

- Updated on Sept. 12th 2012

TIPP2011 proceedings publication will be ready by mid September 2012.

We are sorry for the delay.

Each author who submitted the paper should have received an e-mail from the publisher with a link to track his/her paper status. Authors can search their e-mail box for e-mail with sender “Author Services”. The status tracking link should already contain the DOI number for their paper.

Authors who cannot find this e-mail, they can find their DOI number in this file

http://www-cdf.fnal.gov/~amerio/TIPP2011/DOI_TIPP2011.xls

- Updated on Jan. 29th:

Authors who have not received comments from the reviewers can check the status of their paper at the following link:

http://www-cdf.fnal.gov/~amerio/TIPP2011/TIPP_status_29012012.pdf

The papers are ordered by editor.

If your paper IS on the list, we suggest you contact your editor for any detail about the status of the review.

If your paper IS NOT on the list, you will receive the reviewer's comments very soon (in a few days) or you have already received them.

The list will be updated once a week.

- Updated on Nov. 28th: **“Instructions to finalize the paper format etc”**

For authors who are still writing the first draft, or those who are preparing the revision, please follow the following instructions.

Make sure the first page is in the same format as instructed on:

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

In particular, make sure it has *the conference title* and *the proper copyright statement*.

Please note that **everyone** has to resubmit the new publishing agreement form by downloading the new version from:

http://www-cdf.fnal.gov/~amerio/TIPP2011/TIPP2011_publishingAgreement.doc,

When resubmitting, be sure to select item “Publishing Agreement Form” in the dropdown menu for the agreement form and select “PDF of my submission” for your manuscript in PDF format. You should not submit the original latex or doc files. If there's no item option for “Publishing Agreement Form”, use item "PDF of my submission" and change the description to "Publishing Agreement Form" after you upload the form.

When preparing revision, if you have trouble to produce the first page in the same format as shown in Template_instructions.pdf from the link above, or if you are preparing your first version, you can get the latest template to format your manuscript to final publishing format (the template is specifically tailored for TIPP).

Template in word format:

http://www-cdf.fnal.gov/~amerio/TIPP2011/TIPP2011_wordTemplate.doc

Template in latex format:

http://www-cdf.fnal.gov/~amerio/TIPP2011/TIPP2011_latexTemplate.tgz

We expect the authors to resubmit the revision within one month from time you receive the review comments.

In case of any problem, feel free to send emails to local assistant editors for your track (email list is at the end of this doc) and cc to tipp11.MGEMON@gmail.com

- 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 forget 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 proceed-

- ings, 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).

===== TIPP 2011 Proceeding Publication Team =====

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