

Geant4 Publication Procedures

Geant4 Collaboration Meeting
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Purpose of Talk

- Not about tools (indico is well-known)
- More a reminder of the procedures for reviewing a paper or conference proceeding before it is submitted

Publication Policy

- Text:
 - geant4.cern.ch/collaboration/Geant4CollabotationPublicationPolicy.pdf
- Specifies what is, and what is not, a Geant4 publication
- Defines authorship rules
- Provides a process by which papers may be approved by the collaboration
- Establishes the Publication Board
- Defines responsibilities of Publication Board and reviewers

Publication Board Web Page

- geant4.cern.ch/collaboration/pub_policy.shtml
- Public page
- Guidelines for submission, review and approval
 - things for reviewers to look for in paper
 - spells out review and approval process
- Dispute resolution policy
 - appeal sequence: reviewers -> pub board -> steering board
- Posting and tracking of publications
 - link to indico review page

Review and Publication Procedure (1)

- Draft submitted to Pub Board
- Pub Board decides if paper satisfies Publication Policy
- Pub board chooses at least three reviewers
- Draft is posted on indico
 - first posting is under the “Review” category which is open only to authors, reviewers and pub board
- Reviewers have two weeks to comment/propose changes
- Based on edited manuscript, reviewers recommend rejection or acceptance to Pub Board

Review and Publication Procedure (2)

- Pub Board must also approve at this stage
 - if so, manuscript is copied to “Collaboration Comment” category which is open to all collaborators (but not public)
- Collaboration members have one week to comment
- Upon passing collaboration review, Pub Board informs authors that paper is approved and may be submitted to journal or proceedings
- After publication, paper is entered into Geant4 publication list and made public

Review Team Responsibilities

- Ensure high quality of paper
 - correctness of contents
 - grammar and spelling
 - check references
- Return comments to authors and pub board in a timely manner
- Assist authors in gathering and addressing comments from the collaboration review
- Make sure author list is correct and appropriate
- If paper is returned from a refereed journal, assist authors in making changes

Lessons Learned

- Not all collaboration members are willing to review papers
 - reviewing is a requirement for membership
 - without full participation, load is heavier on those who agree
- While indico provides a good, central storage area for papers and talks, it's not the best for
 - ease of use
 - security procedures (not easy for submitters to post, members to read)
- Conference deadlines are usually announced in plenty of time, but
 - most people wait too long before submitting
 - results in a rush and shortening of review period

Publication Board Organization (1)

- Duties
 - appoint review teams
 - determine appropriateness of paper, enforce publication policy
 - resolve conflicts
 - final approval of manuscripts before they are sent to journals/conferences
 - oversee the publication list
 - monitor review process and recommend changes to Steering Board
 - remind people of conference deadlines and of time required for review

Publication Board Organization (2)

- At the end of this collaboration meeting the new pub board will take office for 2013/2014
 - Pablo Cirrone (chair)
 - Mike Kelsey
 - Daniel Elvira
- In 2014/2015 the board will be
 - Mike Kelsey (chair)
 - Daniel Elvira
 - new member to be chosen from Steering Board in 2014