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Fermi LAT Collaboration Publication Policy

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1. Introduction

The Fermi Large Area Telescope (LAT) Collaboration, originally formed to design and build the LAT, has as a primary goal the realization of the best possible scientific results from the LAT. The collaboration meets this goal through a continual process of developing and maintaining all the tools needed for analysis and interpretation of the LAT data, along with careful internal review of collaboration results before publication.

This document provides guidelines for publication of technical and scientific papers and for presentation of results at conferences through oral presentations, poster sessions, written conference proceedings or written journal publications by members of the Fermi LAT Collaboration. The Fermi LAT Publication Policy is intended to achieve the following goals:

1. define a process by which publications of the Fermi LAT Collaboration (hereafter referred to as the “collaboration”) are proposed and started.
2. define a process by which papers generated within the Fermi LAT Collaboration are reviewed within the collaboration.
3. ensure the quality and correctness of Fermi LAT Publications and conference reports.
4. ensure efficiency and timeliness in submitting results for publication.
5. ensure acknowledgment of contributions of collaborators to the instrument and to infrastructure to support data analysis.
6. encourage contribution and development of original scientific ideas.
7. ensure fairness.
8. provide means to insure that younger scientists (graduate students and postdocs) have opportunities to demonstrate their scientific ability.

With regard to authorship of scientific publications, the guiding principle is that initial publications of results from the LAT Science investigation, particularly during the 1st year sky survey phase, and for certain major papers during all phases, the author list will be relatively inclusive of members who have devoted substantial effort to the development of the LAT and to the work of the collaboration; that is, Full Members, postdocs, and graduate students (i.e., long author lists; see section 5). These papers are referred to as *Category I papers*; e.g., catalogs and papers reporting substantial discoveries. Typically, discovery papers are those that would be published in journals such as *Astrophysical Journal Letters*, *Physical Review Letters*, *Physics Letters*, *Astronomy & Astrophysics Letters*, *Nature*, *Science*, etc. Affiliated Scientists will also be eligible co-authors on those papers that they have contributed to in a substantive way.

Subsequent papers on a particular topic that involve more in-depth, detailed analysis and modeling, will typically have shorter author lists involving those directly contributing to the analysis and interpretation of results reported in the paper. These *Category II papers* are also intended to recognize the need and provide means for younger scientists (e.g., graduate students and postdocs) to have the opportunity to demonstrate scientific independence.

For all papers, the policy is that all *eligible* authors of a paper should critically read the paper, provide comments to the principal author(s) of the paper, and then inform the principal author or coordinator of the paper that they wish to have their name included on the author list for publication. More detailed guidelines on eligibility for authorship are provided in Section 5 below. Appendix 1 provides more detailed definitions of the various categories of papers. The Fermi LAT Collaboration Membership Policy describing Full Members and Affiliated Scientists is outlined in Appendix 2.

These guidelines apply to all phases of the Fermi mission. Particular attention is paid to maintaining reasonable percentages of Category I and Category II papers in all phases of the Fermi mission. Most LAT papers in Year 1 were Category I, with the fraction of Category II papers increasing over the years.

2. Types of Papers Covered by Publication Policy

The primary output of papers from the collaboration will be i) analysis and scientific papers and, ii) instrumentation papers. Analysis and scientific papers include both formal journal publications and conference proceedings. The review of presentations prepared for conferences is managed by the collaboration's Science Groups and tracked through the LAT Speaker's Bureau. A public list of conference contributions is available at <http://glast-ground.slac.stanford.edu/SpBureau/PublicTalks.jsp>. Papers written for conference proceedings are reviewed within the appropriate science group. Any figures used in conference proceedings must be approved for public release. This also holds for instrumentation papers (hardware design, testing, instrument calibration, instrument description, Monte Carlo modeling of instrument, etc.). The publication and authorship guidelines for each type of paper will necessarily be somewhat different.

A. Analysis and Scientific Papers

Analysis and scientific publications encompass i) pre-launch analysis/scientific papers if substantial support is provided by the LAT team and the work is considered integral to later interpretation or analysis of LAT data as part of the LAT Collaboration's scientific investigation (e.g., the diffuse model is needed to generate the source catalog) and, ii) papers reporting analysis of Fermi LAT data. **A key guideline for all Full Members and Affiliated Scientists of the LAT Collaboration is that papers by collaboration members that utilize any unpublished LAT results or internal collaboration tools, even if not photon data, are considered LAT collaboration publications and are**

subject to the Publication Policy. See Appendix 3 for the special case of LAT team members who are also members of other large collaborations.

