

## **Feasibility Study II**

Editors Meeting, BNL, Jan 29 - 31, 2000  
Logistics (Including Upcoming Deadlines and  
Report Preparation)

Juan C. Gallardo

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*Muon Collaboration*

## Datelines

1. This week: Outline of each individual chapter; outline of the entire report.
2. *Feb. 16:* First draft to the Study Leaders: M. Zisman, R. Palmer and S. Ozaki for editing; back to the authors in a week.
3. *Mar. 2:* Second draft to the Study Leaders for editing. First pass at *costs*. **Most figures should be ready.**
4. *Mar. 16:* Third draft to the Study Leaders for editing. Start assembling the different chapters into the first draft of the entire report.

5. *Mar. 30:* Fourth and final draft to the Study Leaders.
6. *April 6:* Release of draft of the report to the Collaboration for comments, corrections (10 days).
7. *April 17:* Final draft to the Study Leaders. Editing of the complete report.
8. *May 1:* Report submission to BNL Director's Office.
9. : Hardcopies for Snowmass
10. : Publication, LANS Preprint Server.

## Format, Software and Templates

➡ L<sup>A</sup>T<sub>E</sub>X, class file ==> `study2.cls`,  
template ==> `samplestudy2.tex`

<http://www.cern.ch/mumu/studyii/templates.html>

Contributors should submit both the source files  
(\*`.tex` and figures). **Figures as POSTSCRIPT or  
PDF**

➡ MS WORD, template ==> `samplestudy2.dot`

## To Contributors

- ➡ Use L<sup>A</sup>T<sub>E</sub>X or MS WORD for *DRAFTS*. Final report will be formatted in L<sup>A</sup>T<sub>E</sub>X.
- ➡ L<sup>A</sup>T<sub>E</sub>X source file is best; if you use MS DOS (MAC) then submit \*.doc, \*.ps (or \*.pdf) and \*.txt by saving as MS-DOS Text with Line breaks.  
*Figures as separated files*
- ➡ References: Authors, title, journal( or Proc., WEB site), year.
- ➡ Names of Authors, affiliation
- ➡ Color figures: Choose colors that show well in the screen; also recall that the hardcopies to be

distributed at SNOWMASS will be in black & white  
Use captions, judiciously, to inform a reader  
confronted with black & white figures.

✎ Use your name and the chapter to name the file.

✎ Procedure to submit your contribution:

- deposit the file(s) in your WEB site and send an email (gallardo@bnl.gov)
- ftp the file(s) to the BNL ftp server  
*ftp://ftp.nuon-study2.bnl.gov/* in the  
corresponding chapter and send an email
- send email with the file as an attachment