

Fourth MPD IB Meeting



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Itzhak Tserruya

MPD Publication Policies

Preamble

- ❑ The MPD bylaws were adopted at the first Collaboration meeting on April 16, 2018.
- ❑ ANNEX-1 of the Bylaws deals with the publication policies. Those were not discussed so far by the IB due to lack of time and urgency.
- ❑ By decision of IB Chair Fuqiang Wang, the MPD Bylaws committee composed of Alejandro Ayala, Alexander Sorin and Fuqiang Wang, was expanded into a larger committee to deal with both the Bylaws and the Publication Policies of MPD. The new Bylaws & Publication Policies committee is composed of:
 - Alejandro Ayala
 - Adam Kisiel
 - Alexander Sorin
 - Itzhak Tserruya (chair)
 - Fuqiang Wang
- ❑ As the collaboration moves toward maturity, it is now time to carefully examine the MPD Publication Policies.

ANNEX 1: MPD Publication Policies (I)

In this section "publication" means the announcement of results through seminars, conferences, and/or scientific journals.

GOALS

The publication goals of the MPD Collaboration are as follows:

- Timely dissemination and publication of results that the Collaboration has agreed are sound and ready for publication.
- Avoidance of rumors and premature publication.
- Equitable assignment of credit and of speaking opportunities to individuals for their work.
- Fully open communication within the Collaboration and open communication outside of the Collaboration consistent with the other goals listed above.
- Respect for alternative physics interpretations of the same data and dissemination of these competing points in MPD presentations and publications.

ANNEX 1: MPD Publication Policies (II)

POLICIES

I. Open communication within the Collaboration

Data from all subsystems of the MPD detector shall be available to all members of the Collaboration. All related analysis tools, codes, correction parameters and algorithms, calibration constants, etc., shall also be made available to all members of the Collaboration. All MPD physics analyses shall be developed and regularly reviewed in the framework of the MPD PWG. All MPD physics results shall be first approved, certified and readied for publication by the PWG conveners.

II. Preliminary results

Preliminary results can be disseminated outside of the collaboration in seminars, workshops or conferences, only when the following steps have been taken:

1. An MPD Analysis Note (AN) has been developed within a PWG and circulated within the collaboration. The AN shall give details of the analysis on which the results are based, as well as other relevant information such that the results can be reproduced.

ANNEX 1: MPD Publication Policies (III)

2. The results have been approved by the PWG conveners before and after they are presented and discussed at an open meeting of the Collaboration.

3. The Spokesperson has determined, based on steps (1) and (2), that the data are suitable for dissemination outside of the collaboration. At this stage the results shall be prominently labeled as "MPD preliminary".

There shall be only one preliminary result for a given analysis. The next step shall be the final result released only once the paper containing this result is submitted for publication.

ANNEX 1: MPD Publication Policies (IV)

III. Publication in refereed journals

Once a physics analysis is sufficiently mature such that it can be reviewed and a paper draft can be produced in a timely manner, the PWG Conveners shall send a notification to the Spokesperson thereby initiating the publication process that consists of the following steps:

- i. Following the recommendation by the PWG Conveners that the relevant analyzed data are suitable for publication a Paper Preparation Group (PPG) shall be appointed by the Spokesperson or his delegate, in consultation with the Conveners, to prepare a first draft of the paper. The Collaboration members who have performed the initial analysis are expected to be members of the PPG. The first draft shall be circulated within the Collaboration, soliciting comments from the Collaboration during the two weeks following the release.
- ii. An ad hoc Internal Review Committee (IRC) appointed by the Spokesperson or his delegate shall review all comments received together with the PPG and decide on the appropriate modifications of the manuscript. Based on that, the PPG shall produce the second draft of the paper that shall be released to the Collaboration for comments within one week. In general, only relatively small comments are expected in this second release of the draft.
- iii. The PPG and IRC shall then prepare the paper for submission. A near-consensus shall be a pre-requisite for the submission of the paper. The IRC shall be empowered to adjudicate disagreements on the details of the paper.

ANNEX 1: MPD Publication Policies (V)

- iv. After recommendation of the IRC, the spokesperson or his delegate shall explicitly approve the paper and send it to the MPD office for submission to the relevant journal.
- v. If referee comments require changes of the manuscript, the revised version of the manuscript and the referee comments shall be circulated within the collaboration. The above steps may be repeated if necessary. After signoff by the spokesperson or his delegate, the resubmission letter and response to the referees shall also be circulated within the collaboration.
- vi. Submission, resubmission, and correspondence with journal editors for all MPD publications in refereed journals shall be handled only through the MPD Office.

ANNEX 1: MPD Publication Policies (VI)

IV. Author lists

The MPD office shall be responsible for establishing and maintaining the MPD author list. Not every member of the Collaboration is automatically a member of the author list. The MPD office shall update the author list at least once per year, by soliciting an author list from each institution via its IB representative. A record shall be kept of the author list as a function of time and published on the MPD author list website.

Authors of papers in refereed journals shall be those who are one or more of the following:

- a. Members of the author list at the time that the relevant data were obtained.
- b. Members of the Collaboration who have participated substantially in the preparation and/or analysis of the relevant data, even if they were not members of MPD at the time the data were obtained.
- c. Collaborators who have significantly contributed to MPD even if they have left the Collaboration.
In the case of c. above, he or she shall remain in the author list normally for one year after leaving the Collaboration or for certain papers, as determined by the Spokesperson.

