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Gianluigi.Arduini@cern.ch

Patricia.Mage@cern.ch

Physics Beyond Colliders documents and media: guidelines for submission

G. Arduini, P. Mage-Granados
CERN, Geneva, Switzerland

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Abstract

This note provides some general guidelines for the submission of documents and media related to the Physics Beyond Colliders study.

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1 Type of Documents

The following classes of publications are defined:

- PBC Notes
- PBC Reports
- PBC Conference Papers and Slides
- PBC Coordination Documents

1.1 PBC Notes (CERN-PBC-Notes-<year>-<number>)

For fast communication of work related to the Physics Beyond Colliders Study. The responsibility of the content is with the author. The publication requires the approval of the corresponding Working Group Convener(s) and of the Department/Institute hierarchy of the author according to the guidelines in place in his/her Department/Institute, if applicable.

1.2 PBC Reports (CERN-PBC-REPORT-<year>-<number>)

For finalized studies related to the Physics Beyond Colliders Study. The responsibility of the content is with the PBC Coordination team. This includes Yellow Reports which must be submitted to the "CERN Report Editorial Board" (CREB) for approval. The publication requires the approval of one of the members of the PBC Coordination Team and of the Department/Institute hierarchy of the author according to the guidelines in place in his/her Department/Institute, if applicable.

1.3 PBC Conference Papers or Slides (CERN-PBC-CONF-<year>-<number> or CERN-PBC-SLIDE-<year>-<number>)

For work presented at Conferences and related to the Physics Beyond Colliders Study. The responsibility of the content is with the author. The publication requires the approval of the corresponding Working Group Convener(s) and of the Department/Institute hierarchy of the author according to the guidelines in place in his/her Department/Institute, if applicable.

1.4 PBC Coordination Documents (CERN-PBC-COORD-<year>-<number>)

For the collection of documents related to the general operation of the Physics Beyond Colliders Study. Access can be defined to be public (e.g. for Mandates) or restricted to the PBC coordination team (e.g. proposals submitted to the PBC Coordination Team). Submission of these documents is restricted to the PBC Coordination Team.

At present the following categories are defined for PBC Notes/PBC Reports/PBC Conference Papers and Slides according to the relevant present/past Working/Study Groups:

- Accelerator Complex Capabilities
- AWAKE
- Beam Dump Facility
- BSM Physics Group
- Conventional Beams

- e-SPS
- FIP Physics Centre
- Forward Physics Facility
- Gamma Factory
- LHC Fixed Target
- nuSTORM
- Prototype EDM storage Ring
- QCD Physics Group
- Technology
- General

The General category applies for the documents that are not related to a specific activity within the PBC Study. Multiple selection of categories is possible for documents relating to more than one activity within the PBC Study. Additional categories can be created if and when needed.

2 Guidelines for the submission of documents in the CERN Document Server

The following guidelines have been established to allow fast searches of documents related to individual working groups or of general interest.

2.1 New submissions

Submission rights are granted to all members of the e-group cds-pbc-submitters and to all categories except for PBC Coordination Documents (submission is restricted here to the e-group PBC-admin). If you need to add a member to the e-group cds-pbc-submitters (e.g. Group Administrative Officer) please contact Patricia Mage-Granados (Patricia.Mage@cern.ch)

- To submit new documents, use the link <https://cds.cern.ch/submit?doctype=GENSBM#PBC32Reports> and select its type of publication, then “Submit New Record” (see Fig. 1 for an example selecting PBC reports)
- A “Working Group” field should be selected (mandatory). For multiple values, use CTRL button (Windows) or CMD button (Mac) in your keyboard.

