

LSC Publications and Presentations Policy

INTRODUCTION

Applies to work of the Collaboration as defined by activities of the LSC committees

Initial intent to foster publications - editorial and review board

AUTHORSHIP

Publication of first scientific results: all who played significant role, both scientists and engineers, list prepared by collaborating institutions, alphabetical list of authors

Conference proceedings providing scientific results: speaker followed by alphabetical author list of Collaborators and institutions

Publications and conference proceedings of technical work authored by subset of Collaboration

Authorship conflicts resolved by Spokesperson in consultation with Collaboration Council

REVIEW OF PUBLICATIONS

Initiation by any member of the Collaboration

Declaration of intent to Spokesperson -- outline; for technical papers proposed author list

Brought to Collaboration Council at early stage at the discretion of Spokesperson

Draft to (editorial) review committee - iteration with initiating authors, if technical publication circulated to entire Collaboration, possible additions to authorship.

If needed conflict resolution between review committee and authors by Spokesperson and 2/3 vote of Collaboration Council

Final version to Spokesperson and review committee before submission, preprints to entire Collaboration.

Any institution may request review by Collaboration Council of the actions of review committee and the authors.

INVITED TALKS

Presentation of new scientific results requires approval by 2/3 of Collaboration Council

Spokesperson and Collaboration Council assure equitable distribution of talks, invitations to individual considered invitation to Collaboration, authorship is for the LIGO Collaboration.

Seminars and colloquia, invitations to individual, courtesy to inform Spokesperson

All material presented at talk to be shown to Collaboration prior to public talk, transparencies placed on the LIGO Collaboration net site.

Conference proceedings require circulation to the Collaboration.

CONTRIBUTED TALKS

Initiation by any member of the Collaboration

Declaration of intent to Spokesperson -- outline; for technical papers proposed author list

Outline to Collaboration Council at early stage at the discretion of Spokesperson

All material presented at talk to be shown to Collaboration prior to public talk, transparencies placed on the LIGO Collaboration net site.

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A draft publication and presentations policy for the LIGO Scientific Collaboration patterned on that from the Phobos Collaboration for heavy ion physics on the new heavy ion accelerator at Brookhaven National Lab. The original document was kindly provided by Wit Busza. The draft is being sent to you for discussion at the LSC meeting on March 12.

LIGO PUBLICATION POLICY

Introduction:

This document outlines the LIGO Collaboration publication policy. It details the authorship of publications and the policy of review of manuscripts by the LIGO Scientific Collaboration (LSC). It also outlines a procedure for the distribution of invited talks at workshops and conferences. Exceptions to this policy can be made by the Spokesperson in consultation with the Collaboration Council.

The policy applies to the collaborative work of the LSC as represented in the efforts of the LSC committees. Work in the LIGO Laboratory and in the individual collaborating groups which are not part of the joint program are not subject to the LSC publications and presentations policy.

Changes to this publication policy can be made by a 2/3 majority vote of the Collaboration Council.

One of the intents of the policy, especially in the initial years of the LIGO Scientific Collaboration when observations are not yet being made, is to foster the publication of technical results. The three person publication review committee (item 2 in the review section) will play the role of both an editorial and a review board.

Publication and presentation of major new physics results and astrophysical observations will be made in concurrence with the LIGO Laboratory Directorate.

Authorship:

1. The author list of the first scientific publication of LIGO based observations shall include all members of the LIGO Scientific Collaboration who have played a significant role in the initial LIGO detector. The author list shall be alphabetical and include the engineers who contributed in an important way to the construction of the detector. A list of such people shall be compiled by the individual institutions and approved by the Spokesperson in consultation with the Collaboration Council.

2. The authorship of all papers containing previously unpublished LIGO observations and results shall consist of all the members of the Collaboration at the time the data were taken and those that made significant contributions to the data analysis. The author list shall be alphabetical.
 3. The authorship of conference proceedings dealing with LIGO observations and physics results shall consist of all the members of the Collaboration at the time the data were taken and those that made significant contributions to the data analysis. The actual speaker and his/her institution shall be listed as the primary author, followed by the complete author list in alphabetical order.
 4. Papers dealing solely with technical aspects of LIGO may be authored by a subset of the Collaboration, but care shall be taken to ensure that all who contributed are included in the authorship. To this end, a draft of the manuscript shall be circulated to the entire LIGO Scientific Collaboration to provide other Collaboration members with an opportunity to contribute to the paper and become authors. The author list may or may not be in alphabetical order.
 5. Conference proceedings dealing solely with technical aspects of LIGO may be authored by a subset of the Collaboration, but care shall be taken to ensure that all who contributed are included in the authorship. To this end, a draft of the proceedings shall be circulated to the LIGO Scientific Collaboration Council to provide other Collaboration members with an opportunity to ask that their name(s) be added. The actual speaker and his/her institution shall be listed as the primary author, followed by the remainder of the author list which may or may not be in alphabetical order.
 6. The authorship of invited or contributed abstracts dealing with LIGO observations and physics results shall only list the actual speaker as the author, in the form "XXXX YYYY, for the LIGO Scientific Collaboration."
 7. Invited or contributed abstracts dealing solely with technical aspects of LIGO may be authored by a subset of the Collaboration, but care shall be taken to ensure that all who contributed are included in the authorship.
 8. Any individual may request that his/her name does not appear on the author list of any particular publication. Such a request may or may not signify a lack of concurrence with the contents of the paper.
 9. Any conflicts on authorship on LIGO publications shall be resolved by the Spokesperson in consultation with the Collaboration Council.
 10. An up-to-date list of the members of the LIGO Scientific Collaboration and those that have left the Collaboration but are eligible to appear as authors on manuscripts dealing with LIGO observations and physics results shall be maintained by the Spokesperson.
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Procedures for Review:

