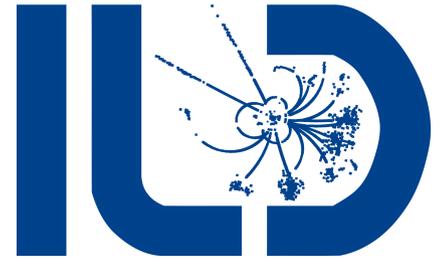


status of definition of ILD publication rules



ILD Publications and Speakers Bureau

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<https://confluence.desy.de/display/ILD/ILD+Publication+and+Speakers+Bureau>

Introduction

Communication of results and progress within the ILD group is largely done through **publications** and **conference** contributions.

The ILD **publication and speakers bureau** (PSB) coordinates and oversees this important aspect within ILD.

The PSB is led by a **chair**, who is proposed by the spokesperson and confirmed by the institute assembly. The term of office is two years.

The **spokesperson** and the **IA chair** are ex-officio members of the bureau.

Three additional members of the bureau are proposed by the PSB chair and approved by the IA.

The PSB is responsible for **implementing** the **ILD policy** towards all kinds of ILD publications.

The PSB is now in the process of defining these publication policies, and welcomes your feedback at this stage

publications

conference presentations and posters

publications

- types
- authorship
- reviewing

types of ILD publication

four types of ILD publication, which are treated differently

- **Papers**: journal papers concerning general aspects of ILD, such as reviews, central aspects of the ILD detector, etc
- **Topical papers**: journal papers reporting results of specific studies, analyses etc which are based on ILD
- **ILD notes**: not meant for journal publication
public or internal
- **Conference proceedings**: write-ups of ILD-related conference talks

All publications will

be assigned an ILD publication number

be available on the ILD confluence

Authorship

Papers

approved ILD full author list.

Topical papers

defined by main author, subject to approval by PSB chair.

Chair may suggest additional authors,

and/or request explicit acknowledgments.

In case of disagreement, the ET will be asked to moderate.

ILD notes

defined by main author

Conference proceedings

usually single-author

Review process

Papers and Topical papers,

the PSB chair will install a two person review committee.

reviewers interact with authors to prepare a final draft.

reviewers should send their first feed-back within two weeks

encouraged to complete the review process in two months.

final draft will be submitted to ILD for comments.

At least a two week period should be allowed for comments.

reviewers may request that the new draft is
again circulated to the collaboration.

before submission the paper must be
presented in an open ILD meeting

Review process

ILD public notes,

the PSB chair will install a **one person review committee**.

reviewers interact with authors to prepare a final draft.

reviewers should send their **first feed-back within two weeks**

encouraged to complete the review process in **two months**.

final draft will be submitted to ILD for comments.

At least a **two week** period should be allowed for comments.

reviewers may request that the new draft is
again circulated to the collaboration.

ILD internal notes : not reviewed

Conference proceedings

circulated to ILD with a **10-day** comments period

a PSB member checks draft, ensuring that comments are addressed

Numbering convention of ILD publications

papers / topical papers

ILD-[**PHYS**ics/**SOFT**ware/**TECH**nical]-20XX-XXX

ILD notes, conference proceedings have additional categories:

ILD-[**PHYS**/**SOFT**/**TECH**]-[**PUB**lic/**INT**ernal/**PROC**eedings]-20XX-XXX

Conference presentations

Conference presentations

The PSB is in charge of securing **conference presentations** from the members of the ILD group. It will cooperate in this with potential centrally organised structures, for example in the context of the LCC.

The PSB will maintain a **list of talks and posters** given at major conferences.

ILD groups will contribute a list of **candidate speakers** to the PSB.

For **invited talks** the PSB will **nominate** a speaker after consultation with the ET and the spokesperson.

For **major LC events** the PSB will **coordinate** the ILD contributions.

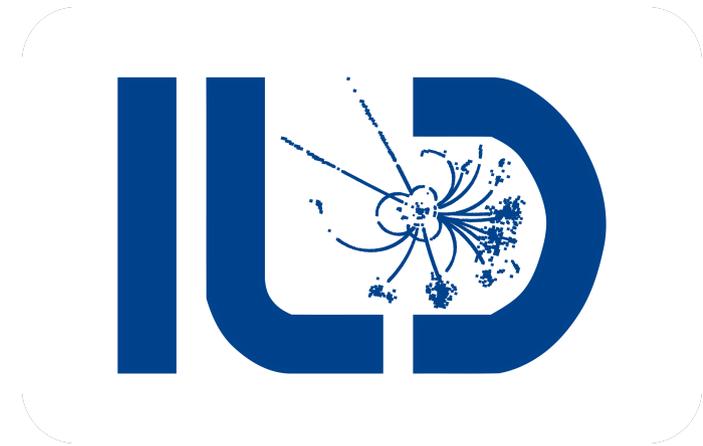
The PSB will actively **propose** and **support** the submission of **abstracts** on ILD-related topics to conferences and workshops.

If a member of the ILD group is **personally invited** to present ILD results at a conference the person is asked to **inform the PSB** and request approval. This will be usually granted as a matter of routine. However the PSB reserves the right to intervene in exceptional cases and propose alternative speakers.

It is expected that **slides** for an **oral presentation** given on behalf of ILD should be made available to ILD **at least two days** in advance of the presentation.

In the case of a **poster presentation**, the poster draft should be made available to ILD **at least two days** in advance of **printing**.

The PSB arranges **open rehearsal talks** for presentations at important conferences, and announces them to ILD.



please send feedback to ild-psb@desy.de

We hope to soon finalise our proposed rules,
after which they will be presented to
the IA for approval