

## **CTM Working Papers – Guidance**

April 2015

In case of any question please contact Frank Tietze ([frank.tietze@eng.cam.ac.uk](mailto:frank.tietze@eng.cam.ac.uk))

CTM members can publish in our own Working Paper Series (ISSN 2058-8887). A house style to format the paper is available upon request, but only required if you intend to have hard copy versions. Please see the working paper procedure below.

### **Papers eligible for working papers series**

Papers should not be published elsewhere (for instance, conference papers should NOT be published in proceedings e.g. poster session, presentation only or conference USB only).

### **Working papers procedure**

#### a) Expression of intention to publish

The author should inform Frank Tietze by e-mail ([frank.tietze@eng.cam.ac.uk](mailto:frank.tietze@eng.cam.ac.uk)) about her/ his intention to publish a working paper. The e-mail should include:

- The abstract
- Name two reviewers from within or outside the CTM to read and comment on the paper. At least one reviewer should be a fairly senior academic. If the paper has been peer reviewed already, e.g. for conference submission, exceptions can be made from this requirement.
- Up to five key words

#### b) Review

Frank will provide the author with the cover template. The author should seek comments on the paper from both named reviewers (only in cases where the paper has not been peer reviewed). The author should amend the paper in line with the comments made.

#### c) Registration

Revised papers are submitted to Frank as PDF file including the completed cover template. The working paper number and publishing date will be inserted by Frank after a final editorial review prior to publication.

#### d) Final check

The reviewed (and formatted) paper is checked by Geraldine Guceri, who will discuss minor changes with the author and upload the PDF file to be included in the CTM working paper series.

### **OPTIONAL**

#### e) Hard copy printing (if required)

If the author wishes to print hard copies, the CTM house style should be followed. A template is available on the CTM server under `ctm/research/papers`. Before print Geraldine reviews paper layout and arranges for binding of paper at main department, having consulted with author re numbers needed.