B. Instrumentation Papers

Instrumentation papers are assumed to arise from any of the subsystem groups of the LAT Instrument Team, as a result of design, construction, or calibration. For subsystem papers, responsibility for content and authorship lies largely within the relevant subsystem team. These papers are generally considered Category II papers. There will also be papers about the instrument as a whole, including its on-orbit performance and calibration. These latter papers will generally involve much of the collaboration and generally will be considered Category I papers. In practice, the organization and review of instrumentation papers is managed by the Calibration & Analysis (C&A) group of the LAT Collaboration.

C. Other Papers

Papers that do not fall clearly into either Category I or II are referred to as Category III papers. These papers have LAT collaboration members among the authors and are clearly related to LAT science, but use only publicly available LAT analysis results and do not use LAT resources such as instrument simulation tools. In such cases, the collaborator(s) involved should inform the appropriate science group and the Publication Board as a courtesy and allow the science group to review the paper. The intent is that a better paper will result if the appropriate science group can provide feedback. Such papers, for example, would include a paper presenting a theoretical model for explaining the properties of a source observed by the LAT and reported on in a prior LAT publication, or a paper on a new analysis technique. The authorship on Category III papers is not determined by this policy document.

3. Management of the LAT Publication Process

To facilitate the overall planning of LAT Collaboration papers and the tracking of the status of papers in preparation, the Principal Investigator (PI), the LAT Analysis Coordinator, the Deputy Analysis Coordinator, former Analysis Coordinators, the chair of the Senior Scientist Advisory Committee (SSAC), the multiwavelength coordinator, a board secretary, and any others appointed by the PI will serve as the **Collaboration Publication Board** and will manage the collaboration publication process. The Analysis Coordinator serves for a term of one year and is appointed by the PI. The PI and the Analysis Coordinator will report regularly to the SSAC on the status of publications and will periodically review the status of publications with the science analysis coordinators group. The SSAC will periodically be informed of the status of planned papers.

The board secretary maintains a password-protected webpage that lists all LAT publications and their status (i.e., proposed publication, in draft form, accepted for publication, published, etc.), as well as the proposed author list and the responsible science group and the lead person for preparing the paper. Generally, the analysis reported in a paper and the writing of the paper will be managed by the appropriate LAT Collaboration Science group. The group coordinators are responsible for regularly reporting the status of publications and proposals for new papers to the LAT Analysis Coordinator.

Initiation of a LAT paper: Any collaboration member can propose a paper. Generally, it is expected that proposals for papers will be developed and discussed in the appropriate collaboration science group or groups. Before substantial effort is initiated on a proposed paper, the Analysis Coordinator and Publication Board will be informed if external authors are to be involved in the analysis and/or the paper. Proposals for new papers should be forwarded to the Board through the appropriate science group coordinators and should include relevant information such as a brief description of the work involved, the person(s) who will lead or coordinate the effort, and a recommendation for what category (I, II, or III) the paper will be in. The Science groups generally determine the paper category, and only in some cases the PI make the final determination of the category of the paper after conferring with the Publication Board and the relevant Science Group. In some cases, the category initially assigned to a paper may change as a result of analysis (i.e. an anticipated upper limits paper becomes a detection paper.). Thus, before the submission of a paper to a journal for publication, the Analysis Coordinator and the PI will review the category assigned to a paper and change it if warranted.

The purpose of this procedure is to insure that the collaboration's publication policy is followed and to maintain fairness. The process will be carried out in a manner that is both responsive and open. Information about the status of papers at all stages will be posted on the Publication Board paper-tracking webpage.

