

CECS Technical Report Policy and Procedure

Policy

Authors must use the following three-step procedure when publishing CECS Technical Reports:

Procedure

1. Prepare the final version of the TR with the current date (month, year) on it.
2. Obtain a TR number from the CECS librarian, put the number on the TR's title page and submit the final PDF to the CECS librarian. This procedure must be completed on the same day; otherwise, any assigned TR number will be automatically revoked.

When submitting, specify whether:

- a) The PDF should be put on the CECS webpage, or
 - b) Only the title and authors should be on the web (with a note that the complete TR is "available upon request"). Upon request, CECS librarian will send out the report and record the name of the requestor).
3. At any time, a request may be made to the CECS librarian to make a TR's PDF (submitted as 2(b)) available on the web.

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Approved on May 5, 2006 by:

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