

# ILD Publication rules

ILD phone meeting  
September 5, 2017  
K. Kawagoe (PSB chair)

# Publication rules

- In the ILD meetings at SLAC in June, a draft of publication rules was presented, followed by eager discussions among participants.
- After that, we received feedbacks from several ILD members (Mathew, Ron, Nigel, Daniel, Jenny). We find that all are very supportive to PSB's proposal with helpful suggestions for improvement.
- Based on the discussion and the feedbacks, we have updated our proposal (v2). The draft proposal can be found on the PSB confluence page:
  - <https://confluence.desy.de/display/ILD/ILD+Publication+and+Speakers+Bureau>
  - <https://confluence.desy.de/download/attachments/45517144/psb-pubrules-proposal-v2.pdf?version=1&modificationDate=1504258525626&api=v2>
- A voting will be made for approval of the rules.

## **ILD publications**

- Types
- Authorship
- Reviewing
- Numbering convention

## ILD Publication types

ILD has currently **four types of publications**, which are treated differently.

- **Papers**: journal papers concerning general aspects of ILD, such as reviews, central aspects of the ILD detector, etc.
- **Topical papers**: journal papers reporting results of specific studies, analyses etc. which are based on ILD.
- **ILD notes**: are not meant for journal publication, but are publicly available (**public notes**) or internally available (**internal notes**).
- **Conference proceedings**: are write-ups of ILD-related conference talks.

All publications will be made available on the ILD confluence and will receive internal ILD numbers.

- There was eventually **a majority** in favour of topical papers with a restricted list of authors. However it was deemed important that such papers have proper acknowledgments to ILD and relevant ILD things like software etc.
- This was the consensus at SLAC, and only supportive feedbacks were received via e-mail.

# Authorship

- The ILD approved **full author list** is used for **papers**.
  - Initial authorship of **a topical paper** is **proposed by its main author**, and **an OPT-IN procedure** is used so that people can make the case that they want to be included in authors, together with the reason why they should be included. The PSB chair has the final say, with remaining disagreements to the ET.
  - The authorship of **an ILD note** is **defined by its main author**.
  - Non-ILD members, such as theoreticians, can be included as authors of ILD publications
  - **Conference proceedings** usually has a single author.
- There was a clear consensus that we want to have **an OPT-IN procedure** for such papers. This also applies to people who are not "members" of ILD (like theoreticians, etc.).

# Reviewing

- The PSB chair will install a two-person review committee for a (topical) paper.
  - Reviewers interact with authors to prepare a final draft. Reviewers should send their first feed-back within two weeks, and it is encouraged to complete the review process in two months.
  - The final draft is submitted to ILD for comments. At least a two-week period should be allowed for comments.
  - Reviewers may request that the new draft is again circulated to ILD.
  - The paper must be presented in an open ILD meeting at the start of the review procedure, and again before submission of the paper.

The paper must be presented in an open ILD meeting

at starting the review process, AND

before submission of the paper

an open ILD meeting = a software/analysis meeting, a general ILD meeting, or a dedicated meeting, ...

## Review process (cont'd)

- For **ILD public notes**, the PSB chair installs a **one-person** review committee.
  - The reviewer should send her/his first feed-back within two weeks, and it is encouraged to complete the review process in two months.
  - The final draft is submitted to ILD for comments. At least a two-week period should be allowed for comments. Reviewers may request that the new draft is again circulated to ILD.
- **ILD internal notes** are not reviewed.
- Drafts of **conference proceedings** are circulated with a **one-week** comment period. A PSB member checks draft for factual errors, and ensures that any comments are addressed.
- Topical papers, ILD notes, and conference proceedings should have **acknowledgements** to e.g. ILD physics, software group, as appropriate.
- All publications should have a phrase such as “This study was performed in the framework of the ILD concept” on the front page.
- Conference proceedings should also have a statement such as “presented on behalf of the ILD concept group”.

Comment: I would very much like guidelines for reviewing/comments on conference proceedings to ensure that conference proceedings, which are likely to dominate the publications for some time to come, be **kept at a "light touch" level**, simply looking for factual errors, removing ambiguity, ensuring correct referencing and making sure they can be understood.

## Numbering convention

- Papers and topical papers have three categories, e.g.,  
ILD-[PHYSics/SOFTware/TECHnical]-20XX-XXX
- ILD notes, conference proceedings have additional categories:  
ILD-[PHYS/SOFT/TECH]-[PUBlic/INTernal/PROCEEDings]-20XX-XXX

Feedbacks via emails support this numbering convention.

Comment: It might be appropriate to also give the ILD papers, notes, etc. an LC Note number and put it on the LC notes page of DESY.

→ If the authors want, this may be done by themselves.

# Conference presentations

# Conference presentations

The PSB is in charge of **coordinating conference presentations** by ILD members. It will cooperate with centrally organised structures, for example in the context of the LCC.

- The PSB maintains a **list of talks and posters** given at major conferences in the ILD confluence.
- For **major LC events** the PSB will **coordinate** the ILD contributions.
- The PSB actively **proposes** and **supports** the submission of **abstracts** on ILD-related topics to conferences and workshops.
  
- For **invited talks** the PSB **nominates** a speaker after consultation with the ET.
- Institutions in the ILD group **contribute** a list of **potential speakers** to the PSB.
- If a member of the ILD group is **personally invited** to present ILD results at a conference, the person is asked to **inform** the PSB and request approval. This is usually **granted as a matter of routine**. However, the PSB reserves the right to intervene in exceptional cases and propose alternative speakers.

## Conference presentations (cont'd)

- Slides for an oral presentation given on behalf of the ILD group should be available to ILD at least two working days in advance of the presentation.
- In the case of poster presentation, the poster draft should be made available at least two working days in advance of printing.
- The PSB arranges open rehearsal talks for presentations at important conferences, and announces them to ILD.

comment: “two days in advance” is not long.  
→ “two working days in advance”