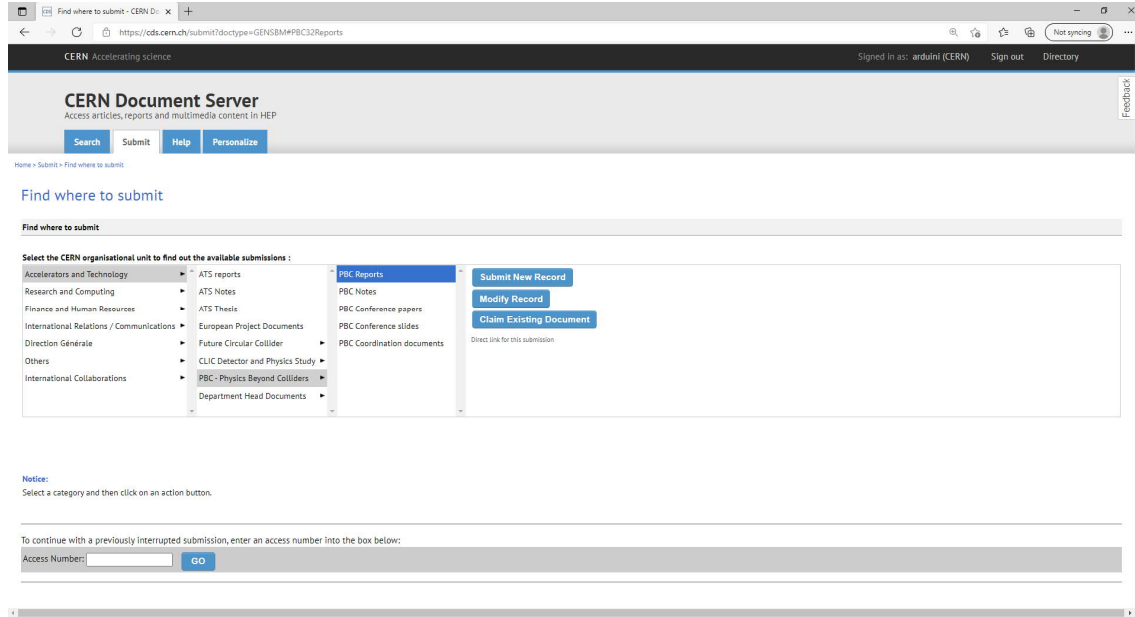


Fig. 1: CDS submission page for a PBC Document. As an example PBC report is selected.

2.2 Modification of existing entries in CDS carrying a CERN-PBC-xxx-<year>-<number> reference

It can be performed by all members of the e-group cds-pbc-submitters (except for the PBC Coordination Documents), e.g. for selecting the Working Group to which the document should be associated.

- Use the link <https://cds.cern.ch/submit?doctype=GENSBM#PBC32Reports>, select the type of document you want to treat and then tick the “Modify Record” option
- A “Working Group” field should be selected (mandatory). For multiple values, use CTRL button (Windows) or CMD button (Mac) in your keyboard.
- Obviously, this should also be used to modify any of the data already there.

2.3 Modification of existing entries in CDS which do not carry a CERN-PBC-xxx-<year>-<number> reference

Any document in CDS that carries the tag “Physics Beyond Colliders” under “Study” can be claimed directly, using the “Claim Existing Document” option. This can be performed by all members of the e-group cds-pbc-submitters (except for the PBC Coordination Documents), e.g. for selecting the Working Group to which the document should be associated.

- Use the link <https://cds.cern.ch/submit?doctype=GENSBM#PBC32Reports> then tick the Claim Existing Document” option
- A “Working Group” field should be selected (mandatory). For multiple values, use CTRL button (Windows) or CMD button (Mac) in your keyboard.
- Obviously, this should also be used to modify any of the data already there.

After having claimed the document, a new reference CERN-PBC... will be added to those existing.

Documents not carrying the tag “Physics Beyond Colliders” under “Study” will unfortunately have to be treated manually by a dedicated service. Please provide Patricia Mage-Granados (Patricia.Mage@cern.ch) a list with the actual reference and the collection you want the documents to be listed in (Reports, Notes, Conference Paper or Conference Slide).

