

# Procedures for presentations, conferences and publications

## Publication and Speakers Committee

The Publication and Speakers Committee (PSC) is responsible for implementing policy with regards to all types of publication from the International Muon Collider Collaboration (IMCC):

- The PSC consists of a Chair and at least five other members. The PSC chair is proposed by the Study Leader (SL) and approved by the International Collaboration Board (ICB);
- The other members of the publication committee are selected by the study leader in consultation with the chair of the PSC. While preserving continuation, a certain degree of rotation in the chair and membership roles of the Publication Committee is desirable, calling for a replacement of a fraction of the members each year;
- The PSC is responsible for both implementing the review procedure for papers/notes and maintaining the internal documentation/web pages;
- The PSC will define its internal process. For the reviews it will seek support from experts;
- The PCB regularly reports to the SL, ICB and other relevant governance bodies.

The PSC is also responsible for organising conference presentations on behalf of the IMCC:

- For plenary talks and other particularly important public presentations, the PSC in consultation with the study leader, proposes the name of the speaker, taking into account the nature of the meeting;
- The PSC is responsible for maintaining a list of talks from the members of the IMCC;
- For major relevant workshops and conferences the PSC should propose a list of possible contributions to optimise the visibility of the study;
- Normally, slides should be made available for comments at least two days before the talk will be given;
- The PSC is responsible for ensuring that the collaboration is aware of significant conferences where results from the muon collider study could be presented. The PSC, together with the Study Leader and supported by the ICB and SB chairs, is responsible for lobbying for talks at major meetings;
- For major HEP conferences, it is the responsibility of the PSC to submit abstracts on behalf of the IMCC;
- In the case where a specific person, has been asked to speak at a conference, they should inform the Chair of the PSC;
- Important project managerial reports should be approved by the SL. The SL will ensure appropriate consultation within the management team and that the Chair of the PSC is informed.

## Publication Rules

Five types of publication are covered, each with specific rules:

- **Collaboration-wide papers**, journal papers such as reviews summarizing broad areas of the accelerator, technologies, detector or physics at the muon collider;

- **Single/multiple author papers**, journal papers based on a specific study, for example a paper summarizing the physics sensitivities from a physics analysis;
- **Notes** (which are not submitted to a journal) but are publicly available;
- **Conference proceedings**.
- **Community Papers**, they express the opinion and support of the community. For instance, papers submitted to the ESPPU or to the Snowmass process may fall under this category. In this case the PSC will manage the process to call for authorship and support to the paper.

In addition there will be categories of

- **Internal Notes** that will not be reviewed or made publicly available. Such notes are intended solely for internal use. These notes will provide reference material for the collaboration, for example, to document technical details of a study.
- **Theses** (PhD and Master) that have been submitted and defended at the home university / institute of the student. These are not reviewed by the collaboration.

## Journal Publications

The IMCC will present its results in various types of paper, ranging from single/multiple author papers to collaboration-wide publications.

In all cases it is the responsibility of the PSC to organize the review of the publication and for the formal sign-off. The publication procedure is as follows:

- For all journal publications, there will be an open review process;
- Collaboration-wide publications will use the IMCC author list;
- The author list for other journal publications will be determined by the authors, but is subject to review by the PSC. Such papers should acknowledge the IMCC study;
- **The PSB will assign two reviewers for publications.**
- After the two-week review period the authors will produce a final draft paper based on the comments received;
- Where there are unresolved issues or disagreement, the PSB chair will adjudicate;
- It is the responsibility of the PSB to ensure that the comments have been addressed and to formally approve the paper for submission to the journal;
- Once approved, it is the responsibility of the authors to submit the paper to the journal and place it in the archive.

Usually Simone and myself are asked to provide reviewers

## Conference Proceedings

The rules for conference proceedings are as follows:

- Conference proceedings will be submitted under the name of the presenter and will include the words "on behalf of IMCC". The presenter can add additional names as authors for a conference note;
- **It is the responsibility of the PSC to initiate the one-week review process;**

- At the end of the one-week review period, the author(s) should prepare the final document – no further iteration is necessary.

## Notes

The rules for publicly visible publications are as follows:

- Notes appear under the names of the author(s);
- It is the responsibility of the PSC to initiate a two-week review process;
- At the end of the two-week review period, the author(s) should prepare the final document.

## Collaboration Author List

The PSC will maintain the official collaboration author list and ensure that it is updated every six months.

- On collaboration wide publications, authors will be listed alphabetically;
- It is the responsibility of the ICB representatives to provide a list of authors from their institute to the PSC. Authors should have made some contribution to the IMCC study over the course of the proceeding years;
- It is the responsibility of the PSC to ensure that the list is reasonable and to iterate with the ICB representatives;
- On their request, the PSC adds authors from other institutes provided they contributed to the study. In particular, if they are author of a paper published with agreement of the PSC or if they are proposed by an area leader;
- The PSC will also seek author names from institutions that are not formally part of the IMCC but are contributing to the study. In particular, institutions that are part on another collaboration that is contributing to the muon collider study;
- The complete author list is approved by the SL and distributed to the ICB for a final check.

The author list of community papers will include that of the collaboration wide papers and include additional authors that wish to express their support.

## Proposal for reviewing P&D papers, proceedings, notes

Create a group of people on a voluntary basis who can read the document and send comments:

- Googlesheet with names
- For each person we keep track of the paper reviewed
- This is a service work and it should consider it when to decide the author list of paper with single/multiple authors

Operationally:

When Simone and myself get the request of paper review we look at the list and we contact two people  
The reviewers will have access to the paper and will send the reviewed document back to the PSC