

Rules for Publication at the JEM-EUSO Collaboration

from: Minutes of the JEM-EUSO Executive Committee and National PI's meeting
Tokyo 08-12-2011

Topic: Discussion of the rules of publication of JEM-EUSO collaboration

Decisions:

1. Three types of publication:

- a) important publications by full collaboration (level 1)
- b) more technical publications by a part of collaboration (level 2)
- c) conference proceedings (level 3)

2. For the "level 1" publications the author list is alphabetic. Several "corresponding authors" are appointed by the Publication Committee. These corresponding authors should be mentioned in the publication text.

3. In the "level 2 publications only the authors directly contributing to particular subject of the publication are listed.

4. The author list of the "level 3" publications is NN, MM, ..., for the JEM-EUSO collaboration, where NN, MM are persons who directly contributed to the work and/or presenting the work at a conference.

5. Only persons who are collaboration members for more than 6 months could sign the level 1 and 2 papers. Retention time for persons leaving the collaboration is 1 year.

6. All the papers have to be submitted to the Publication Committee.

7. Acknowledgement in the papers: prepare a standard LaTeX template to put into publications. The template is available at the JEM-EUSO publication website.

Additional Note from the Publication's office regarding point 6:

The individual steps in this process are (for all three levels of publication):

1. the authors send the manuscript foreseen for publication to the speaker's office. This should include the information on
 - a. The exact title of the Conference in case of proceeding
 - b. The location, the date, the Session (when possible), the web link.
 - c. The type of presentation (oral, poster)
 - d. The speaker
2. the speaker's office select an internal reviewer (two in case of full collaboration members) who goes in direct contact to the corresponding author(s)
3. the speaker's office decides finally on the level of the publication (level 1, 2, or 3) and on the green light for submission
4. the author's provide the submitted version, eventually revised version, and the final published version to the speaker's office.
5. the speaker's office track all steps of publication on the speaker's office web page.