

- Update on Nov. 18, 2011: We have been finalizing the publication details with the publisher, including the paper format (template), copyright statement, as well as copyright form details and how to upload the copyright form properly. The details are now available in the following link.

From now on, please visit the following link and follow the instruction and updates there (for people who are still writing your first draft or who are working on the revision after reviewers comments):

http://www-cdf.fnal.gov/~amerio/TIPP2011/TIPP2011_publication_updates.pdf

- Updated on Nov. 9th: many papers have gone through the review process, but we have not sent them back to authors for revision yet. At the moment, we are working with the publisher to finalize the formatting details, and we will be sending out review comments and instructions to finalize the paper format soon.
- Updated on Oct. 17th:

As of today, we have received more than ~210 papers in total. If you are writing your paper but have not finished yet, please send an email to tipp11.mgemon@gmail.com to inform us that you will need some extra time and provide the title and track of your paper in the email, so that we know what to expect in the next few weeks. It would be helpful if you can specify the track name in the subject title, to make things easier for the local assistant editors.

The papers submitted will go through the review process in the coming weeks and most of you should receive the review comments in the coming month or so. If you have not submit/upload the copyright form,

you will have another chance later when you submit your revision.

- Update on Sept. 15h, 2011:

The deadline of paper submission is extended to Oct. 15th, 2011.

- All papers submitted already have been assigned an editor (typically one of your track conveners) by the managing editor and the status of the paper will be “With Editor”. After the editor assign a reviewer for the paper, the status will change to “Under Review”.
- To help us to speed up the process, if the status of your paper has not been changed for 2 weeks (after Sept. 15th), *please contact the conveners/editor/local assistant editor of your track directly to remind them.* Their email addresses can be found at the end of this note.
- You can upload the copyright form along with the cover letter. The copyright form is only needed at the time of publication. You can either upload it with your initial submission or (if you didn't then) upload it when you submit the revision of your paper.
- It seems that the Word template doesn't work with Open Office 3.3, but works with 3.2.1.
- As soon as you receive the reviewer's comments, please do your best to submit the revision of the paper within 2 weeks (and don't forgot to upload the copyright form if you haven't already done so).

- * Update on Sept 6th, 2011:

clarification on submission system and requirements from publisher

- For publication in Physics Procedia the publisher needs to receive the final PDF version of the articles only. We do NOT need Word or Latex files. Authors and the Managing Guest Editor must ensure that the final PDF version of the paper is already exactly as they want it to be published. Unlike with normal journals, there will be no proofs and no opportunity to make any changes, however small, once the paper goes into our production department. A paper goes into our production department as soon as the decision Accept is made in the submission system. Once the Editor or Managing Guest Editor makes a decision Accept, the paper is automatically sent to production and cannot be

changed by the authors anymore. Thus, do not think that it is possible to “accept pending minor revision”. If any changes are needed, however minor, please make the decision Revise.

- The submission system automatically builds a PDF of whatever files are uploaded by the author. This means that for Physics Procedia, the system will build a PDF of the PDF file that the author uploads. This may introduce some headers or other marks that are not there in the PDF that the author uploaded. This is okay. Our production department will use the PDF that the author uploaded to publish the proceedings, and not the PDF built by the submission system.
- The typesetting we do for Physics Procedia is very limited, but it is not zero. We will add the correct volume, issue and page number to each page of an article. We will also replace the masthead (the top header of the first page of each article) with high resolution journal title and logos. We will also add a copyright line and doi information at the foot of the first page of each article.
- The copyright transfer forms must be collected from each author by the organizers and submitted to us. I attach here the copyright form. As you suggested, it is probably best if you distribute this form to the participants via your website and then ask them to fill it out and submit it as a cover letter. A signed and scanned form, or a form signed with their electronic signature and then converted to PDF is fine with us.

* the copyright transfer form is available here:

http://conferences.fnal.gov/tipp11/images/Physics_Procedia_copyright_form.doc

* Last update: Aug. 17th, 2011

Dear TIPP 2011 participants,

The photo albums for TIPP 2011 are now available on-line at the following link:

<http://ees.elsevier.com/tipp11/>

This link is the TIPP 2011 paper submission and editorial online system for Physics Procedia from Elsevier.

Please note the following:

- The deadline for paper submission is Sept. 15th, 2011.
- All papers will be peer reviewed soon after submission and have to be ready for publication by Jan 2012 in order to meet the deadline for publication (contract with Elsevier). So it is very important to submit the paper by Sept. 15th, 2011.
- With the record number of presentations and posters at TIPP 2011, these proceedings are expected to cover a wide range of the most current and leading-edge Technology and Instrumentation Research in Particle Physics and closely related fields worldwide. As such, your paper submission is greatly encouraged.
- To submit papers, the authors need to register to the TIPP EES system even if they have already registered before to the standard Elsevier EES system and already have an account. This is because the publisher has created a modified version of Elsevier Editorial System (EES) specifically for TIPP 2011 (which is standalone). Instructions for authors are attached at the end of this email.
- The length limit of the papers is:
 - 10 pages for plenary talks and overview parallel talks (30 mins),
 - 8 pages for standard parallel talks,
 - 6 pages for posters.
- The conveners of each session (see email at end of file) will be assigned as editors for the papers for that session. A local assistant editor team has been formed at Fermilab to help the conveners/editors.
- The reviewers will be assigned by the editors.

Best Regards,

TIPP 2011 Organizing Committee

==== Instructions for Authors, last update Aug. 17th, 2011 ====

Paper preparation:

1) Visit the web site:

<http://ees.elsevier.com/tipp11/>

2) Download the paper template(word or latex format), links are right under the TIPP 2011 LOGO, by the "IMPORTANT NOTE"

3) Draft your paper starting from the template (phpro-template.tex or PHPRO_template.doc)

for Physics Procedia format. (new update on Aug. 17th): You will need to generate the PDF of your paper and only upload the final PDF file to the EES system for paper submission).

4) Prepare a short cover letter and it can be pasted in the comments field during paper submission. The cover letter is a required item during the paper submission. In the cover note, please include the title of the paper as well as your abstract ID, you can find the ID of your abstract in the TIPP 2011 indico system:

<https://indico.cern.ch/userAbstracts.py?confid=102998>

Paper submission:

1) One needs to register as an author first to be able to upload the manuscript. Go to:

<http://ees.elsevier.com/tipp11/>

Click "Log in" in the upper right Author Information box.

Click the "Register Now" link to register. You will be receiving email with user name, password and login information in ~10 minutes.

2) Once you've got the account set up, login as Author, i.e. click the "Author Login" button on the login page.

3) Click "main menu" on top, and you will see the status of your submission.
Then "Submit New Manuscript" to submit.

Follow the link, you will get to the step "Attach Files". One can choose between the "classical tool" and "enhanced tool". Based on our experience, it is easier to use the classical tool for uploading, unless you have very large file (in which case use the enhanced tool to avoid long uploading time). The enhanced tool will ask you to "deny or accept" access to local disk. To choose classical tool, you can simply click "deny" and then click the "classical tool".

The "Attach Files" step has been much simplified (Aug. 17th, 2011), with more instructions for authors. Now you will just need to upload the final PDF file of your paper.

You can "Edit Submission" if changes are needed. If everything is fine, click action "Approve Submission" to submit. You will receive a Submission Confirmation Email after submission.

4) Copyright Transfer Information

First proofs of the accepted articles will be generated together with a Copyright Form. At that point the authors can transfer the copyrights.

For any question or problem, please contact tipp11.mgemon@gmail.com, or your track

conveners or assistant editor directly (email list below).

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