Authors shall be listed alphabetically except in the case of conference proceedings (see below). Conference proceedings may be submitted ~~only~~ in the speaker's name (or in the speaker's name followed by other major contributors listed in alphabetical order), followed by some designation such as: "For the MPD Collaboration".

Technical (instrumental, etc.) papers may have as authors only those individuals who have contributed directly to the particular project. The MPD Collaboration should be acknowledged.

ANNEX 1: MPD Publication Policies (VII)

V. Speakers Bureau

The function of the MPD Speakers Bureau is to allocate talks on behalf of the collaboration to collaborators at all conferences and workshops. The primary goal is to distribute speaking opportunities equitably, recognizing the individual contributions to the achievements of the collaboration. Another task of the SB, is to ensure that the relevant PWG Conveners review and approve abstracts, presentations and proceedings submitted by MPD collaborators to conferences in accordance with the MPD publication policies. See also Section VI for more details on the functions of the SB.

The SB will maintain an up-to-date list of all conference and major seminar invitations received and speaker nominations made.

The SB shall be composed of a chairperson appointed by the spokesperson, the last past convener from each physics working group and at-large members of the collaboration appointed by the spokesperson.

ANNEX 1: MPD Publication Policies (VIII)

VI. Conference presentations, dissemination of preliminary results and proceedings

Good judgment and discretion shall be exercised when discussing or presenting preliminary results outside of the Collaboration.

Speaking invitations received by the Collaboration shall be distributed equitably by the Speakers Bureau following considerations of the topic, appropriate credit due, and earlier institutional allocations.

Members of the Collaboration who receive personal invitations to give talks at conferences should first inform the SB that shall advise how to proceed.

Members of the Collaboration who wish to submit contributed papers or posters to conferences shall first consult with the Speakers Bureau that shall advise how to proceed. The SB shall coordinate such submissions in order to avoid duplications and conflicts.

If the presenter is required to submit an abstract, the presenter should seek approval of the abstract by the relevant PWG Conveners before submitting it.

Before the presentation, speakers should post a draft of their slides and get approval from the appropriate Physics Working Group Conveners. For major conferences, the Spokesperson or the SB or the PWG conveners may request rehearsal of the talks at an open meeting of the Collaboration. Information about the public rehearsal of talks should be announced to the Collaboration. Those talks that are not required to have public rehearsal should be rehearsed in the presence of at least one IB member.

Final versions of the talks shall be posted at an appropriate location on the MPD portal.

Conference proceedings shall be prepared by the speaker. Text and figures of papers to be published on behalf of the MPD Collaboration in conference proceedings shall be approved by the Physics Working Group Conveners before submission.

ANNEX 1: MPD Publication Policies (IX)

VII. Theses

The Spokesperson assisted by the MPD office shall maintain a list of student's thesis topics based on MPD data. The list shall be updated at every Collaboration meeting and made available to the Collaboration.

VIII. Records

The MPD office shall maintain records and make them available to the collaboration that are relevant to these policies and practices, including the following:

MPD membership list; list of talks delivered and scheduled to be delivered; copies of transparencies of talks delivered at conferences; lists and text of analysis notes, technical notes, papers published in conference proceedings, papers published in refereed journals together with data tables, and other MPD publications; list of students and their thesis topics.

Common Fund

From the minutes of the last IB meeting on April 16, 2019:

“The MPD management should work on defining a scheme for the common fund starting from 2020.”

During the discussion it was emphasized that the CF should not be established on a per capita payment basis.

Guidelines for the proposed Common Fund (I)

1. As discussed at the last IB, the contribution to the CF shall not be proportional to the group size. However, some relation to the group size shall be kept. In this spirit, it is proposed to maintain proportionality till a maximum size of 4 members, where students and post-docs do not count. For example, a group with 2 scientists, 2 post docs and 3 students shall contribute 2 units; a group with 6 scientists, 4 post docs and 5 students shall contribute 4 units.
2. Exceptionally, if a group cannot contribute in cash to the CF, an in-kind contribution should be allowed. For example, by sending personnel (a student or post doc or a technician) to JINR to perform service work for the collaboration. The expenses of this personnel shall be covered by the group and credited as contribution to the CF. Following discussions with JINR, it is proposed that 1 month work of a PhD student (postdoc) to do service work at JINR should be counted as a contribution of 50,000 (75,000) Rubles to the CF
3. The money equivalent of 1 unit is determined by the ratio of the total budget needed for 2020 and the total number units in the collaboration based on 1.
4. Items 1 and 2, determine the amount that each group shall contribute to the CF.

Guidelines for the proposed Common Fund (II)

There are some parameters in this model that are flexible and that we need to discuss and fix:

- the saturation level of proportionality of 4 members
- items that should be covered by the CF and that determine the 2020 budget
- the conversion between cash payment and in-kind contribution.

In practical terms

- ❑ The MPD Collaboration has currently 475 Collaborators from a total of 39 Institutions.
- ❑ There are 34 members at the Institutional Board (the 6 Mexican Institutions form a consortium with one representative at the IB).
- ❑ Assume an annual budget of 100 k\$ for the CF.

Max nr of paying Members/group	Nr. of paying members	Quota per paying member
3	90	1110 \$
4	108	925 \$
5	122	820 \$

Possible uses of the CF

- Items that could be covered by the CF:
 - Support for the organization of Collaboration meetings
 - Support for outside expert visits to JINR for work on various aspects of detector construction, installation or calibration
 - Support for outside expert visits to JINR to work on analysis or software tasks of general importance to the collaboration
 - Operational expenses, like purchase of gases for detectors