

Submission and Review Process for CMS Internal Notes

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December 17, 2018

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 L^AT_EX template. The title page is generated automatically by the submission form. The template can be downloaded here: home.fnal.gov/~sceno/jpg/wbs/doc/cmsspaper.tex. You will also need to download the .cls (“classes”) file that contains the source code for the `cmsspaper` class needed to compile the L^AT_EX document. This file can be downloaded here: <http://home.fnal.gov/~bhatti/Jets120/cmsspaper.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).

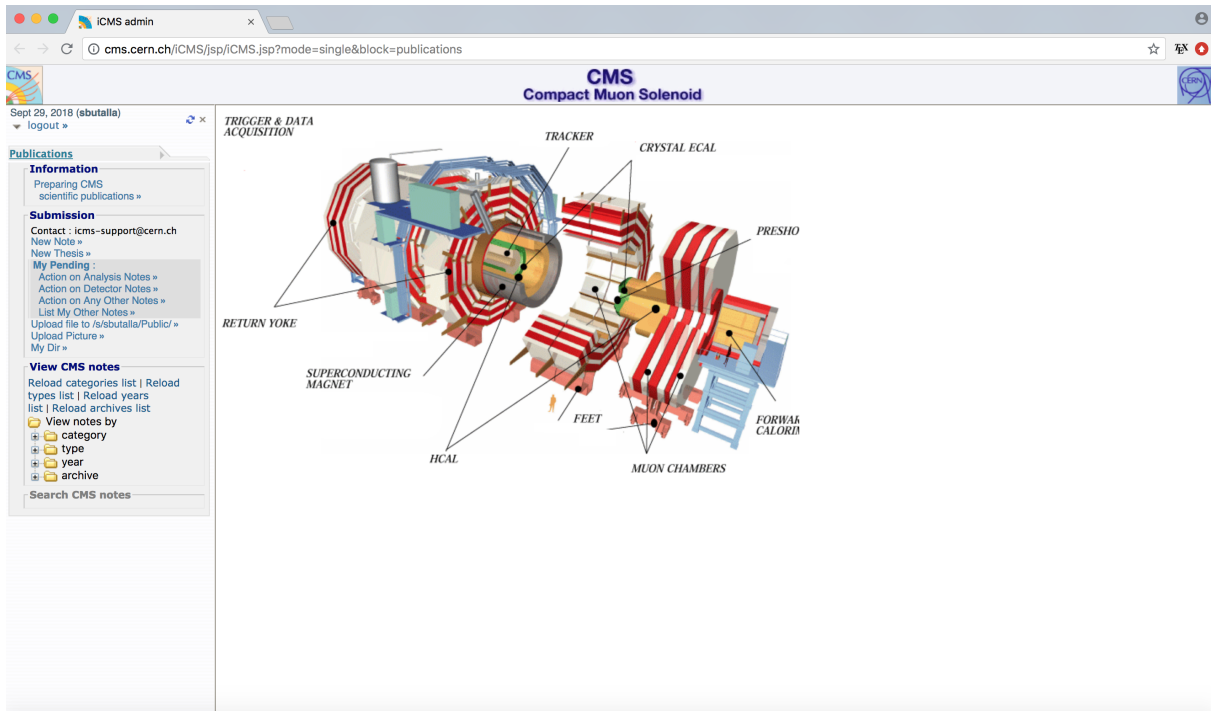


Figure 1: CMS Note Publications homepage.

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.

Remarks on CMS notes submission:

- Never submit a note twice. First contact icms-support@cern.ch in case of problems.
- The Front page of the pdf file will be generated automatically by ICMS.
- The information for the front page will be taken from the fields provided in the following form (Title, Authors, Abstract). Title, Authors, and Abstract must be given in LATEX format if the fields contain special characters.
- Please, check carefully the information you provide in the following form !
- Before you click on "Submit Draft", you can preview the first page pdf by clicking on "Preview Title Page".
- Use the CMS notes templates. In the "Title Page Count" field, specify the number of front pages to take out from your document.
- Conference Reports must now be submitted in CINCO.
- These are the definitions of the main Document Types in CMS:
 - Those intended to be **PUBLIC** –
 - Physics Analysis Summary (PAS)** – Documents summarising physics studies (CADI must be used, and the physics conveners of the corresponding group contacted in advance)
 - Conference Report (CR)** – Documents describing CMS results presented at a conference
 - General CMS documentation (NOTES)** – contact Publication Committee before writing (This category is now obsolete. In the past, CMS Notes were documents describing CMS results of interest to a wide community.)
 - Those intended to remain **INTERNAL** –
 - Analysis Notes (AN)** – Documents describing physics studies in detail
 - Internal Note (IN)** – Documents meant for fast and informal dissemination of information to members of CMS (Nowadays, they are rarely used. In the past, INs were used as backup documentation to CMS Notes.)
 - Approved plots on performance (DPS)** – A subset of plots can form a public document

In case of problem or doubt please contact icms-support@cern.ch

Publish note

Preview Title Page	
Document Type	<input type="text"/>
Document Title	<input type="text"/>
List of Authors	<input type="text"/>
Abstract	<input type="text"/>

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 L^AT_EX 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 L^AT_EX 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.