

Paper Submission and Post-Submission Steps:

(March 24, 2010)

(The author list for any paper should freeze at the time of submission. Please contact the Physics Coordinator if any of these instructions is found to be obsolete.)

1. **Fermilab preprint submission:** Request a Fermilab publication preprint number (see <http://iss.fnal.gov/cgi-bin/getnumber.pl>, choose Publication Type = Publication, and Division = PPD-Experimental) and include the number in the manuscript by adding “\hspace{5.2in} \mbox{FERMILAB-PUB-05/xxx-E}” in the LaTeX source file above the title where “xxx” is the preprint number. Submit single-space double-column format manuscript to Fermilab Publications for general distribution.
2. **arXiv submission:** Submit the same manuscript to arXiv as a new entry.
 - a) It might be convenient to create a separate directory containing just the source files for the paper (tex and eps files), because hep-ex will want these source files and not just the final postscript file.
 - b) Remove all references to primary authors and editorial board from the LaTeX source file (even if the corresponding lines are commented out).
 - c) Hardwire the date in the LaTeX file, *i.e.* change “\date{\today}” before the “\begin{abstract}” to “\date{Month Day, Year}” of the day of the submission.Go to <http://arxiv.org/help/submit> and follow the instructions for submission. Web upload is the easiest method. Give the Author as "DØ Collaboration, V. Abazov et al.". Be sure to type “submitted to Phys. Rev. Letters”, or other appropriate journal PRDPLB in the comment line and provide the Fermilab preprint information (FERMILAB-PUB-05/xxx-E) on the Report-no line. As of March 24, 2010 you should also submit the <http://www-d0.fnal.gov/author/authorlist/run2/author.xml> file to arXiv. This file is required by arXiv to ensure that author names are associated correctly to each submitted article. The author.xml file should be obtained from the authorlist web page at the same time as the files containing the authorlist and the acknowledgements. *Please avoid submitting multiple versions!*
3. **Journal submission:** For submission to PRL/PRD, use the web <http://authors.aps.org/ESUB/>. If you have already submitted to hep-ex, then this is easy. Wait until the hep-ex submission is publicly available (next weekday, if submitted before 3:00pm ET), and then submit the hep-ex version directly. Make sure to sign the Copyright Transfer form and send it back. For PLB submission, please use the web <http://ees.elsevier.com/plb/>.
4. **Internal documentation:** The EB chair be sure that the submitted (or subsequently revised) paper is referenced on the appropriate EB web page. Primary authors please
5. provide the FERMILAB-PUB, hep-ex and journal reference numbers as well as the location of the submitted LaTeX, postscript and individual figures to the Physics Coordinator for inclusion in the DØ publication web pages and archives. Send additional figures that are useful for seminars or conference presentations with appropriate captions to the Physics Coordinator as well.
6. **On receipt of comments and decision from the Journal:**
 - a) Forward reviewer comments to the EB, Physics Group Conveners, the Physics Coordinator and the Spokespersons using the EB mailing list *d0-run2eb-nnn@fnal.gov*;

- b) Prepare response to referee comments in the form of modifications to the manuscript. Make sure to use the original author list. These responses should be considered and approved by the chair of the EB, the Conveners, the Physics Coordinator and the Spokespersons;
- c) Prepare a summary letter to the editor, outlining the disposition of all comments made by referees, and summarizing the changes made;
- d) Obtain advice from the Physics Coordinator on whether a new collaboration review is needed. On approval by the Physics Coordinator and Spokespersons, resubmit the letter and revised manuscript;
- e) Upon acceptance, notify the Physics Coordinator and update the EB web page;
- f)
- g) Forward any proofs to the EB chair, the Conveners and the Physics Coordinator;
- h) Once published, update the hep-ex with the published version, add journal reference and modify the comments as appropriate. If you submitted the hep-ex version directly to PRL/PRD, the journal reference will be automatically added;
- i) Congratulations! The tradition is that the home institution of a primary author pays the costs of publication (~\$600), so get your wallet unhinged.
- j)