4. Review Process for LAT Collaboration Publications

To ensure the quality and correctness of collaboration publications, each LAT paper will be reviewed. The review shall be organized by the relevant LAT science group coordinators in consultation with the LAT Analysis Coordinator. The results of the review will be forwarded to the Analysis Coordinator and made available to the Publication Board. The Analysis Coordinator will work with the appropriate science group leads to determine if substantial changes to the paper are required or if additional review is necessary. The Publication Board will be informed of cases that require further action. The final step before submission of a paper for publication is the posting of the final draft on a password-protected website for comment by the list of eligible authors. **Each eligible author is given the opportunity to comment on the paper and accept or decline authorship. Inclusion as an author is not automatic. This process is facilitated by a walk-through of the paper during the LAT team Weekly Analysis**

Meeting, where all eligible authors are provided with a description of the work and are solicited for comments. The period for comments from eligible authors and acceptance or declination of authorship will be two weeks with rare exceptions for papers that are particularly time-critical. The Publication Board will make every reasonable effort to contact eligible authors who do not respond by this deadline. Eligible authors will receive notification by e-mail from the Publication Board secretary when a paper is ready for sign-off. For efficiency, responses will be web-based. Before a paper is posted for sign-off by the eligible authors, the appropriate science group coordinators and the Analysis Coordinator will review the eligible author list. If the Publication Board finds any issues with a paper's proposed author list, the PI and the Analysis Coordinator will consult with the appropriate science group coordinators and lead authors to resolve the issues.

The functions of the review process are the following:

1. Ensure that the analysis presented is both correct and of a high standard.
2. Assist in gathering comments from members of the collaboration and addressing the comments. This process should converge as rapidly as possible. For conference reports this process should be held to the minimum time possible. This process should also be responsive to the need to meet deadlines.
3. Review appropriateness of acknowledgments, particularly of sponsoring agencies. An up-to-date standard paragraph of acknowledgements that will be suitable for most papers can be found on the internal website <https://confluence.slac.stanford.edu/x/jAAQAg>. The acknowledgement appropriate at the time this document was written (September 2014) is provided as Appendix 4.
4. If a paper is returned from a refereed journal, the coordinating author will work with the appropriate science group coordinators and the analysis coordinator on appropriate modifications of the paper. The Publication Board will be notified and approve the revisions and the response to the referee before the paper is re-submitted.
5. In the case of instrumentation papers, the subsystem managers will act as the primary collaboration reviewers. For analysis papers, the review is organized by the relevant LAT science group coordinators in consultation with the LAT Analysis Coordinator. Typically, an analysis paper will be reviewed by at least two collaboration members drawn from the collaboration at large.
6. Performance plots concerning the instrument or any of its subsystems should be reviewed by the Calibration and Analysis Group and the Analysis Coordinators before publication or release at conferences.

See Appendix 5 for a step-by-step outline of the LAT Collaboration publication process.

5. Authorship

A. Analysis and Scientific Papers

A set of authorship guidelines is established in order to allow the collaboration to have a fair and efficient process for determining authorship on analysis and scientific papers. It is assumed that all members of the collaboration will act with integrity and fairness.

For all papers, the policy is that all *eligible* authors of a paper should be informed that a paper is in process of being written and its proposed subject matter. Eligible authors who wish to be included as authors must critically read the paper, provide comments to the principal authors or the coordinator of the paper, and then inform the paper's coordinator or principal author and the Publication Board that they wish to have their name included on the final author list for publication. All authors should be able to defend a paper or major portions thereof. For efficiency, this process will be web-based.

The list of *eligible* authors on written analysis and scientific papers will be determined by the following guidelines:

1. Normally, Full Members of the collaboration who have been active (i.e., spend at least 50% time or more on the LAT project) over the past 6 months are eligible to be included on the author list of scientific and analysis papers subject to the following guidelines (see membership policy for definitions of collaboration membership categories):
 - a. For initial papers reporting substantially new or first results or for papers that are sufficiently broad (i.e., catalogs), Full Members of the collaboration are eligible to be listed as authors on such papers. A list of such papers (referred to as Category I Scientific Papers) in preparation or that are being planned is maintained by the Publication Board. Postdocs and graduate students supervised by Full Members are eligible for inclusion on Category I Scientific Papers provided that either a) they have made a substantial contribution to the particular paper, or b) they have worked (at least 50% time) on the LAT Project for at least 6 months.
 - b. The Publication Board maintains a list of papers that, because they involve specialized in-depth analysis or interpretation beyond the initial publication of results, have a more restricted authorship list. The SSAC will periodically review this list of papers (referred to as Category II Scientific Papers). Any member of the collaboration shall be an eligible author on such a Category II paper provided he/she has contributed substantially to the scientific ideas or to the analysis done in the paper.
2. Affiliated Scientists of the collaboration, or other scientists and undergraduate students, are eligible for inclusion as authors on Scientific Papers when the person makes an identifiable, substantial contribution to a particular paper, either Category I or II. The appropriate science group leads manage the participation of Affiliated Scientists in a LAT

