



ZWICKY TRANSIENT FACILITY

Partnership Publication Policy

Read document on <http://zwicky.tf/wiki> !

*Ariel Goobar
The Oskar Klein Centre
Stockholm University*

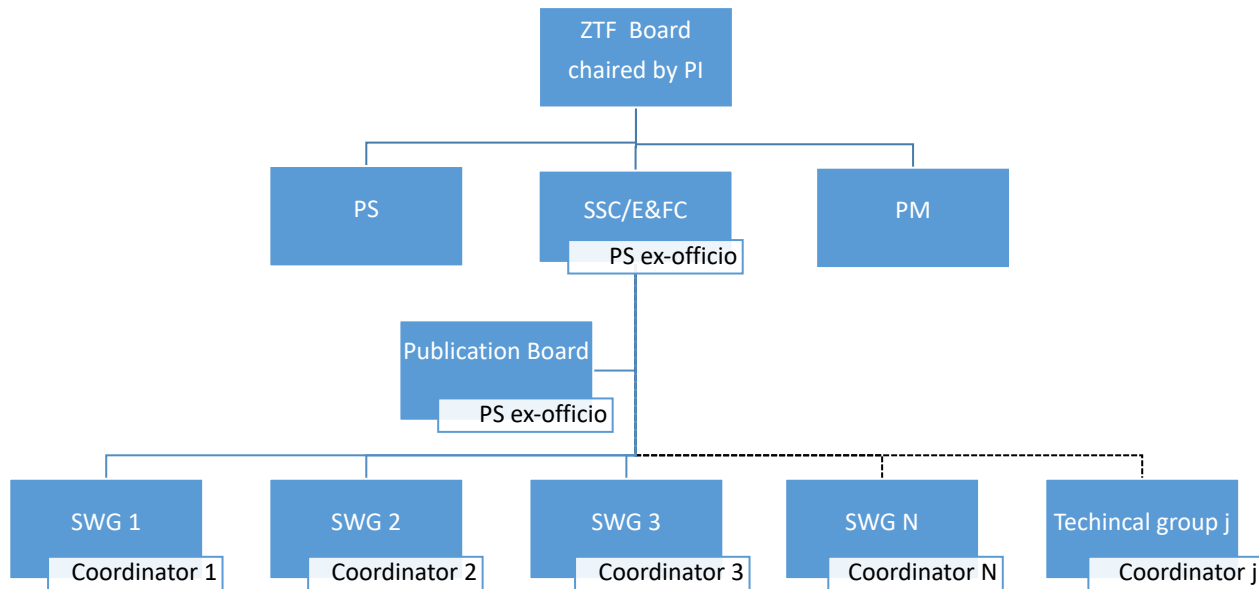


Purpose of Policy

- *The ZTF Publication Policy is aimed to promote the scientific and technical accuracy and timeliness of ZTF publications and to ensure that fair credit is given to the authors and to other individuals who have contributed to ZTF.*
- *Transparency and communication among the ZTF members in terms of publications is viewed as critical.*



Oversight responsibility: Publication Board



Principal Investigator: Shri Kulkarni
Project Scientist: Matthew Graham
Survey Scientist: Eric Bellm

Data Systems Lead: Frank Masci
Data Archive Manager: George Helou

Project Manager: Rich Dekany
Camera Lead: Roger Smith



What is in the document?

■ Process of publishing papers:

1. Announce within SWG or technical group interest to write a paper
2. Be inclusive with collaborators
3. SWG coordinators inform PB of publication plans
4. PB keeps live archive of all planned and ongoing publications
5. Internal reviewing by SWGs followed by PB prior to submission



General Guidelines: Editorial Review (I)

- All ZTF science results and publications must be internally reviewed prior to public dissemination. Internal reviewing aims to produce better publications and therefore more rapid acceptance of publications by journals.
- The main scientific review process is expected to happen within the SWGs members, primarily the analysis team and the co-authors. Major revisions are to be presented at the SWGs meetings and TWiki pages.
- When the analysis team reaches what they consider to be mature scientific result(s), they ask the SWG coordinators to arrange for the result(s) to be approved by the Publication Board.
- The approval process is at the discretion of the SWG coordinators but will usually involve presentation and discussion of the result in a SWG meeting. If consensus is reached that the result(s) should be approved, the SWG coordinators will notify the analysis team, the WG, and the Publication Board in writing. At this point the analysis team will invite relevant Builders to join the author list.
- The relevant Draft is updated on the ZTF twiki page, and this update is announced within the SWG. Invited co-authors should typically be given 2 weeks to reply.



