

**Experiment REPORT Form**

**The three pages inside this form are to be filled in by all users or groups of users who have had access to beam time for measurements at the KIT Synchrotron**

Once completed, the report should be submitted electronically to the User Coordination Office using the **Electronic Report Submission Application:**

<https://proposal.ibpt.kit.edu/anna/> ***Reports supporting requests for additional beam time***

Reports can now be submitted independently of new proposals – it is necessary simply to indicate the number of the report(s) supporting a new proposal on the proposal form.

***Published papers***

All users must give proper credit to the KIT Synchrotronstaff members and proper mention to the KIT Synchrotron which were essential for the results described in any ensuing publication. Further, they are obliged to send to the [User Coordination Office](mailto:useroffice@ibpt.kit.edu) the complete reference and the abstract of all papers appearing in print, and resulting from the use of the KIT Synchrotron.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **REPORT** | |  | |
| Please give us information about the purpose of the report. | Material can be used for the Annual Report |  | yes | no |
|  |  |  | |
|  | Experiment title: | | Experiment number: | |
| Beamline: | Date of experiment:  from: to: | | Date of report: | |
| Days: | Local contact(s): | | *Received at the Synchrotron:* | |
| Names and affiliations of applicants  (\* indicates experimenter): |  | | | |

**Template:**

How to format and submit a scientific reports on measurements and results at the KIT Synchrotron for the continuation proposal and annual report

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General

The report should be uploaded in the ANNA system in PDF format. The number of pages is restricted to ***two***. Distances have to be 2.5 cm from the top and the left margin, and 2.0 cm from the bottom and the right margin. You can use this document as a master.

Title, Author List, Affiliation and Addresses

The number of lines for the title is not restricted. For the format see table 1 and the example. Please use superscripted numbers to assign addresses to the authors. Insert one blank line after the title, no blank line after the authors list, and one blank line after the address.

If you want to use subtitles, please insert a half line spacing before the text and before the sub title (format, table. 1).

Text and Reference Features

For the text format look at table 1. Paragraphs shall be divided by a quarter line spacing. No title is required for references. References shall be numbered as they occur in the report, e.g. [1].

Tables, Diagrams, Figures

There are no defaults for tables, diagrams, and figures, except that they should be readable after conversion into PDF format. No restrictions to colours are given, but the figures should also be comprehensible in black and white printing.

Summary of Formats

**Table 1:** Summary of formats.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Script | Size |  |  |
| Title | Arial | 14 | bold | centred |
| Authors list | Times New Roman | 12 |  | centred |
| Institution, address | Times New Roman | 10 |  | centred |
| Subtitle | Times New Roman | 12 | bold, italic | left justified |
| Text | Times New Roman | 12 |  | justified |
| table and figure headings | Times New Roman | 10 | italic, bold (first part) | left justified or justif. |
| Reference | Times New Roman | 10 |  | left justified or justif. |

**Fig. 1:** Example of a figure heading.

Acknowledgements

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