Collaboration publication. The determination of eligibility of Affiliated Scientists for authorship is also made within the science group, and the Analysis Coordinator and the Publication Board will be informed. In cases where a prior understanding has been established between the collaboration and non-collaboration scientists concerning joint analysis of multiwavelength data, it is expected that the arrangement concerning joint publication of analysis results will be part of the prior understanding. **Other non-LAT scientists can also be included in specific scientific investigations of the collaboration and subsequent publications provided a proposal for such participation is made in advance to the Publication Board, is discussed in the relevant science group(s), and is approved by the Principal Investigator.**

3. Collaboration members, including Affiliated Scientists, cannot be authors on non-LAT collaboration papers that are based on unpublished LAT data analysis results. NB: This policy does not imply that LAT team members cannot be authors on papers with non-LAT authors that utilize unpublished LAT results. It does mean that such papers are LAT collaboration papers and therefore subject to the collaboration's review process. Also, LAT members are obligated to inform, in advance, the Publication Board and discuss with the relevant science group if they are planning to work on such papers with non-LAT team members. Approval of the Principal Investigator is required before proceeding. This policy is intended to avoid conflicts of interest from developing or the perception of conflicts of interest. Open communication within the collaboration is the guiding principle.

See Appendix 3 for the special case of LAT team members who are also members of other large collaborations.

4. Normally, the author list on Category I Scientific Papers shall be ordered alphabetically and consists of *eligible* Full Members, postdocs, and graduate student members and Affiliated Scientists who have made substantial contributions. Eligibility includes the requirement of being an active member for the preceding 6 months. Exceptions to this policy can be made provided a compelling case is made to the Publication Board and is approved by the Principal Investigator. Such exceptions should be rare and compelling. In cases where a Category I paper includes external authors, the preference is that these authors are included alphabetically. However, it is recognized that exceptions to this practice may be required; for example, the author list of papers that are joint with another collaboration may be organized with two blocks of authors. The order of the authors on Category II papers shall be determined on a case-by-case basis with the general principle that the researcher doing the most work on the paper is first author.

5. In the case of conference talks for which there is a written proceeding, the published paper will list the speaker, followed by other LAT members who directly contributed to the paper (typically, the speaker plus no more than 4 additional LAT team authors), followed by the phrase, "on behalf of the Fermi LAT Collaboration". The speaker shall be responsible for the written paper. Conference proceedings papers will be reviewed by the relevant science group(s) rather than through the more formal Publication Board

process. If the total number of named authors will exceed 5, then the paper should name the speaker, followed by “on behalf of the Fermi LAT Collaboration.”

6. Generally, new results will not be first published in conference proceedings. As a guideline, new results should only be presented at a conference if a journal paper is sufficiently developed so that it will be completed within 60 days of the end of the conference.

7. Exceptions to these guidelines or appeals in special circumstances require approval by the Principal Investigator after consultation with the Publication Board. For example, some members of the technical staff may be included on some scientific and analysis papers, particularly Category I Papers.

For all papers, the normal procedure will be to have papers accepted for publication before posting to astro-ph. In cases where posting is urgent, the rule on acceptance may be waived by the Publication Board. If publicity is warranted, it may be necessary to not post to astro-ph in order to hold the result for a press event. This will be coordinated with the Fermi Press Officer.

B. Instrumentation Papers

The author list on instrumentation papers associated with a particular instrument subsystem (to be referred to as Category II Instrument Papers) shall be determined by the Subsystem Managers of the particular subsystem from which the paper originates. The author list on instrument-wide papers (e.g. overall instrument description and performance, beam-tests of instrument, calibration on ground and in-orbit, etc., to be referred to as Category I Instrument Papers), will involve a wider author list, determined by the same guidelines as detailed above for Analysis and Scientific papers, with the following additional consideration:

It is expected that **technical** personnel involved in a substantial way in the LAT instrument development will also be included on Instrument papers. It is the responsibility of the various institutional leads and the LAT subsystem managers to inform the Publication Board of the names of such individuals.

