

## 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 webpage (with a note that the complete TR is "available upon request"). Upon request, the CECS librarian will send out the report and record of the name of the requestor.
  - c) The cover sheet on the next page is **required** when publishing CECS Technical Reports
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.

**CECS Librarians:** Grace Wu (gracewu@uci.edu)  
Melanie Kilian (mbkilian@uci.edu)



**CECS**

**CENTER FOR EMBEDDED & CYBER-PHYSICAL SYSTEMS**

---

**<Title>**

<Author Name(s)>

Center for Embedded and Cyber-Physical Systems

University of California, Irvine

Irvine, CA 92697-2620, USA

{Author email address}@uci.edu

CECS Technical Report <##-##>

<Month> <day>, <Year>