

Experimental Report

In-house Research Experiment

If you have been allocated beamtime for an experiment you are required to submit a report via the Proposal Submission System for your project. If you are submitting a proposal for a new project or to continue a project for which you have previously been allocated beamtime, you must submit a report on your measurements via the web and supply a reference to this report in your new request by indicating the corresponding experiment number.

Preparation & Submission

Experiment reports are to be submitted via the proposal submission system. In further requests for beamtime please indicate the number(s) of the report(s) submitted on your previous measurements and whether or not your previous work supports your new proposal.

Electronic Submission

The Electronic Submission of your experimental report consists of two separate steps:

1. The preparation of your file using one of the templates supplied, and its conversion to an acceptable file format (where necessary). Template for download see the webpage.
2. The electronic submission of your file. Please submit your report in PDF format and upload the file directly.

General Instructions

- Report in English language.
- For work which is published or which is in press you may simply insert a copy of the abstract together with full reference details into the report form. If the abstract is in a language other than English, ensure that you include an English translation.
- Make sure the report does not exceed the space available; tables and figures may be included if you wish.

Please pay special attention to figures:

- Group figures
- Remember to include references to all figures in the text.
- Individual figures should not be more than half the width of the page.
- Text on figures should be readable.

For the Annual Reports

Please note that you may submit your Reports after completing your experiment.

Acknowledgements

Irrespective of special arrangements publications, conference presentations, including the proceedings, and other public presentations, which result from work at the facility, have to contain an acknowledgement. Please contact the [User Coordination Office](#) for the appropriate acknowledgments.