

Publications and authorship bylaws

Approved by the Institutional Board February 6, 2017

Publications Committee

1. Responsibilities

The Publications Committee is responsible for:

- 1.1 Overseeing reviews of physics journal publications and conference results.
- 1.2 Approving papers for submission to the arXiv, journals, or conferences, and approving interactions with referees. This includes single-author conference proceedings resulting from Belle II physics talks, but not technical papers with restricted author lists, nor conference proceedings resulting from technical talks.
- 1.3 Maintaining and generating author lists.
- 1.4 Providing technical support to authors.
- 1.5 Maintaining a database of papers and associated internal and public material.

2. Membership

- 2.1 The Chair of the Publications Committee is elected by the Institutional Board (IB). Term is two years, renewable once.
- 2.2 The remaining members of the committee are nominated by the IB Chair, in consultation with the Spokesperson and the Chair or incoming Chair of the Publications Committee. Nominees are ratified by the IB, and are appointed for a two-year term, renewable once. Half of the committee is renewed every year.
- 2.3 The Spokesperson and Physics Coordinator are ex-officio members of the committee.

Authorship

3. Specification of the author list

- 3.1 Authors are Members/Physicist or Members/PhD Student, as defined in the Membership bylaws, who have completed the individual service work requirement specified below. The Publications Committee may add other members as authors to a specific paper if they have made significant contributions to that paper.
- 3.2 Members/Physicists and Members/PhD students must devote 6 months equivalent of their research time to service work prior to becoming authors. The nature of the work should be negotiated with Belle II management. After the completion of this work, the Publications Committee will add the member to the author list upon the request of the IB representative and agreement of the relevant convener or coordinator.
- 3.3 Authors remain on the author list after leaving Belle II for a period of six months for every full year as a Belle II author, or as a Member/Physicist or Member/PhD Student prior to the creation of the Publications Committee, to a maximum of two years.
- 3.4 The author list for an individual paper consists of members who are eligible authors on the date on which the paper enters collaboration-wide review, and who certify by the date specified by the Publications Committee that they are aware of the paper and agree to the submission.
- 3.5 Authors will be listed alphabetically on papers. Corresponding authors will not be indicated in the text of the article.

4. Institutional responsibilities

- 4.1 Institutions are expected to contribute to the experiment in ways other than physics analysis at a level consistent with the number of authors from that institution, and to ensure that their national group provides the appropriate levels of M&O and collaboration-wide computing. The Spokesperson, upon consultation with coordinators and other senior management, may recommend to the Publications Committee that an institution's authors be removed from the author list if the institution is not providing an adequate contribution.

Review process

5. Review committee

- 5.1 The Publications Committee will form a three-person review committee upon request of the working group convener. At least two of the three members should be from outside the working group.

- 5.2 The Publications Committee will assign one of its members to monitor the progress of the review and to assist the review committee and authors with language, style, and presentation.
 - 5.3 The review committee will approve the unblinding of the analysis, if appropriate, when it is satisfied with the analysis and internal documentation.
 - 5.4 Review committee members are expected to respond to analysts in a reasonable period of time. If one review committee member is causing significant delays, the review committee chair can decide to proceed without that reviewer. The Publications Committee chair may replace reviewers if necessary to keep the review progressing at a reasonable rate.
 - 5.5 When the review committee is satisfied with the analysis and internal documentation, the analysis is presented to the working group.
 - 5.6 The mailing list used for communications between the review committee and authors, the internal documentation, and all other relevant information will be available to all collaborators.
6. Collaboration wide review
 - 6.1 When the review committee and working group convener agree that the paper or conference note is ready for submission, the review committee chair will request that the Publications Committee start the collaboration wide review.
 - 6.2 Preliminary results to be shown at a conference, but not submitted to a journal, must be accompanied by a conference note describing the results, which will be made public upon completion of the review process.
 - 6.3 Any material to be made public in addition to the article itself will be specified as part of the collaboration wide review.
 - 6.4 The analysis will be presented to the collaboration in a physics meeting or a B2GM plenary session.
 - 6.5 All collaborators are invited to comment on the paper and analysis. The Publications Committee will request that a subset of the collaboration institutions in particular provide comments.
 - 6.6 One or more Publications Committee members will also review the article during the collaboration wide review period.
 - 6.7 The comment period for journal articles is two weeks; for conference notes, it is one week. If the Publications Committee chair feels that the review has not received sufficient response from the collaboration, the committee can extend the comment period, and/or ask additional institutions to comment.
 - 6.8 The Spokesperson may request an expedited review with shorter review period.

- 6.9 The review committee will verify that the analysts have adequately responded to collaboration comments and notify the Publications Committee that the paper has completed collaboration wide review.
- 6.10 Single-author papers for conference proceedings do not undergo a collaboration-wide review, but rather require only a sign off by the relevant working group convener or by the Physics Coordinator.

7. Submission

- 7.1 The Publications Committee will perform a final check of grammar, style, and presentation issues and, in the case of journal articles, notify the collaboration that the paper is ready for submission.
- 7.2 For journal articles undergoing standard (non-expedited) reviews, there will be a one-week period between Publications Committee notification to the collaboration and Publications Committee sign off for submission.
- 7.3 The analysts will submit the article to arXiv and the journal.
- 7.4 The Publication Committee will encourage analysts to respond to journal referees in a timely fashion. The analysts' responses must be approved by the Review Committee chair and Publications Committee.