

# MICE Publication Policy (preliminary draft)

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## **MICE Publication Policy**

1. There are two types of MICE papers defined in the MICE charter: Collaboration Papers and Limited Publications. For the latter case, it is recommended that these papers are submitted to the Editorial Board for approval to avoid conflicts with other members of the collaboration. This policy only refers to the publication of Collaboration Papers.
2. The Editorial Board has the responsibility for approving papers to be issued on behalf of the MICE Collaboration.
3. Any member of MICE who wants to write a physics paper should contact the Editorial Board chair and the Analysis Coordinator and agree on the topic of the paper.
4. Any proponents that wish for their analysis to become a MICE paper need to document their analysis in the form of an extensive MICE analysis note. The MICE analysis note needs to have enough detail to check the validity and quality of the analysis.
5. The Chair of the editorial board will appoint a review board, with two independent referees to review the MICE analysis note and to recommend approval to go towards a paper. The referees should work with the proponents to address any shortcomings of the analysis. Once these shortcomings are clarified they will produce a short report with a recommendation on whether the analysis should proceed to a paper. This report will be presented to the Chair of the Editorial Board and will be discussed at an Editorial Board meeting for final approval.
6. Once the editorial board approves an analysis to go to a paper, the proponents will write a paper in the style of the intended journal. The referees will review the paper and will contact the Chair of the Editorial Board once the paper is to their satisfaction.
7. The final decision on the publication of the paper will be made by the Editorial Board at a dedicated meeting. Once approved, a final version of the paper will be produced and sent out to the whole collaboration.
8. The MICE collaboration will have two weeks to review the paper and send comments to the first version of the paper.
9. The proponents have an obligation to address all the comments (by either accepting them or not), and after addressing these comments, they will produce a second version of the paper to be distributed to the collaboration.
10. There will be one further week to address final comments to the second version of the paper by the whole collaboration.
11. After addressing all comments to the second version of the paper, a final version is produced and submitted to the Editorial Board. The Editorial Board will have one final reading of the paper at a dedicated meeting with the proponents to produce the version of the paper that will be submitted to the journal and to include the author list. Once approved, the paper will be uploaded to the arXiv and submitted to the journal under the Creative Commons (Open Access) license.
12. Any editorial comments from the journal will be addressed by the proponents in consultation with the Chair of the Editorial Board and will be resubmitted to the journal. The arXiv version will be updated with the final version of the paper.