



Biennial Scientific Report 2013-2015: Guidelines

Purpose

- The purpose of the Report is to provide an update of work done in the past two years, and a brief explanation of what the work will mean for science and/or future experiments.
- Detailed descriptions of experimental apparatus and physical processes need not be repeated, as these were included in the Five Year Plan 2015–2020.
- The intended audience includes: researchers, other labs, government officials.
- Report outline is as follows: Chapter 1 – Preface; Chapter 2 – Advancing Knowledge; Chapter 3 – Facilities; Chapter 4 – ARIEL; Chapter 5 – Creating Social and Economic Growth, and; Chapter 6 – Appendices.

Timeframe

- Activities from June 2013 to March 2015

Submission Guidelines

Required Program

- Submit as a Microsoft Word document (.doc or .docx)

Length

- Experiments and Projects: Up to 850 words
 - Includes anything that was part of Chapter 4 in the Five Year Plan, “Successes”
- Apparatus or Facility: Up to 500 words
 - Includes anything that was part of Chapter 5 in the Five Year Plan, “Assets”

Body of Article

1. Title

- Name of Experiment (experiment number not needed)
- Lead on project
- Members of group (if applicable)
- Partnering labs/institutions (if applicable)
- Any other relevant information

2. Opening Paragraph:

- 3-4 sentences that are readable by a layperson. (Up to 150 words)

For Experiments and Projects:

- A very broad, simple statement about the experiment
- What the experiment means to future science and/or experiments

For Apparatus or Facility:

- A very broad, simple statement about the equipment or facility
- How the equipment or facility will help future experiments

3. Body Paragraphs:

- 2-6 short paragraphs about work that was done in the two-year period. (Each paragraph up to 100 words)
 - Provide a short heading for each paragraph
 - Begin each paragraph with a summary sentence explaining the work done and progress made, note that information covered in the Five-Year Plan 2015–2020 need not be included
 - Include 2-3 sentences that expands on the work done

4. Concluding Paragraph:

- 2-3 sentences stating what is anticipated to happen in the next year (Up to 100 words)

5. Reference & Publication Lists:

- References
 - If publications are cited in the write-up, please reference them in the text and include a list at the end
 - Format for references:
 - A.N. Author *et al.* (MY Collaboration), *A Study of Something Interesting*, *Some. Good. J.* **B35**, 173 (2009) [hep-ex/08000000]
- Publications
 - As a separate list, please list all publications or theses by group members from the two-year period covered, whether cited in the text or not
 - Please sort by experiment so they can be easily merged in the complete publication list

6. Images, Graphs, and Photographs:

- Please submit 1-3 images that best depict work completed in the two-year period
- Do not embed images in the word document—send them as separate attachments in JPG, TIF, EPS, or PDF formats
- Images need to be high resolution (*i.e.*, 300 dpi or better)
- Should new photographs be needed, please send a request to communications@triumf.ca by May 30, 2015.

Submissions must be received by April 30, 2015!

Send to communications@triumf.ca and CC [jennings@triumf.ca](mailto:CC.jennings@triumf.ca)