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LHCHWG Collection in CDS (CERN Document Server)

- **LHCHWG Collection** [↗](#)
 - ◆ CDS Home [↗](#) > CERN Experiments [↗](#) > LHC Experiments [↗](#) > LHC Working Group [↗](#) > LHC Higgs Working Group [↗](#)
 - 1. LHCHWG Official Report [↗](#)
 - 2. LHCHWG Internal Note [↗](#)
 - 3. LHCHWG Internal Discussions [↗](#)
 - **CDS Generic Submissions/Modifications** [↗](#)
 - ◆ Research and Computing -> Experimental Physics: LHC -> LHC Working Group -> LHCHWG Internal or LHCHWG Official Report or LHCHWG Internal Discussions
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CDS Access Privileges

1. **Submission:**
 - ◆ Anyone in e-Group lhc-higgs can submit new draft or modify his/her own LHCHWG Official Report, LHCHWG Internal Note or LHCHWG Internal Discussions categories.
 2. **Modification:**
 - ◆ Only who submitted, Steering Committee or WG1/2/3 conveners can modify any record.
 - ◆ When new draft is submitted or modified for BOTH categories, LHCHWG SC and WG conveners will be notified.
 3. **Posting Comment:**
 - ◆ Anyone with CERN full account or CERN Lightweight External account can post the comments.
 4. **Approval:**
 - ◆ LHCHWG SC and WG conveners can approve the note by switching "Extra status" button from Draft status to Approved.
 - ◆ Only SC member can push "Extra status" button for Draft or Approved status in LHCHWG Official Report category.
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Mode of Operation

1. The report number of LHCHWG Official Report and LHCHWG Internal Note will be given automatically by CDS automatically when you submit the note.
 2. First, please check the existing report number at our Collections and make the "guess" of your new note number like LHCHWG-INT-2015-00X or LHCHWG-2015-00X.
 3. Create gitlab directory under internal (ex. LHCHWG-INT-2015-001) or official notes (ex. LHCHWG-2015-001) and work under your gitlab directory for documents.
 - ◆ **SC strongly recommends that you use gitlab for co-editing and for the record.**
 4. After completion of the draft, contact your WG conveners and/or SC (Mode of Operation).
 5. After approval by WG and/or SC for submission, please submit your draft to CDS.
 6. Follow the Mode of Operation to review your draft inside LHC Higgs WG.
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LaTeX Style

- Please use the common front page style for LHCHWG *Official Report*
 - ◆ LHCHWG_Public_Note_Template.tex

- ◆ LHCHWG_Public_Note_Template.pdf
 - Please use the common front page style for LHCHWG *Internal Note*
 - ◆ LHCHWG_Internal_Note_Template.tex
 - ◆ LHCHWG_Internal_Note_Template.pdf
 - LaTeX style (documentclass) is free. This front page template should work for both latex and pdflatex.
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How to submit the notes to CDS (CDS Submit Guide [↗](#))

1. Go to CDS submission site [↗ Research and Computing -> Experimental Physics: LHC -> LHC Working Group](#)
2. Choose note category: [LHCHWG Official Report](#), [LHCHWG Internal](#) or [LHCHWG Internal Discussions](#)
3. Choose [Submit New Record](#) or [Modify Record](#)
4. Submit New Record
 - ◆ **Report number is automatically generated like LHCHWG-INT-2015-001 !!! Thus you should be extremely careful about your submission.**
 - ◆ Category <- it is pre-fixed "Particle Physics - Phenomenology" (what else?)
 - ◆ Extra status <- choose Draft
 - ◆ Experiment <- no need to touch
 - ◆ Input Title
 - ◆ Input Abstract
 - ◆ Input Author Names
 - ◇ For author names, type the author name or email address.
 - ◇ CDS automatically searches the name from CERN database (CERN Lightweight Directory Access Protocol). [Click the author among the list.](#)
 - ◇ Then start typing another author's name.
 - ◇ If author name is not found in the database, you can input manually.
 - ◆ Input Contact Person name and e-mail address
 - ◆ Input Date for submission
 - ◆ Language English
 - ◆ Input Number of Pages
 - ◆ Input Key Words like Higgs
 - ◆ Input URL if any for additional information (you may want to link to your WG TWiki page)
 - ◆ Hit Add new file for Main document, input name and explanation and then upload.
 - ◆ Then hit finis submission button.
 - ◆ LaTeX input: some fields might accept LaTeX markup as input as long as it is enclosed within '\$' delimiters. For example: $E=mc^2$. Simply make sure that every opening '\$' is followed by a closing one. Some fields might also offer a preview of the rendered output to let you check the validity of your markup (it might take a few seconds for the preview to be available).
5. Confirmation
 - ◆ You should receive the message from CDS submission engine. CDS appearance may take time for a while. Be patient.
6. Modification
 - ◆ You may eventually want to modify the record.
 - ◆ Go to the link shown in the e-mail message which you have received or repeat 1. through 3. above to go to Modify Record menu.
 - ◆ Input Document Record Number, ex. LHCHXSWG-INT-2015-002 (that you have received via automatic numbering by CDS)
 - ◆ Select Fileds to Modify among Title, Abstract, etc. and hit Continue.
 - ◆ After editing push END, and repeat this.
7. Approval

- ◆ %BLIE%When approved, SC or WG1/2/3 conveners will switch the "External status" toggle button from "Draft" to "Approved".

8. Deletion

- ◆ Deleting CDS record is delicate operation. If you have submitted wrongly, the first solution would be to use this number for the next note and modify all area with "Modify Record" menu.

-- ReiTanaka - 2015-03-19

This topic: LHCPPhysics > LHCHWGCDSTGuide

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