



SLAC Director's Office All Hands Memo

TO: All Hands

FROM: Jonathan Dorfan, Director

DATE: February 8, 2000

SUBJECT: **SLAC Author Responsibilities**

This memo asks your help in ensuring that the written results of our work are properly tracked, collected, and organized. This applies to all work done at SLAC, or work done collaboratively elsewhere utilizing SLAC effort or resources. It is vital to the Lab and required by DOE that you, as a SLAC author, do the following two things:

- Ensure your publication contains a SLAC document number and the DOE contract acknowledgment
- Ensure you have submitted a copy of your publication/document to Technical Publications for patent review before publication or electronic posting (this includes submission to the LANL e-print archives)

It is important to the Laboratory and for our DOE contract that we have a comprehensive set of the scientific, technical, and supporting publications that are either done at SLAC or reflect SLAC's part in work done elsewhere. If you are an author or editor of an article, report, document, working paper, invited talk, thesis, conference paper or proceedings, please comply with the simple author responsibilities outlined in the Technical Publications' web page:

<http://www.slac.stanford.edu/grp/techpubs/author-responsibilities.html> .

Relevant effort-saving urls are found at:

<http://www.slac.stanford.edu/grp/techpubs/help/>
<http://www.slac.stanford.edu/grp/techpubs/help/misc/submit.html>

Many thanks for your help in this regard.