

Title: Instructions how to submit IPPOG Resource to CDS

1. Find **where to submit** on the CDS:

CERN Document Server
Access articles, reports and multimedia content in HEP

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Find where to submit

Find where to submit

Select the CERN organisational unit to find out the available submissions :

Accelerators and Technology ▶	IPPOG ▶	IPPOG Documents	Submit New Record Modify Record Direct link for this submission
Research and Computing ▶		IPPOG CB Documents	
Finance and Human Resources ▶		IPPOG Photos	
International Relations / Communications ▶		IPPOG Resources	
Direction Générale ▶			
Others ▶			
International Collaborations ▶			

2. When you click on 'Submit New Record', you have to fill the submission form

Find where to submit Submit Information page: 1

IPPDG - Resources submission

Start by typing an author name and suggestions will become available to choose from.
If you wish to enter a custom author please use this format: "Lastname, Firstname, Affiliation"

Type an author name **Add Author**

Title:

Type: (cannot be changed later)

Extra status:

Description/Body:

Contact Person: Name... (name) Email... (email)

Date of submission: (dd/mm/yyyy) dd/mm/yyyy

Language:

Free KeyWords/KeyPhrases (one per line):
Free KeyWords/KeyPhrases (one per line)

Topic:

Subtopic:

Audience:

School topic:

School subtopic:

Online usage:

Related resource(s) (one link per line):

Rating (1 lowest, 10 highest/best):

Date of publishing: (dd/mm/yyyy) dd/mm/yyyy

Video URL link(s) (one link per line):

Choose a file:

Image No file chosen

Choose File

Name:

Description:

Copyright and license: Same as record Advanced

Cancel Upload

Copyright:

Copyright Holder:

Copyright Date:

Copyright Message:

Copyright Holder Contact:

License:

License URL:

License Body:

Close

Submission number[D]: 163691422_325

(or the picture below - please, use the one which looks the best on the website)

The screenshot shows a submission form for 'Matter, Particles and Universe'. The form is divided into several sections:

- Author Information:** Includes fields for author name (with a red star), title, type (with a red star), extra status, and description body (with a red star).
- Topic and Subtopic Selection:** Multiple choice menus for 'Topic' and 'Subtopic' (both with red stars).
- Audience Selection:** A multiple choice menu for 'Audience' (with a red star).
- School Topic and Subtopic Selection:** Multiple choice menus for 'School topic' and 'School subtopic' (both with red stars).
- Publication Details:** Includes 'Date of submission', 'Language', and 'Free facilities/Key/Themes' (with a red star).
- File Upload:** A section for uploading files, including a red star next to the 'Add new file' button.
- Copyright and License:** Fields for 'Copyright holder', 'Copyright date', 'Copyright message', 'License', 'License life', and 'License body'.

3) **Obligatory fields** are marked by a red star, including the image to be uploaded in “Add new file”.

4) **Multiple choice** is allowed for the fields:

- Type
- Audience
- Topic
- Subtopic
- School topic
- School subtopic

5) Please, make sure, that your **subtopics correspond to topics** which you have chosen

6) **Description** - few phrases about the resource: what it is, how it can be used, how does it work...

7) **Contact person:** could be the same as the author, but not necessarily. This should be somebody who can be potentially contacted in the future, if the resource needs to be updated etc...

8) **Keywords:** Please, note that all the tags and text in title and description are automatically taken into account for the search of resources. You are therefore invited to include here any additional keywords. You can also get inspiration from the list of [keyword examples](#).

9) **Online usage:** means that the resource, whatever it is, can be used online or very easily adapted to online use. It should not depend on materials beyond computer and internet, with the following allowances:

- commonly used peripheral devices such as webcam, microphone, projector (for a larger group), etc.
- common household or classroom items such as pen and paper

- other easily available items.

10) **School topics:** This is the link from the resource to school physics curriculum in order to help teacher to find places, where our resources could be used in their prescribed curricula plans.

11) **Related resources:** Please, copy here only the URL of the related resources already existing in the IPPOG RDB.

12) **Date of publishing:** if you don't know, you can use the same as submission date.

13) **Add new file:** It is obligatory to upload the image, which will appear at the RDB website to represent the resource item. Description and copyrights are also requested.

14) **Add new file:** You might optionally want to upload **more images and even pdf files**.