

LIGO/LSC PUBLICATION AND PRESENTATIONS POLICY

14 August 2002

Incorporating changes of March 31, 2001

1 Introduction

The LIGO Scientific Collaboration (LSC) is responsible for the data analysis, validation, scientific interpretation and the publication of scientific results derived from LIGO data. The LSC also has the function of prescribing the technical program for the improvements in the LIGO detector.

Access to the LIGO data is defined in the Memoranda of Understanding between the LIGO Laboratory and the LSC member's institution. Broadly, rights to LIGO data are gained by making a substantial and recognized contribution to LIGO designs, construction, commissioning and/or software development.

The purpose of the LIGO/LSC Publication and Presentation Policy is to:

1. Assure scientific integrity of LIGO scientific and technical results
2. Assure appropriate recognition of individual and institutional contributions

The goals in formulating the policy are to

1. Promote the timely publication of results
2. Promote the visibility of LIGO scientists and engineers, especially, to encourage younger scientists and engineers to participate in the presentation and publication of results.
3. Provide an efficient mechanism for the internal review and be conducive to publication.

The intent of the policy is to apply to the collaborative work of the LSC carried out in the LSC committees and working groups. Work originating in the individual groups of the Collaboration, not part of the collaborative program, is not subject to the policy. The policy applies to scientific articles, presentations at conferences, press releases and other popularizations.

Publication and presentation will be made in concurrence with the LIGO Laboratory Directorate.

2 Authorship

1. The author list of the scientific publication of LIGO based observations shall include all members of the LIGO Scientific Collaboration with rights to the LIGO data. The author list shall be alphabetical and include the engineers who contributed in an important way to the design, construction, installation and commissioning 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 and the Laboratory Directorate.

2. The authorship of all papers containing previously unpublished LIGO observations and results shall consist of all the members of the Collaboration with rights to the LIGO data at the time the data were taken. 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 with rights to the LIGO data at the time the data were taken. The speaker and his/her institution shall be listed as the primary author, followed by the complete author list in alphabetical order.
4. The authorship of invited or contributed abstracts dealing with LIGO observations and physics results need only list the speaker as the author and state that he/she is speaking for the LIGO Scientific Collaboration.”
5. 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.
6. Authorship of papers and conference proceedings on technical results need only include the scientists and engineers responsible for the technical development.
7. Any conflicts on authorship on LIGO publications shall be resolved by the Spokesperson in consultation with the Collaboration Council and the Laboratory Directorate.

3 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 a proposed author list. The Spokesperson may request that the initiating authors present an outline of the manuscript at a Collaboration meeting.
2. Draft versions of a manuscript shall be submitted to a review committee in the Collaboration. The committee is composed of 3 people from different institutions including one member from the Laboratory Directorate, chosen by the Spokesperson. The review committee confirms the results presented in the manuscript and provides comments on the content and recommendations on the authorship. The review committee shall provide feedback to the authors within **four weeks** of receipt of the manuscript.
3. In the event of disagreement within the review committee or between the review committee and the authors, the issue gets resolved by the Spokesperson who may choose to bring it to a vote of the Collaboration Council.
4. The final version of the manuscript shall be circulated to the Spokesperson and the review committee **one week** prior to submission.
5. The spokesperson in consultation with the review committee shall approve the final version of the manuscript prior to submission.

6. Preprints of the manuscript prior to submission shall be distributed to the entire LIGO Scientific Collaboration.

4 Invited Talks

1. Only results from LIGO data analysis that have been approved by the Collaboration Council, at either a Collaboration meeting or through polling the Collaboration by mail, may be shown publicly at invited talks and appear in proceedings. The preference is that the results will have been written and reviewed as for publication.

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.

4. Invitations received by a LIGO Scientific Collaborator for seminars and colloquia *on technical matters* (as distinct from data analysis or astrophysical conclusions) 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. Abstracts of the invited talks at conferences and workshops shall be sent to the Spokesperson for posting prior to their public presentation. The transparencies to be shown shall be made available to the LIGO Scientific Collaboration for posting on the LSC WEB pages and for submission to the LIGO Document Control Center DCC as close to the time of presentation as practical.

6. 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.

5 Contributed talks

1. Any member of the LIGO Collaboration may initiate the submission of a technical contribution to a workshop or conference. The initiating author(s) shall inform the Spokesperson of their intent. The initiating authors shall provide an abstract of the talk and a proposed author list.

2. Abstracts of the contributed talks at conferences and workshops shall be sent to the Spokesperson for posting prior to their public presentation. The transparencies to be shown shall be made available to the LIGO Scientific Collaboration for posting on the

LSC WEB pages and for submission to the LIGO Document Control Center DCC as close to the time of presentation as practical.

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.