Using Overleaf at LHCb

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Editorial board (EB)

• Team of 12 collaborators, including one chair and their deputy, with the mandate:

"To ensure that coherent and correct publications are produced by the LHCb Collaboration"

- Each typically reads 10–15 papers per year
 - The chairperson reads all of them
- Recommends corrections and clarifications on physics description and general spelling/grammar
- Two paper drafts are read every work day!

Publication procedure

When the physics review process is nearing completion, proponents write a paper draft and then:

- 1. Paper gets revised and signed off by an EB member
- 2. First circulation to the collaboration (of a PDF file): **2** weeks
- 3. Corrected draft is read by 3 EB members.
- 4. Second circulation to the collaboration (of a PDF file): **1** week
- 5. Final EB meeting open to all EB members
- 6. EB chair signs off on paper
- 7. The final version is shown to the collaboration for one day and then submitted to arXiv

Experience

We strongly encourage the use of Overleaf.

It is useful in steps:

- 1. Paper reviewer can correct mistakes directly and make comments
- 2. Rather than reading the same version and finding the same mistakes, the three EB readers write comments in Overleaf sequentially
- 3. Discuss a frozen PDF, but look at Overleaf during the meeting in case some changes happened during second circulation

Our experience is that using Overleaf saves time for well written papers.

For poorly written drafts, the number of comments may be unmanageable.

Issues

- Comments bar sometimes too small to see all comments easily.
- Undocumented (?) limits on number of files
- Most of our Overleaf projects are open to anyone with a link. In some cases we make it restricted, but then the managers need to add people one-by-one
 - Can we have CERN single sign-on? Integration with e-groups (LDAP)?
- We request authors to put the source in GitLab before submitting to arXiv and for long-term preservation
 - Could Overleaf use CERN GitLab instance as one of its backends?
- Markdown support via pandoc?

End