

HADES Publication Policies

This text defines the rules for preparation and submission of publications and conference contributions within the HADES project. The following categories of publications are considered:

Category I. Physics Papers submitted to refereed journals.

Category II. Conference contributions and presentation of analysis results in public meetings, which are after that published in paper form of proceedings and/or placed at corresponding internet server accessible for public outside HADES Collaboration (WWW pages etc.)

Category III. Instrumentation, Simulations.

The aim of the following policies is:

1. To provide a mechanism by which analysis results can get approval for publication, after a review within the Collaboration has determined that the results are scientifically sound.
2. To prohibit the spread of rumors and analysis results which have not been approved by the HADES Collaboration.
3. To prevent the appearance and public use of different versions HADES data. Thus all experimental results of the HADES collaboration appear in public only in two versions, preliminary and final, which should differ only within (systematic) errors and ideally are identical.

1. Data analysis

Data from all HADES subsystems shall be available for analysis to all members of the HADES Collaboration. However, the Executive Board together with the Collaboration Board shall ensure that analysis efforts within the groups are organized in a coherent way. The Spokesperson maintains a list of all ongoing analysis projects together with the names of the students and non-students working on these projects.

Computer code with documentation, parameter databases and Data Summary Tapes shall be accessible to all members of the HADES Collaboration.

A password-protected HADES forum was set-up, in order to have a place where the new analysis results have to be posted for discussion. A section of such a forum was reserved for posting the drafts of publications. Another information-exchanging tool was set-up, namely the HADES-WIKI, which allows sharing information among the whole collaboration yet in a password protected fashion. Its HADES-WIKI-physics section, in particular, shall be used as an on-going and final analysis results repository.

2. Presentation of analysis results

For presentation in public only published data or approved preliminary data shall be used. This particularly means any presentation of analysis results which are after that placed at corresponding internet server accessible for public outside HADES Collaboration (WWW pages, discussion forums, list of “downloadable” presentations given at particular meeting etc.). In general, members of the Collaboration should exercise caution and good judgment when discussing experimental results with individuals outside the Collaboration before the

results have been made public (i.e., presented publicly in a seminar or conference or submitted for publication in a scientific journal). When individuals outside the Collaboration are consulted for advice on the analysis or interpretation of the data, those individuals shall be asked to respect the confidentiality of the data.

The procedure of approving analysis results as preliminary shall be as follows:

1. The figures presentations including new figures shall be posted on the HADES forum, and the collaboration shall be notified with a response period of two weeks for comments to the Spokesperson, to the designated author and to the HADES publication and documentation committee (PDC).
2. The results shall be approved by the Spokesperson after consultation with the PDC. In case of disagreement the CB board has to decide by 2/3 majority. Once the results are approved the plots shall be moved to Physics Results Section in the WIKI, i.e. figures and data which have been approved shall be kept on the [Physics \(collection of published pictures for conference proceedings\)](#) and may be used in subsequent presentations without re-approval.

To ensure a high quality of presentation given in the name of the collaboration, presentations shall be rehearsed whenever possible. Ideally, the outline of the talk shall be available through the forum so that collaboration members have the chance to comment. In a try run, the presentation shall be hold to several members of the collaboration including at least one group leader.

The Spokesperson shall distribute speaking invitations received by the Collaboration on the basis of suitability of the speaker to the topic, and an equitable distribution of talks to individuals and institutions. Members of the Collaboration who receive personal invitations to give talks must inform the Spokesperson.

3. Publication of papers

Papers of categories I and II present physics results, which require extensive review and consultation of typically several collaboration members. The PDC shall guide the discussion and the publication process. After the PDC has made sure that physics results had sufficient exposure (Hades forum) within the collaboration, an editorial board is appointed by the PDC chairman for each submitted paper. The editorial board is comprised of one member of the analysis group which has submitted the paper, at least one member of the PDC, and one HADES collaboration member which is not part of the analysis group. The editorial board works together with the main author(s) to make sure that the paper to be submitted for publication is correct in its content, well written and of appropriate scientific quality. Finally, the CB approves by 2/3 majority the publication of the paper upon recommendation of the editorial board.

The above procedure may be shortened by the PDC chairman upon request of the author(s) in case of conference proceedings in order to allow for a timely publication in accordance with the deadlines.

Most of the publications of category III (instrumentation papers and simulations) reflect development work done mainly by a single local group. In such cases, the PDC asks a qualified collaboration member (external to the submitting group) to review the manuscript and to communicate any objections both to the author(s) and to the committee. Papers reflecting work done by more than one subgroup require the full approval procedure applicable to physics papers.

4. Authors' lists

The Spokesperson and the CB Chairman, based on the collaboration members database and following consultation of each Party's representative, shall set up the authors' lists for the publications of the collaboration. In particular there are the following lists:

- active HADES members, that also show up on the HADES web site;
- authors for publications on physics journals;
- authors for conference proceedings, which only includes physicists;
- authors for other kinds of publications (like technical papers, annual reports, national meetings, etc.).

These lists shall be released by the CB chairman, who shall update and make them available on a suitable location of the collaboration on-line document repository (http://webdb.gsi.de/pls/hades_webdb/hades_webdb.home) at least once per annum.

Any publication resulting partly or totally from the work carried out in the framework of the HADES project shall mention "HADES collaboration".

Particularly, the authors of conference proceedings should always make an effort to use the full actual author list by asking the editor of conference proceedings for an extra page. Only in case that it is refused, single author name and "for the HADES collaboration" could be used instead. Also in case of several HADES contributions to the same conference proceedings it is recommended to make only one contribution with the full author list and the other with single author and "for the HADES collaboration"