

Experiment Report Instructions

General Instructions

- Experiment Reports must be submitted for all experiments conducted at LANSCE.
- A compilation of Experiment Reports for each run cycle will be published as part of the LANSCE Annual Activity Report.
- Experiment Reports are reviewed by the Program Advisory Committee for continuing experiments.
- Follow detailed form instructions below and complete entire form.
- Reports must be written in English.
- The available space on the form must be respected. Expansion of certain sections is appropriate, but the entire report must be limited to two pages.
- Please do not change the overall format of the form or use previous versions.

Experiment Report Form Instructions

- *Local Contact:* Give first initial and last name of your Los Alamos technical staff contact.
- *Flight Path/Instrument used:* Indicate the number of the flight path or the acronym of the instrument used for your experiment.
- *Proposal number:* Please use the proposal number you were assigned when you received confirmation of receipt of your proposal. If you do not know your proposal number, please call the LANSCE User Office.
- *Title:* Title should match the proposal.
- *Authors and Affiliations:* Give name of all authors/experimenters and the full name of their institutions.
- *Experiment report:* Text and graphics must fit on the two page form. The level of detail to be provided is outlined in the following Experiment Report Writing Guidelines.
- *Publications:* Attach a list of all publications resulting from this experiment (published or in press).

Writing Guidelines

- Reports for classified experiments should be unclassified and written to the level of detail possible.
- Reports from proprietary experiments should give some experimental details, but need not reveal any proprietary information.
- The report should be considered a progress report or a snapshot of work in progress. It is not considered a final form analysis.
- For many experiments, analysis may have just begun. In this case, please report on what data you have taken, what targets were used, and plans for further analysis.
- Examples of Experiment Reports can be found on the Web at <http://lmisgreen.lanl.gov:8080/resources/docs/ExRepInstrctns.pdf>

Deadline and Submission

- Reports are due *three months following* your last scheduled day of beam time.
- Reports must be submitted electronically either in Microsoft Word or as a pdf. The reports should be sent to: lansce_users@lanl.gov
- IMPORTANT! Reprints of publications resulting from work done at LANSCE must be sent to the User Office. Publications should credit the facility as follows:
This work has benefited from the use of the Los Alamos Neutron Science Center at the Los Alamos National Laboratory. This facility is funded by the US Department of Energy.

For additional information, contact the LANSCE User Office at lansce_users@lanl.gov, 505-665-1010.