

## Guidelines for the CALICE Author list

The purpose of this short document is to clarify and streamline the process of defining the CALICE author list. There is no wish to be too prescriptive or rigid, but to establish some reasonable general guidelines, in the interests of fairness to all. There are two somewhat separate issues here.

### The current membership list of CALICE

This list is intended to reflect the people currently active on CALICE, and may be found on the CALICE web pages at

[http://www.hep.phy.cam.ac.uk/~drw1/calice\\_authors\\_full.pdf](http://www.hep.phy.cam.ac.uk/~drw1/calice_authors_full.pdf)

The recommended guidance for membership is:

- The author list can include academics, engineers, post-docs and graduate students.
- New members would normally be added once they have been working on CALICE at a significant level for ~6 months.
- Members who have ceased working on CALICE may remain on the list for up to ~ one year after they have left.
- Group leaders may make a special case for exceptions.

This list will be updated twice a year, usually around the times of the biannual CALICE workshops, or at other times if needed. The Analysis Coordinators will be responsible for maintaining the list via an Email to group leaders (possibly coordinated via the steering board representatives).

### The author list of individual CALICE papers

This needs to be treated differently, because papers may appear a significant time after the work was done, so that people who contributed the work may have left or moved on to other projects, while others have joined the Collaboration, with no involvement in the published work. These guidelines refer to papers based on the combined beam test data from CERN or FNAL. Papers based on standalone technical tests of individual detectors or components are left to the discretion of the corresponding project leader.

Ultimately it is for individual group leaders (or steering board representatives?) to decide who they wish to sign each paper. In order to establish some measure of fairness it is helpful to have some guidelines. We would expect the author list to comprise:

- Those who contributed to the beam tests (either building the detectors, or running shifts, contributing to CALICE management etc.);
- People who have subsequently worked on the relevant data (because they all contribute to our understanding);
- Other more recent arrivals who have contributed intellectually to the analysis. A typical example here might be members of the GEANT4 team who have now joined CALICE as part of the CERN group;
- Anyone else for whom their group leader wishes to make a special case.

When a new paper is sent out to the Collaboration for comments, the Analysis Coordinator will start the process of defining the author list, by means of an Email to group leaders (or steering board representatives?). It is then the responsibility of group leaders to *opt in* by sending a proposed list of authors. This ought to be a reasoned process, not just a kneejerk reply saying “everyone”.

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