

Date: 13 August 02

Subject: **Draft LIGO Publications Policy**
LIGO-M020439-00-M (formerly LIGO-L950002-02)

Members of the LIGO staff are encouraged to publish significant results in appropriate technical journals, either individually or in groups. Both scientific and engineering publications are appropriate.

The Director is responsible for approving all LIGO publications. The Director will be assisted in this by an ad-hoc Editorial Board made up of the senior staff of the project, who will be assigned as sponsors of papers according to their expertise.

The following procedure describes the approval process for technical and scientific publications if the authors are all members of the LIGO Laboratory staff: For a paper to be published as associated with the LIGO Laboratory, the process must be followed. **This holds for conference proceedings as well as refereed journals.**

1. Individuals or groups who want to prepare a manuscript for publication should prepare a brief outline of the paper and present it to the Director. This outline must carry a 'P'-type DCC number (requested from the Directorate), and must carry an acknowledgement to the appropriate NSF grant. The Director will select a sponsor for the proposed paper. The role of the sponsor is to advise and assist the authors during the preparation of the paper. Please note that the existence of a complete draft at this point in the process is problematic. The Sponsor and Director could find that the focus or content of the paper is inappropriate, requiring significant rework, or starting anew. Please avoid wasting your time by contacting the Director early in the process.

The Acknowledgement should read (verbatim): The LIGO Observatories were constructed by the California Institute of Technology and Massachusetts Institute of Technology with funding from the National Science Foundation under cooperative agreement PHY 9210038. The LIGO Laboratory operates under cooperative agreement PHY-0107417. This paper has been assigned LIGO Document Number LIGO-P02XXXX-XX-E

2. The authors should seek the advice of the sponsor early in the manuscript preparation process, particularly about issues such as the composition of the author group, the journal for which the article is intended and the general scope of the paper. The sponsor may request that other Lab staff aid in commenting on the draft.
3. When the authors and the sponsor are satisfied with the manuscript, the sponsor (rather than the author) distributes the draft (via a pointer to the document "P" type and number stored in the formal DCC and not elsewhere) to the LIGO Laboratory staff for a one week period for comment. Comments by the group are transmitted to the EB sponsor and the authors.
4. The sponsor and the authors consider any comments. The sponsor should again assist the authors in revising the manuscript to be sure that the concerns of the comments are addressed; those contributing comments will receive a reply indicating acceptance or an explanation why comments were not incorporated.
5. The revised manuscript is returned to the sponsor for final approval. When the process converges, the sponsor will transmit the manuscript and recommendation to the Director

for final approval. This manuscript must carry acknowledgment of the appropriate NSF grant. The paper may now be submitted to the journal.

6. When the referees' comments are returned to the authors by the journal, they should distribute them to the sponsor. The authors and the sponsor should discuss the referees' reports and agree on any changes to the manuscript. After the changes are made, the manuscript should again be approved by the sponsor and passed to the Director for final approval. A pointer to the DCC for the accepted manuscript should be distributed to the entire LIGO Lab.

At any point in the process, either the authors or the sponsor can request that the Director intervene to resolve a conflict. The Director may resolve conflicts either personally, or by appointing an ad hoc advisory group to assist him.

For conference proceedings where there is a deadline for submission, the outline and abstract must be sent to the Director no less than one month before the due date. The sponsor will work with the author to ensure that delays in the review process are minimal and that the deadline can be met. Note that the finished draft must be circulated for one week to the Lab prior to submission.

In the case that the Authorship is not wholly within the LIGO Laboratory, the procedure is as follows:

1. When any of the non-Lab authors are in the LSC, the LSC publications policy process (as described in T010168) is followed, with the added requirement that the manuscript be circulated (via web pointer) to the LIGO Lab staff one week in advance of submission to the journal for comments. A 'P'-type DCC number must be requested from the Directorate for the document, and the document must carry the acknowledgement for the appropriate NSF grant.
2. When some authors are in the Lab, and some other authors are not in the LSC, then the normal Lab process holds (in parallel with any processes coming from the other authors' organizations). The LIGO Lab authors should inform those authors not in the Lab or LSC of the process.

Note that if there are only Lab authors, the Lab policy must be followed (as opposed to the LSC process). If there are LSC authors, the LSC procedure must be followed.