1. Any member of the LIGO Collaboration may initiate the preparation of a manuscript for publication. The initiating author(s) shall inform the Spokesperson of their intent. The initiating authors shall provide a general outline of the manuscript and, for technical papers, a proposed author list. The Spokesperson may request that the initiating authors present an outline of the manuscript at a Collaboration meeting, or at a special meeting which is announced well in advance (at least TWO WEEKS) to the Collaboration.
 2. Draft versions of all manuscripts shall be submitted to a standing review committee with a chair. The committee is composed of typically 3 people from different institutions, chosen by the Spokesperson. The review committee confirms the results presented in the manuscript and provides detailed comments on the text. The review committee shall provide feedback to the authors within FOUR WEEKS of receipt of the manuscript.
 3. A new version of the manuscript shall be circulated again to the authorship for comments and changes. The draft of a technical publication shall be circulated to the entire LIGO Scientific Collaboration at this point to provide other Collaboration members with an opportunity to ask that their name(s) be added. The authorship has TWO WEEKS to provide feedback to the initiating authors and the review committee.
 4. If the review committee and the initiating authors decide that significant changes are necessary, a new version of the manuscript shall be circulated again to the authorship for comments and changes. These steps shall be repeated until the review committee and the initiating authors are satisfied that the comments from the authorship have been addressed. The initiating authors must respond to any substantive comments which were not incorporated in the manuscript.
 5. In the event of disagreement within the review committee or between the review committee and the authors, the issue gets resolved by a 2/3 majority vote of the Collaboration Council. It is the responsibility of the Spokesperson to achieve a compromise that is acceptable to 2/3 of the Council.
 6. The final version of the manuscript shall be circulated to the Spokesperson and the review committee ONE WEEK prior to submission.
 7. The spokesperson in consultation with the review committee shall approve the final version of the manuscript prior to submission.
 8. Preprints of the manuscript submitted for publication shall be distributed to the entire LIGO Scientific Collaboration.
 9. Any institution can request that the Collaboration Council review the actions taken by the review committee and the initiating authors.
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Invited Talks:

1. Only results from LIGO data analysis that have been approved by a 2/3 majority vote of the Collaboration Council may be shown publicly at invited talks and appear in proceedings.
2. The Spokesperson in consultation with the Collaboration Council shall ensure that opportunities to present LIGO results at workshops and conferences are equitably distributed among the LIGO Scientific Collaborators.
3. Invitations received by a LIGO Scientific Collaborator for a talk dealing with LIGO observations and physics at a workshop or conference are regarded as invitations to the Collaboration. The invitation shall be forwarded to the Spokesperson. The Spokesperson, in consultation with the Collaboration Council and the person who received the invitation, shall decide whether or not to accept the invitation, and shall select a speaker from the LIGO Scientific Collaboration. It is the responsibility of the person who received the invitation to respond to it. In case the organizers of a workshop or conference refuse to accept the speaker nominated by the Spokesperson and insist on the initially invited speaker, the Spokesperson will reevaluate the invitation.
4. Invitations received by a LIGO Scientific Collaborator for seminars and colloquia are regarded as an invitation to an individual. Although no prior approval is needed from the Spokesperson in order to accept such an invitation, the Spokesperson shall be informed of the date, place, and title of the seminar or colloquium.
5. Invitations received by a LIGO Scientific Collaborator for a talk dealing solely with technical aspects of LIGO at a workshop or conference are regarded as invitations to a subset of the Collaboration. The invitation shall be forwarded to the Spokesperson. The Spokesperson, in consultation with the Collaboration Council and the person who received the invitation, shall decide whether or not to accept the invitation, and shall select a speaker from the LIGO Scientific Collaboration. It is the responsibility of the person who received the invitation to respond to it. In case the organizers of a workshop or conference refuse to accept the speaker nominated by the spokesperson and insist on the initially invited speaker, the spokesperson will reevaluate the invitation.
6. All the material to be discussed in invited talks at conferences and workshops shall be presented to the Collaboration prior to its public presentation. The presentation to the Collaboration can occur at a general Collaboration meeting or at a special meeting of the Collaboration, announced to the Collaboration at least TWO WEEKS in advance. The transparencies to be shown shall be made available on the LIGO Scientific Collaboration WEB pages at the time of the presentation to the Collaboration.
7. If proceedings are published, the speaker shall be responsible for writing the LIGO contribution. The manuscript shall be circulated to the Collaboration Council for comments.

Contributed talks:

1. Any member of the LIGO Collaboration may initiate the submission of a contribution to a workshop or conference. The initiating author(s) shall inform the Spokesperson of their intent. The initiating authors shall provide a general outline of the manuscript and, for technical papers, a proposed author list. The Spokesperson may request that the initiating authors present an outline of the manuscript at a Collaboration meeting, or at a special meeting which is announced well in advance (at least TWO WEEKS) to the Collaboration.
2. The material to be discussed in contributed talks at conferences and workshops shall be presented to the Collaboration prior to its public presentation. The presentation to the Collaboration can occur at a general Collaboration meeting or at a special meeting of the Collaboration, announced to the Collaboration at least TWO WEEKS in advance. The transparencies to be shown shall be made available on the LIGO Scientific Collaboration WEB pages at the time of the presentation to the Collaboration.
3. If proceedings are published, the speaker shall be responsible for writing the LIGO contribution. The manuscript shall be circulated to the Collaboration Council for comments.

Note 1, Linda Turner, 04/20/98 03:42:53 PM
LIGO-G980049-07-M