6. Data resulting from Collaboration Proposals to the Fermi Guest Investigator Program and LAT Publications

The LAT Collaboration has the responsibility to carry out the Scientific Program described in the LAT Flight Proposal, as approved. This includes the 1st year all-sky survey that resulted in a source catalog, all-sky maps, residual maps, and a diffuse model. The proposal also included the development and periodic publication of catalogs of Gamma-Ray Bursts. As proposed, the LAT Collaboration will also produce updated

catalogs and maps after 2 and 5 years. The publications of these maps and catalogs will be Category I Scientific Papers.

As part of the Flight Proposal science investigation, in-depth analyses of selected sources were also proposed (see Table 2.1.6 of Flight Proposal). The anticipated publications that will result from these analyses will be categorized as either Category I or II Scientific Papers. Generally, the LAT Collaboration has the responsibility (and right) to carry out extensive scientific analysis of all LAT data obtained during the 1st year of the mission. According to the NASA data rights policy, after the 1st year all-sky survey, all LAT level-1 data must be deposited in a public archive at the GSSC 3 months after it is first available. Subsequently, LAT level-1 processed data will be made available immediately.

Under the NASA guidelines, members of the instrument teams, including the LAT Collaboration, can propose to the NASA Fermi Guest Investigator Program. Guest Observer Proposals will be competitively peer-reviewed. Note that only investigators at US institutions are eligible to receive NASA funding.

Papers that result from LAT observations carried out under proposals submitted to the Fermi GI program by collaboration members will be subject to the policies of this document. That is, the opportunity to work on the analysis and interpretation of the data from observations resulting from these proposals will be open to members of the collaboration. The author list of LAT papers is not determined by the list of investigators on a LAT Collaboration GI proposal. It is determined by the policies set forth in this document.

7. Amendments to this Document

Amendments to this document require the approval of the PI and 2/3 of the membership of the SSAC.

8. Appendix 1: List of Collaboration Papers

The list of papers, either published, in preparation, or anticipated is maintained on the internal web site at <https://www-glast.stanford.edu/cgi-prot/publications>. This list is maintained by the Collaboration Publication Board and periodically reviewed by the SSAC. The categories of papers defined in this Publication Policy are summarized in the table below.

	Category I	Category II
Analysis & Scientific Papers	<p>Papers reporting a substantially new scientific result, obtained either during the all-sky survey or from Collaboration Key Projects during subsequent phases; papers that require broad participation by collaboration (e.g., catalog)</p> <p>Authorship: all active collaboration members are eligible; affiliated scientists and others considered on a case-by-case basis</p>	<p>Papers involving specialized in-depth analysis or interpretation or follow-up with details on a previously published result</p> <p>Authorship: collaboration members (or affiliated scientists) who have substantially contributed to the scientific ideas or analysis done in paper.</p>
Instrument Papers	<p>Papers that describe the overall instrument, its performance, calibration, etc.</p> <p>Authorship: all active collaboration members are eligible; affiliated scientists and others considered on a case-by-case basis</p>	<p>Papers associated primarily with a particular instrument subsystem</p> <p>Authorship: determined by Subsystem Managers of particular subsystem</p>

The web site also lists Category III papers.

A public page of LAT published papers, including all categories of papers, PhD Theses, and rapid publications such as GCN Notices and Astronomers Telegrams, can be found at <https://www-glast.stanford.edu/cgi-bin/pubpub>.

9. Appendix 2: Membership in the Fermi LAT Collaboration

Full Members of the collaboration include scientists who are permanent staff members at a collaborating institution, spend at least 50% time on the Fermi LAT Project, and have well-defined, substantial responsibilities for either hardware, software, science analysis infrastructure, or team leadership at an institution with substantial responsibilities. Students and postdoctoral scientists who are supervised by Full Members of the collaboration have the same rights and responsibilities as the Full Members while they are working with the Full Member.

Affiliated Scientists include scientists, postdoctoral scientists, and students with interest in the LAT science program who spend substantially less than 50% time on the LAT project or who contribute a capability (e.g. VLBI radio observations of a LAT-detected source) to a relatively focused area of the LAT science program.

