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/acfa03/authors.htm](http://www-conf.slac.stanford.edu/acfa03/authors.htm).

**Paper submission deadline:** January 5, 2004

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1. Use the templates provided at [http://www-conf.slac.stanford.edu/acfa03/authors.htm#Downloads](http://www-conf.slac.stanford.edu/acfa03/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](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/](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/acfa03/submission/ftp.htm](http://www-conf.slac.stanford.edu/acfa03/submission/ftp.htm).
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4. Notify the editorial team of your submission method by filling out the form posted at [http://www-conf.slac.stanford.edu/acfa03/authors.htm#notify](http://www-conf.slac.stanford.edu/acfa03/authors.htm#notify).