

Annex 4: Procedures for conferences and publications

Publication Committee

The Publication Committee (PC) is responsible for implementing policy with regards to all types of publication from the *CLIC detector and physics study*:

- The PC consists of a Chair and three other members. The PC chair is proposed by the Spokesperson and approved by the IB;
- The other members of the publication committee are selected by the spokesperson in consultation with the chair of the PC;
- ~~Members of the PC normally serve for a period of two years with two members being replaced each year;~~
- 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 PC is responsible for both the review procedure for papers/notes and for maintaining the internal documentation/web pages.

Publications/Notes based on studies performed as part of one of the broader LC detector R&D collaborations will be reviewed and published by the detector R&D collaborations.

Publication Rules

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

- **Collaboration-wide papers**, journal papers such as reviews summarizing broad areas of physics at CLIC or the design of the overall CLIC detector, for example, a synoptic paper on the Higgs physics reach of CLIC;
- **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**.

Publications will be assigned internal numbers of the form, CLICdp-Note-yyyy-nn, CLICdp-Pub-yyyy-nn and CLICdp-Conf-yyyy-nn.

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. They will be assigned internal numbers of the form CLICdp-Int-yyyy-nn.
- **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. They will be assigned numbers of the form CLICdp-Thesis-yyyy-nn.

Journal Publications

During the initial stages of the CLIC study, it is envisaged that the majority of journal publications will fall into the category of single/multiple author papers rather than collaboration-wide publications (to maximize the credit given to those performing the work).

In all cases it is the responsibility of the publication committee 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 using the CDS system;
- Collaboration-wide publications will use *the CLIC detector and physics study* author list;
- The author list for other journal publications will be determined by the authors, but requires approval by the PC chair. In some cases the PC chair may recommend that additional contributions should be recognized or that the paper should use the full collaboration author list. Such papers should acknowledge *the CLIC detector and physics study*;
- Once the draft paper is placed in CDS, it will be announced to the collaboration with a two week deadline for comments;
- The PC will assign two reviewers for publications. The reviewers will place comments in CDS within the review period;
- 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 publication committee chair will adjudicate;
- It is the responsibility of the PC 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.

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 the *CLIC detector and physics study*”. In some circumstances the presenter might wish to add one (or more) additional names as authors for a conference note;
- It is the responsibility of the PC to post the draft in CDS and to initiate a one-week review period;
- 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 notes are as follows:

- Notes appear under the names of the author(s);
- It is the responsibility of the PC to post the draft in CDS and to initiate a two-week review period;
- At the end of the two-week review period, the author(s) should prepare the final document.

Collaboration Author List

The PC 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 IB representatives to provide a list of authors from their institute to the PC. Authors should have made some contribution to the *CLIC detector and physics study* over the course of the proceeding year;
- It is the responsibility of the PC to ensure that the list is reasonable and to iterate with the IB representatives.

CLIC Detector and Physics Study: Speakers Committee

Speakers Committee

The Speakers Committee (SC) is responsible for organizing conference presentations from members of the *CLIC detector and physics study*:

- The SC consists of a Chair and two other members. The SC chair is proposed by the Spokesperson and approved by the IB;
- The other members of Speakers Committee are selected by the spokesperson in consultation with the chair of the SC;
- ~~Members of the SC normally serve for a period of two years;~~
- While preserving continuation, a certain degree of rotation in the chair and membership roles of the Speakers Committee is desirable, calling for a replacement of a fraction of the members each year;
- For plenary talks, the SC in consultation with the Spokesperson, proposes the name of the speaker, taking into account the nature of the meeting.
- The SC is responsible for maintaining a list of talks from the members of the *CLIC detector and physics study*;
- For major LC workshops/conferences the SC should propose a list of possible contributions to optimise the visibility of the study;
- Normally, slides should be made available for comments two days before the talk will be given;
- The Speakers Committee is responsible for ensuring that the collaboration is aware of significant conferences where results from the CLIC study could be presented. The Chair, together with the Spokesperson, is responsible for lobbying for talks at major meetings;
- For major HEP conferences, it is the responsibility of the SC to submit abstracts on behalf of the *CLIC detector and physics study*;
- In the case where a specific person has been asked to speak at a conference, they should inform the Chair of the Speakers Committee. Normally, no further action is required. However, in exceptional cases the Speakers Committee reserves the right to propose alternative presenters.