Appendix 3: Policy for LAT Team Members Who Belong to other Collaborations

N.B.: THIS POLICY IS NOT VALID FOR LAT MEMBERS PARTICIPATING TO SMALL/OCCASIONAL COLLABORATIONS FORMED AROUND A SINGLE PAPER OR A SCOPE-LIMITED PROJECT. THIS POLICY IS VALID FOR LAT MEMBERS OF WELL-RECOGNIZED LARGE COLLABORATIONS LIKE: VERITAS; HESS; MAGIC; AGILE; ETC.

In the interest of maximizing the scientific return from the Fermi LAT, we adopt the following clarification of LAT team policies with respect to LAT team members who are also members of collaborations that publish with all their collaboration members as authors (e.g. the TeV collaborations).

1. If papers in preparation within the outside collaboration plan to use new analysis of LAT data, we encourage LAT team members to promote the idea of collaborating with the LAT team. Most such collaborative papers are now Category II papers with respect to the LAT Collaboration Publication Policy and usually involve only a small number of LAT authors. Such papers allow the outside collaboration full access to the LAT team resources, including LAT team expertise and the LAT internal review process. Only in the case of joint papers should LAT team members participate directly in the analysis of LAT data.

2. The definition of Category III papers is expanded to include papers by such outside collaborations that include new analysis of LAT data, as long as the LAT team members who are also members of the outside collaboration are not involved in the analysis of the LAT data. We remind all LAT team members that we strongly encourage sharing of information about Category III papers within the LAT team well before publication. Free flow of information within the LAT team about work involving LAT results is an

important aspect of the LAT collaboration.

3. Just as LAT team members can serve as referees for journal articles that may include analysis of LAT data, so can LAT team members who belong to outside collaborations serve as reviewers for papers within that collaboration. This process could include acting as an “internal reviewer” for a publication as it is considered for publication by the external collaboration, reading and giving comments on drafts during the general collaborative review period or during presentations of the analysis at paper “walk-throughs”. The spirit of this exception is to allow LAT members to point out errors and deficiencies in LAT data analysis by their (non-LAT) collaborators, and therefore to improve the quality of non-LAT papers that include LAT data.

10. Appendix 4: Acknowledgements section of papers.

As noted above, LAT publications need to acknowledge funding agencies and institutes as well as individuals who are not authors on a particular paper but made a contribution that warrants an explicit acknowledgement.

For the acknowledgment of funding agencies and institutes, a standard paragraph can be found at the internal site <https://confluence.slac.stanford.edu/x/jAAQAg>.

As of the date of the latest revision of this document (August 2013), this paragraph reads

“The *Fermi* LAT Collaboration acknowledges generous ongoing support from a number of agencies and institutes that have supported both the development and the operation of the LAT as well as scientific data analysis. These include the National Aeronautics and Space Administration and the Department of Energy in the United States, the Commissariat à l'Energie Atomique and the Centre National de la Recherche Scientifique / Institut National de Physique Nucléaire et de Physique des Particules in France, the Agenzia Spaziale Italiana and the Istituto Nazionale di Fisica Nucleare in Italy, the Ministry of Education, Culture, Sports, Science and Technology (MEXT), High Energy Accelerator Research Organization (KEK) and Japan Aerospace Exploration Agency (JAXA) in Japan, and the K. A. Wallenberg Foundation, the Swedish Research Council and the Swedish National Space Board in Sweden.

Additional support for science analysis during the operations phase is gratefully acknowledged from the Istituto Nazionale di Astrofisica in Italy and the Centre National d'Etudes Spatiales in France.”

10. Appendix 5: Step-by-step Procedure for Preparing Papers

This section is an abbreviated version of the full procedure at the internal site <https://confluence.slac.stanford.edu/x/0wM6BQ>

1a. Initiating the Paper ("New" or "Outline")

- Discuss paper concept in science group and/or with Science Group Coordinators
- **Discuss the paper category within the science group during a group (EVO, F2F) meeting**
- Create a new confluence page for the paper using the template
- Create a database entry for new LAT paper on the Publication Board page; add milestones

1b. Proposing External Authors

- Discuss external authors with Contact Authors and Science Group Coordinators
- If agreed, then have your group leads submit the request to the Publication Board
 - The Publication Board will contact you with response
- IF and only IF Approved by Publication Board:
 - ONLY then is it OK to discuss proprietary LAT information with these external authors
 - Contact author should add External Author to pub-board paper page (see 1a)

1c. Drafting the Paper ("Draft")

