

**COMITÉ CIENTIFICO INTERNACIONAL  
INTERNATIONAL SCIENTIFIC COMMITTEE**  
*(updated 24 January 2011)*

**RECOMMENDATIONS FOR THE CCI ANNUAL REPORT**

All CCI Members and Associates with responsibility for contributing to the CCI Annual Report, should comply with the following procedure for production of the CCI Annual Report (AR):

1. Each Telescope Operator/Director will submit their contributions, in English and/or Spanish, to the CCI Secretary no later than 15<sup>th</sup> February each year. Submissions of written material will be either by e-mail ([cci@iac.es](mailto:cci@iac.es)) or post (in this case, material recorded on a CD-Rom or pen drive). Pictures can be forwarded by post (if submitted on paper as high quality prints), or e-mail, provided they comply with the formats given below (Point 3).

2. Materials submitted will refer to scientific highlights and/or technical developments that took place during the preceding year, or before if not previously mentioned. The material will consist of:

- A brief report on the technical improvements carried out at the telescopic installation, and a description of any common user instruments that were commissioned. Tables or diagrams and/or pictures of the instrument (or images obtained with it) will be included.
- A selection of 1 or 2 scientific highlights with images, spectra etc. (As agreed previously by CCI, Scientific Highlights will normally but not exclusively refer to the period September of one year to September of the next). Written in clear English and/or Spanish, which will be easy to understand by the non-specialist reader.

This is not a summary of the work carried out at the telescope over the past year, but a selection of the most spectacular results.

3. Any problems with pictures and images will be notified so that improved material can be re-submitted. Electronic versions of images should be large stand-alone files – images encrusted in WORD, PowerPoint or PDF files will not be accepted. Images should be at least 600 ppi and give a reproduction size not less than 5 x 7 cm or equivalent.