

## **SPD Publication Policy**

*July 20, 2023 (approved by SPD CB on Oct, 9)*

This document defines the rules and gives the recommended deadlines for making official the results obtained within the SPD collaboration as well as for their publication and dissemination to the outside world. It aims to clarify, simplify and fasten as much as possible the procedure for the publications of the results of individuals and groups, after endorsement by the SPD collaboration. It is intended to be annexed to the chart of the SPD collaboration.

This document can be amended and updated by the Publication Committee, who reports to the Collaboration Board.

The role and constitution of the Publication Committee is defined in the SPD Bylaws (last amended in September 29-2021) section VII.

### **SPD Publication Committee**

The Publication Committee is responsible for the quality of the scientific materials that the SPD Collaboration provides to the external community. Its duty is to review and keep track of all conference talks, drafts for journal papers and conference proceedings.

Internal workshops and talks in the participating institutes (seminars, reports etc.) are not covered by this document, but SPD members need to inform the Publication Committee.

The Publication Committee is responsible to keep a register of all publications (conference proceedings, journal papers as well as diploma and PhD theses) and to maintain it up-to-date at the SPD website.

The Publication Committee is also responsible for maintaining the internal Publication Web Page, that collects SPD analysis or technical notes, talks, papers and a list of current publications with their authors, referees and publication status.

Members of the Publication Committee and its Chairperson are appointed by the Collaboration Board, covering the broad spectrum of physics problems related to the SPD project. The term of office of the members is defined in accordance to the SPD Bylaws. At least once in 6 months the Chairperson of the Publication Committee reports to the Collaboration Board about the current status of publication activity.

#### **1) Journal publications**

The Author list for general papers and other public documents like the Conceptual or the Technical Design Report is established within the Collaboration Board.

General publications in referenced journals should be submitted to the Publication Committee for an approval of principle at least one month before the foreseen date of submission.

The Publication Committee may appoint a dedicated Review Committee to follow up the paper till publication.

The draft should be made available to the whole collaboration at least one week before the foreseen date of submission.

## **2) Conference talks and proceedings**

Approval for plenary talks and general presentations (title and abstract) to Conferences should be requested to the Publication Committee as much in advance as possible, preferably one month before submission and registration. A presentation is defined as 'general' if it represents an overview of the SPD project and its physics program or the SPD setup as a whole, including contributions from more than one working group.

Slides should be submitted to the Publication Committee for review at least one week before the talk and the written contribution two weeks before sending for publication. The proposed corrections and changes are returned to the authors for completion of the drafting process within one week. The revised material has to be sent to the Committee for the final approval.

In the oral contribution, speakers are requested to state that the talk is given "on behalf of the SPD Collaboration". The written contribution to the proceedings is signed by the speaker "on behalf of the SPD Collaboration". *The speaker may propose a restricted number of coauthors, who essentially contributed to the presented material.*

Rehearsals are requested for young SPD members (PhD students etc) and highly desirable for all other members. It is the responsibility of the Publication Committee to organize rehearsals for plenary talks. Rehearsals of talks in parallel sections should be organized by the dedicated Coordinator. Slides for all SPD talks should be made available to all SPD members prior to the conference in a dedicated Indico page.

## **3) Technical papers**

Journal papers, devoted to some particular subdetector, a particular experimental technique or a Monte Carlo simulation for a given physics problem are signed by the subgroup of people having directly contributed. The Coordinator of the corresponding working group is responsible for preparation of the paper draft and the author list.

The reviewed draft with proposed corrections and changes is returned to the working group for completion of the drafting process. The revised paper has to be sent to the Committee for the final approval.

Technical contributions and conference talks with limited number of authors should be submitted to the relevant Coordinator (to the Technical coordinator for publications on detector hardware, and to the Software Coordinator for publications on computing and software) at least two weeks before submission. The Coordinator, who is responsible to guarantee the quality of the publication, reviews himself or appoints a restricted

review committee. The Coordinator may request the advice of the Publication Committee. The final draft, including the author list, has to be presented to the Publication Committee for approval at least one week before submission to the journal.

#### **4) General statements**

The Spokespersons act as mediators and judges for disputes that may arise and are the ultimate responsible for the publication of the SPD results.

Any SPD member may require to remove his name in the author list, if he feels his contribution not sufficient or if he does not agree with statements of the paper. A motivated request should be sent to the authors, the relevant Coordinator and the Chairperson of the Publication Committee.

Papers with theoretical predictions for the SPD experiment are treated as private and not subject to the SPD Publication Policy except the cases where dedicated SPD tools or data (software, or test beam measurements) are explicitly used.

Submission to the arXiv.org repository of the approved SPD-related conference and journal contributions is highly encouraged.