Geant4 Collaboration Publication Policy

I. Introduction

This document governs the policy and process by which the Geant4
Collaboration approves publications for public release, whether these are
oral conference reports, poster sessions, conference proceedings or
journal publications and defines which publications are or are not
Collaboration publications. Specifically, the Publication Policy:

   i)   provides the process by which publications gain Collaboration
         approval,

   ii)   insures the quality, correctness, and uniformity of Geant4
         Collaboration publications,

   iii) insures the efficiency and timeliness of publication submission,

   iv)   insures involvements of the entire Collaboration in the review
         process, and

   v)   defines which materials shall appear on the Geant4 Publication
         List.

II. Types of Publications Covered by This Policy

Publications are presentations of software design and implementations,
physics model implementations and the validation of their results within
the Geant4 toolkit.

   i)   Journal publications are approved by the Geant4 Collaboration
         through a process defined below. The process insures ample
         opportunity for internal review by the entire Collaboration
         before publication submission.

   ii)   Conference papers, presentations or posters are subject to the
         same procedures as journal publications; however the policy
         provides for some "streamlining" to address fixed deadlines. The
         draft publication (including abstract) must be submitted to the
         Publication Board no later than two weeks prior to the
         conference submission deadline. Invited talks will also be
         subject to this Publication Policy.

   iii) Publications which represent work from a subgroup within the
         Collaboration are also subject to this Policy, but with
         procedures that differ slightly, as detailed below.

The following are not seen as Collaboration publications, and thus are
not governed by this policy (individual exceptions may be discussed by
the Publication Board and the Steering Board):

   i)   A publication focused on an application layered on top of Geant4

ii) A publication evenly comparing Geant4 results with those of other simulation tool(s)

iii) A publication discussing validation results not coordinated by the responsible Geant4 working group(s) and without the involvement of the author(s)/maintainer(s) of the relevant physics model(s)

iv) A thesis submitted to a university

v) A proposal/report submitted to a funding agency

vi) A presentation made only at a meeting organized by the Geant4 Collaboration, such as a Technical Forum, users workshop or tutorial

vii) A report presented by a Geant4 collaborator to a closed meeting of another collaboration to which that same Geant4 collaborator (or their institution) belongs

A publication not accepted by the Geant4 Publication Board (because of missing an internal deadline, refusing to follow the recommendations of the Board, or any other reason) will not be classified as a Collaboration Publication. The publication policy does not forbid a Geant4 collaborator from disseminating such a publication as his or her own work or with his or her external co-authors, but such publications are seen as external to the Geant4 Collaboration and are not included in the Geant4 Collaboration publication list.

III. Publication Board

A permanent Publication Board will monitor the internal approval process of all Geant4 publications.

i) The Publication Board will appoint a Review Team for each publication, commencing at the request of the original authors. The appointment shall be made without delay (typically within three working days). In the case of conference submissions or publications of highly competitive work, the Board will establish deadlines to appropriately expedite the work.

ii) The Publication Board will determine whether the work is within the scope of a Collaboration Publication and will enforce this publication policy. As necessary, decisions may be referred to the Steering Board.

iii) The Publication Board will resolve conflicts that might arise during the approval process of an individual publication. As necessary, issues may be referred to the Steering Board.

iv) The Publication Board will be responsible for the approval of all publications, taking into consideration the recommendation of

the Review Team. The primary author(s) must receive approval from the Publication Board prior to submission for publication.

v)   The Publication Board will oversee the Publication List, the central registry of all Geant4 publications.

vi) The Publication Board will monitor the internal review process and make recommendations to the Steering Board if/when changes to publication policy are deemed necessary.

Membership: The Publication Board will consist of three members from the Steering Board, each serving three years, with one member being replaced each year. New members will be appointed by the Steering Board.

IV. Review Teams

There will be separate Review Teams for each individual publication. The Review Team is appointed for each publication by the Publication Board.

i)   The Review Team will review the publication and will certify that the publication's preparation has been carried out according to the highest standards and that the contents are correct. If necessary, the presentation will be returned to the author(s) for revision.

ii) The Review Team will ensure that the publication together with relevant supporting documentation is made available to the Collaboration in a timely manner.

iii) The Review Team will assist the authors in gathering and addressing comments from Collaboration members. This process should converge as rapidly as possible (typically two weeks and no longer than one month). For conference presentations the number of iterations must be held to a minimum (typically one week and no longer than ten days) and the Review Team will balance the need to gain approval with the need to meet deadlines.

iv) The Review Team is responsible for confirming the appropriateness of the author list.

v)   Upon completion of review, the Review Team will transmit the final version of the publication to the Publication Board along with its recommendations.

vi) If a paper is returned from a refereed journal, the author(s), with the help of the Review Team, will attempt to satisfy the comments of the referees and resubmit the paper with appropriate modification. The Publication Board will monitor the re-submission process through the Review Team.

Membership: For each Review Team, the Publication Board will appoint at least 3 members of the Geant4 Collaboration (full members, not students).

For a general publication, the Team shall have members from at least three working groups. For a publication of smaller coverage, the Team shall include at least one member from (each of) the working group(s) from which the publication arose (but shall not include the primary author(s)), and at least one member from outside the working group(s). The Publication Board shall consult with the appropriate working group coordinator(s) for the appointment of reviewer(s).

The members of the Review Team will serve until the publication reaches its final form. Serving as a member of the Review Team is considered a contribution to the Collaboration and is a mandatory duty of every non-student collaborator.

V. Authorship

V.1 General Publications

"General Publications" are defined as those that span the work of more than three working groups. The author list on a general publication shall be determined by the following rules.

   i)   All Geant4 Collaborators, as determined by the Steering Board, are
          to be included subject to the following guidelines:

        a) Inclusion on the author list will normally begin one year
            after membership starts, and will last for one year after
            membership terminates. The Steering Board will maintain the
            records concerning the start and termination dates of
            individual members. This rule will be applied on the date when
            the publication is approved for submission by the Publication
            Board.

        b) Regardless of the previous guideline, if the publication
            explicitly contains work performed by a new member or by a
            former member who has left more than one year ago, he or she
            must be included in the Author List.

        c) The Publication Board will handle exceptions to these
            guidelines and will hear appeals in special circumstances.

   ii) The author list will be alphabetical only, with no lead authors.
         It will carry, as a header, the phrase: "The Geant4
         Collaboration". Published versions of oral presentations will
         list the speaker first, followed by the phrase: "representing
         the Geant4 Collaboration" or "on behalf of the Geant4
         Collaboration".

V.2 Publications from Smaller Groups

Author lists of all other publications except "General Publications" are governed by the following rules:

i)   Only Collaboration members who directly contributed to the work for the particular publication may appear as authors. The guidelines of Collaboration membership as an author are the same as the case for the general publication (V.1.i).

ii) Non-collaborators may be included in the author list if they made direct contribution to the work covered in the publication. The number of non-collaborators must be less than the number of collaborators. Exceptions will be handled by the Publication Board and must be subsequently endorsed by the Steering Board.

iii) The author list will be alphabetical, with lead author(s) who made major achievements to the presented work. It will carry, as a header, the phrase: "The <name(s)> Working Group(s) of the Geant4 Collaboration." Published versions of oral presentations will list the speaker first, then other authors followed by the phrase: "representing <name(s)> Working Group(s) of the Geant4 Collaboration" or "on behalf of <name(s)> Working Group(s) of the Geant4 Collaboration."

VI. Appendix

This publication policy becomes effective from the day the Steering Board notifies to the Collaboration that this policy has been approved.

Technical details of the review process will be developed and managed by the Publication Board and approved by the Steering Board.