- Keep uploading paper drafts on the Publication Board; keep milestones updated
- Keep science group updated on progress of project and paper, preferably at EVOs and/or F2F meetings
- Ask the science group coordinators to schedule a **LAT Technical review** at the end of the LAT Analysis of the data used in the paper
- Keep track of and review contributions of the following and add them explicitly as authors on the Publication Board paper page as appropriate
 - affiliated LAT scientists: it is up to the contact authors to decide (no approval from Publication Board or Coordinators necessary)
 - external (non-LAT) authors: see above
- **If the paper was triggered by Flare advocates, Burst advocates reports or that required the help of the Data Monitor shifters consider them as eligible authors or contact authors .**

1d. Final draft to Internal Referees, Paper Signup, Walkthrough ("Open for Signup" -> "Closed to Signup")

- Selecting Internal Referees
 - Science Group Coordinators select and recruit the internal referees
 - At least 2 internal referees for Cat 1 paper are required, and 1 internal referee for Cat 2 paper

- Give referees ~1 week notice before draft is ready so they can clear their calendar
- Send to Internal Referees -- Science Group Coordinators normally will request ~1 week to return comments
- Update internal referee information on Publication Board paper page
- Opening Paper for Sign-up
 - After the first internal refereeing round, and only if the Group Coordinators agree, open the paper for Signup (Signup period normally open for ≥ 2 weeks)
 - Post the internal referee reports (and your replies) on confluence; iterate with Internal Referees
 - Provide links of reports/replies through the paper page
- Paper Walkthrough (WT)
 - Timeline: preferably the WT will occur during the sign-up period, and certainly not after
 - WT mandatory for **Cat I** papers and is usually done at the Friday weekly analysis meeting (WAM);
 - **Short reports (5' "run-through") of Cat II papers are also required in the WAM.**
 - No formal WT of **Cat III** papers, but a short report in relevant science working groups appreciated

1e. Paper Submission ("Closed to Signup")

- Upload to the Publication Board page for the paper the proposed to-be-submitted version, including the complete author list
- Internal Referees have to give explicit OK that their comments were addressed and should be satisfied that the paper is ready to submit
- Science Group Coordinators will then have to give OK that the paper preparation process was completed and have to be satisfied that the paper is ready to submit
- After the above reviews the coordinators of the science group will send a request to the Publication Board for permission to submit the paper. **At the time of this request the FINAL draft ready for submission should be already in the Publication Board repository.**
- Wait for Publication Board email that it is OK to Submit
- Only after OK from Publication Board is it OK to Submit to journal - thanks!

1f. Paper Revision(s) after External Refereeing and Resubmitting ("Submitted", "RefereeReport", "Resubmitted")

- Report and Revision(s)
 - Post journal referee comments on a confluence page
 - Post your response on a confluence page
 - Post the ready for resubmission version of the paper onto the Publication Board page for the paper
 - Inform the Science group of the availability of the response so all, particularly the Science Group Coordinators and Internal Referees can provide feedback
- Request to Resubmit

- Science Group Coordinators and Internal Referees should OK the RE-submission
- Science Group Coordinators will submit the request to the Publication Board for permission to resubmit
- Only after OK from Publication Board is it OK to Resubmit to journal - thanks!

1g. After Acceptance and Publication ("Accepted")

- **Wait!** Make sure there are no press plans associated with your paper (if unsure, please ask Publication Board); if not, and only **after** the paper is accepted by the journal, you can post the accepted paper on arxiv; if there are press plans, consult with the Publication Board to define timeline for posting on arxiv
 - Post on arXiv: **The Fermi-LAT Collaboration** is the author for Cat I papers; for Cat II it is the named authors
- Page Charges
 - For Cat I papers, page charge forms go to Stanford University (contact Lucy Zhou at Stanford)
 - For Cat II and III papers, page charges need to be covered by the institutions of the authors of the papers
- Posting Final Figures and Data after acceptance and publication of your (refereed) LAT paper
 - Please upload data points from plots and FITS images, to be made publicly available on the LAT publications page. (See for example the Figures and Data link for the W28 paper on that page.) The files should be collected together in a tar.gz file with an ASCII file called README that describes the other files. To upload the tar.gz file and make the contents publicly available, go to your publications page, then click on 'Upload a new version of one of your papers or data files'.