3 Searching PBC documents in the CERN Document Server

The documents referring to a given PBC Working Group can be searched with the following link: <https://cds.cern.ch/collection/PBC%20-%20Physics%20Beyond%20Colliders?ln=en>, selecting the relevant type of document (more than one type is possible) and searching for the category corresponding to a given Working Group (see Fig. 2 for a selection of all the type of public documents of the LHC Fixed Target Working Group) by typing “693__p:<category>” where <category> can take one of following values:

- Accelerator Complex Capabilities
- AWAKE
- Beam Dump Facility
- BSM Physics Group
- Conventional Beams
- e-SPS
- FIP Physics Centre
- Forward Physics Facility
- Gamma Factory
- LHC Fixed Target
- nuSTORM
- Prototype EDM storage Ring
- QCD Physics Group
- Technology
- General

This search is implemented for each working group in the corresponding web page.

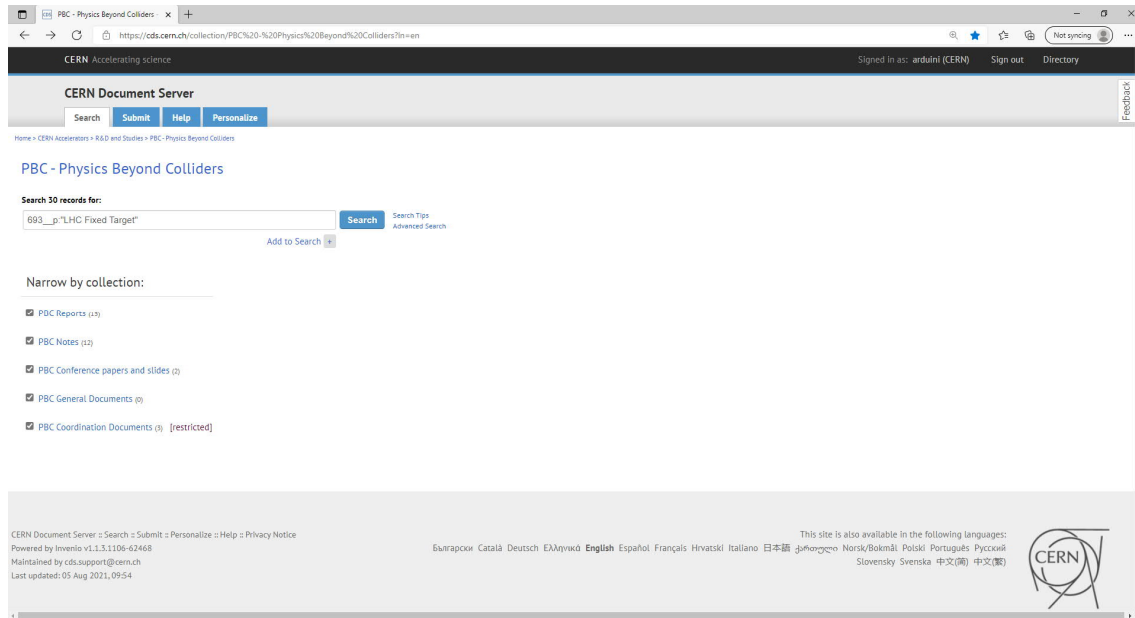


Fig. 2: CDS search page for a PBC Document. As an example all the documents produced by the LHC Fixed Target Working Group are searched.

4 Guidelines for the submission of Photos in the CERN Document Server

When submitting Photos in CDS please make sure that the following Keywords are specified:

- PBC Study Group
- One of the categories listed below:
 - Accelerator Complex Capabilities
 - AWAKE
 - Beam Dump Facility
 - BSM Physics Group
 - Conventional Beams
 - e-SPS
 - FIP Physics Centre
 - Forward Physics Facility
 - Gamma Factory
 - LHC Fixed Target
 - nuSTORM
 - Prototype EDM storage Ring
 - QCD Physics Group
 - Technology
 - General

This should allow to define the photo collections relevant to each working group and an easy search.