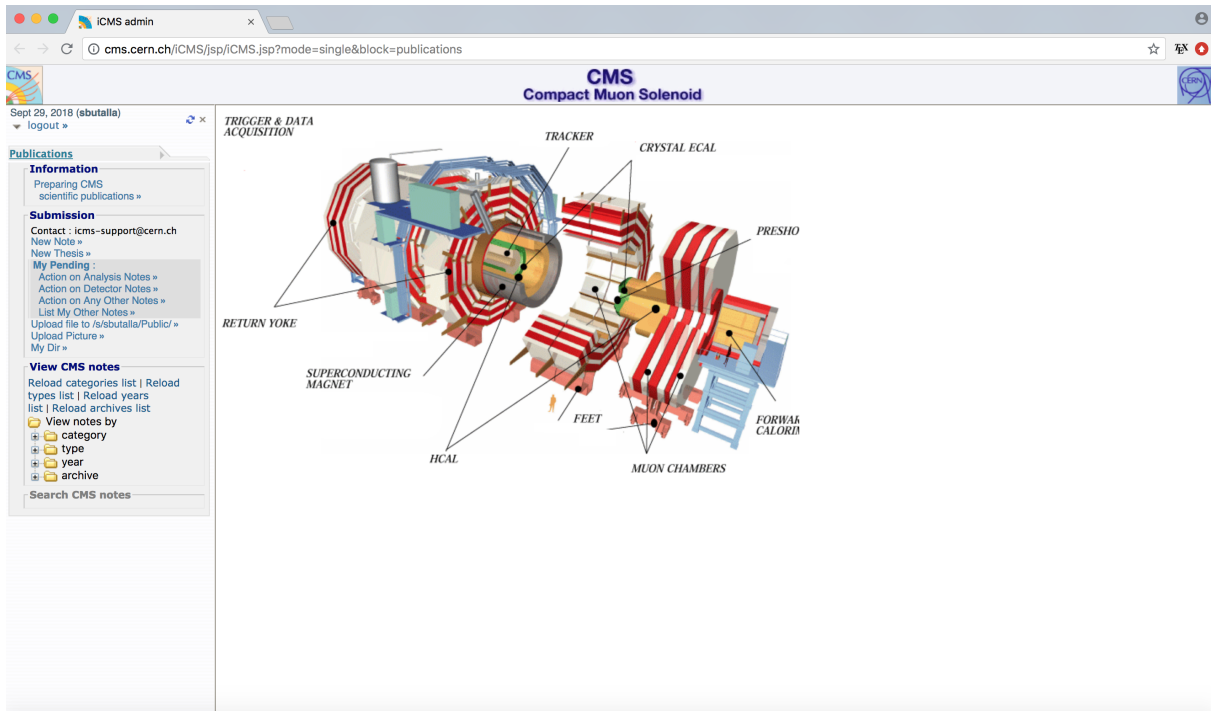2. You will be taken to the CMS Note Publications homepage (fig. 1).

Figure 1: CMS Note Publications homepage.

3. In the menu on the lefthand side of the screen, select "New Note." This will bring you to the screen shown in fig. 2.

Figure 2: CMS Note submission form.

4. Scroll down and fill out the required fields (fig. 3) with the appropriate information. Note that the information for the authors and abstract need to be in full LaTeX format. For our group, use the information below for the following fields:

   (a) **Send to Subeditor of project**: Muon

   (b) **Document Category/Keyword**: Muon, Upgrade

Figure 3: CMS Internal Note submission form.

5. Upload a .pdf file of the note typeset using the CMS Note LaTeX template (without the template generated title page).

6. Before submitting the draft, click on the "Preview Title Page." Double check the generated title page to make sure all of the authors are listed and that the abstract is correct.

7. Click submit draft. You will receive an email from `cms.notes@cern.ch` confirming the submission of the note. The note will now be forwarded to the reviewers for comments and edits.

4 Review Process

After submission, the GEM editors (subeditors) will review the internal note. They will provide comments and any revisions that need to be made to the document before it can be approved. If the note does need revisions, you will need to upload the revised document. Navigate to `http://cms.cern.ch/iCMS/jsp/iCMS.jsp?mode=single&block=publications` and click on "Action on any other notes" in the menu on the left-hand side. This will take you to a page where you can upload the revised note. After submitting the revised note and there are no further changes to be made, the GEM editor will assign a note number and submit the note to the Muon editors, who will again review the note. Once approved, the CMS secretariat will contact you saying that the last draft of the note has been finalized. After this occurs, the assigned note number will be placed on the generated title page and uploaded to the CMS Note Publications website.