

Author's Cheat Sheet

This sheet provides a summary of instructions to help you submit your paper for the Factories 2003 Workshop. Complete and more detailed instructions are available at <http://www-conf.slac.stanford.edu/icfa03/authors.htm>.

Paper submission deadline: January 5, 2004

Editorial Team: Rebecca Reitmeyer (rereit@slac.stanford.edu), John Seeman (seeman@slac.stanford.edu)

1. Use the templates provided at <http://www-conf.slac.stanford.edu/icfa03/authors.htm#Downloads>. Please note that the page limit is 10 pages.
2. Get a publication number from your home institution. For SLAC authors, co-authors, or collaboration authors, please get a SLAC publication number from <http://idoc.slac.stanford.edu>.
3. Submit your source files and a PDF to SLAC TechPubs through one of the following methods:
 - FTP your paper
Either direct an FTP-enabled browser to <ftp://ftp.slac.stanford.edu/incoming/factories/> to drag and drop your paper, or access the folder through UNIX by typing "ftp ftp.slac.stanford.edu", logging in with "anonymous" as the username and your e-mail address as password, change directories to incoming/factories, and put your files at that location. Additional information is available at <http://www-conf.slac.stanford.edu/icfa03/submission/ftp.htm>.
 - E-mail your paper to publishing@slac.stanford.edu
 - arXiv your paper
The Cornell arXiv is located at <http://arXiv.org>. Detailed instructions are available at <http://www-conf.slac.stanford.edu/icfa03/submission/arxiv.htm>.
 - Post your paper to your own Web site
4. Notify the editorial team of your submission method by filling out the form posted at <http://www-conf.slac.stanford.edu/icfa03/authors.htm#notify>.