General Guidelines: Editorial Review (II)

- The Publication Board will then review that the paper fulfils the general quality requirements of ZTF publications with regards to authors, naming conventions and possible conflicts with other collaboration publications on the subject.
- The Publication Board will send written comments on the paper to the analysis team within 2 weeks, *or sooner if deemed critical*. SWG members and other collaborators are also welcome to send comments during this period to the analysis team.
- The analysis team responds to comments received, iterating with the reviewers of the Publication Board to reach a consensus final version.
- For particularly sensitive or important results, the PI may choose or be asked to make a final decision on approval.
- From this point onward, such material may normally be used in public presentations unless the analysis team and the SWG coordinators have decided it should be embargoed. In any case, those wishing to use such material in public presentations should first confirm with the analysis team.



Builders

- Members of the collaboration who put in significant effort in building the project infrastructure, including, but not limited to, hardware and software assets, as well as those spending significant effort on project governance and operations.
- An initial list of project builders will be prepared by the PI and presented to ZCB for approval. Yearly updates of this list will be prepared by the PI and approved by the board in May of each year. The Project Scientist will maintain the current list of approved builders and post it on the ZTF twiki, along with the relevant contact details. It is the Builders list for the year in which the data were taken that is used for authorship determination.
- Researchers publishing papers based wholly or in part on data obtained under the ZTF framework shall invite individuals on the ZTF Builders List to participate in the paper and be included in the author list.
- Inclusion of Builders as authors on ZTF science and data release publications shall be granted upon request. Builders will not be automatically added to the author list but must accept authorship upon email invitation (“opt-in” policy). The mechanism for Builders or other collaborators to accept co-authorship shall be straightforward, e.g., via email to the lead author. All authors should have read and agree to the overall content of the paper that they co-author.



General Guidelines: talks

- Fair credit should be given in all communications to those members of the collaboration from whose work the science results benefitted, including Builders.
- Advance approval: members who wish to present ZTF results from projects of which they are not leaders, should seek and obtain advance approval from the relevant project leads. Projects leads are first authors of manuscripts in preparation, members listed as leads in project lists maintained by the different SWGs, or project leads defined so by the SWGs. In case the identity of the project lead is unclear, the coordinators of the relevant SWG should be consulted. In case the project is not clearly related to a specific SWG, or is inter-SWG, the Project Scientist should be consulted.
- Scientific prudence: members are expected to present ZTF results with proper scientific prudence, identifying preliminary results clearly as such, and presenting results with proper context and caveats.



General Guidelines: theses

- Student members in ZTF are encouraged to author theses based on ZTF data. If an analysis is to be carried out as part of a student's thesis research, **the project announcement should state that, and the student's supervisor should communicate that to the relevant SWG coordinators.** The SWG coordinators will be responsible for ensuring coordination of potentially overlapping analyses, and they should be especially vigilant when one or more of those analyses involve thesis research.
- Theses often contain more detailed discussions of scientific results that have been or will be presented in scientific publication(s) for a journal, and they should reference the ZTF publications in which those results appear or will appear. **Theses are often completed and defended against a short deadline, before their scientific results are ready for journal publication.** In recognition of this, theses are exempt from the ZTF publication process and may present previously unpublished or non-public ZTF results or results that have not yet been approved for dissemination, *provided those results are not submitted for publication to a journal or to the ArXiv or posted on another publicly accessible website.*



Dealing with conflicts

- Disputes about publication matters, including but not limited to authorship and author ordering, will be referred sequentially to the **Science Working Groups** and next to the **Publication Board chair**, in each case proceeding to the next level if consensus is not reached among the disputants.
- If none of the above instances can resolve the matter, it will be referred to the SSC (or its current proxy, the Experiment & Framework Committee, E&FC), which will attempt to reach its own consensus, but which will take a majority vote if it cannot. In the latter case, the **chair of the E&FC will confer with the PI**. If they both agree that the majority decision is appropriate, the PI will so inform the ZCB and the decision will stand. Otherwise, they can decide that the matter should be brought to the ZCB for consideration. In that case, the decision of the ZCB will be final.



- The Publication Board includes chosen representative from each partner institution.

Members, as of Dec 2017, are:

Mansi Kasliwal (Caltech), Eran Ofek (WIS), Jesper Sollerman (OKC), Peter Nugent (Berkeley), Marek Kowalski (Berlin), David Kaplan (UWM), Mario Juric (UW), Dave Thompson (UMd/GSFC), Lin Yan (IPAC), Chow-Chorng Ngeow (Taiwan) and ex-officio PS, Matthew Graham.