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# Publication Committee Status Report

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# Publication Committee



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*Publication Policy Draft circulated within the committee*

# Table of Content (PC Policy Draft)

## 1. Publication categories

- Conference Proceedings
- Technical/Simulation papers -> PC/EB
- Physics Papers -> *Workflow*

## 2. Workflow and decision chain - from analysis to peer-reviewed publication

- Physics Working Group duties and guidelines
- Physics Coordination and Public Forum
- Internal Review Committee duties and guidelines
- Collaboration and institutional review guidelines
- Final Administrative Approvals

## 3. Levels of publishable data:

- Simulation
- Performance
- Work in progress
- Preliminary
- Final

## 4. Guidelines for extraordinary publications

- Guidelines for Publication Re-Submission
- Guidelines for Erroneous Publications
- Guidelines for Press Releases

## 5. Accessibility of data and software inside and outside the collaboration

- Accessibility inside the collaboration
- Accessibility outside the collaboration
- Book keeping of all figures and paper versions during the workflow

## 6. Authorship guidelines

- General paper authorship
- Technical paper authorship
- Guidelines on few author papers
- Thesis guidelines

# Section 2: Physics Paper Workflow

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1. Physics Working Group
2. Physics coordinators and the Collaboration Forum
3. Internal Review Committee
4. Institutional and collaboration reviews:
5. Publication committee/Editorial board
6. Spokesperson
7. Laboratory sign-off

# Section 2: Physics Paper Workflow

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## **Physics Working Group :**

- Definition of Primary author (PA) group within a physics working group
- PA group will draft an analysis note reviewed by an Analysis Review Committee (ARC) chosen by the PWG conveners.
- Upon approval of the analysis note by the conveners, the PA group proposes a manuscript of a certain length with a defined set of figures for publication in a particular journal.

## **Physics coordinators and the Collaboration forum**

- the proposal is reviewed in a public forum by the physics coordinators
- If agreed, PC chooses IRC (3-5 members).

# Section 2: Physics Paper Workflow

## 3. Internal Review Committee:

- Review of the analysis method and physics message (quality assurance of the analysis code as well as the language).
- Give written updates on the paper progress to the PC after three months, and then monthly until completion.
- Every six months, IRC Chairs will meet with the PC before the collaboration meeting.

## 4. Institutional and collaboration reviews:

- Simultaneous reviews by the whole collaboration and 5 institutions selected by the PC to be completed within two weeks.
- Combined comments addressed by the PA 4 weeks after receipt (further replies within 1 week).

**5. Publication committee/Editorial board:** selected group response in 1 week

## 6. Spokesperson, Laboratory sign-off

*PA send the paper to the journal and simultaneously post it on the preprint server. After publication the authors load the final data to the HEPdata base.*

# Open issues

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The role of upper management in the decision chain seems defined (spokesperson's office and physics/technical coordinators)

The role of the Publication Committee (vs Ad Hoc committee)

The size of the final Publication Committee (or Editorial Board) to guarantee fair representation of the collaboration