5.1.2. Publication Policy

When a project, study or investigation begins that is likely to lead to a refereed publication, the following steps should be followed.

**Identification of the Paper Leader:** A Paper Leader (first author) is identified by the Board of GAPS, depending on the area in which the science project falls. The GAPS Chair and the paper leader will agree a title and a brief abstract to be posted on the private area of the GAPS wiki. The Chair of GAPS should inform all members of the GAPS consortium of this wiki post.

**Preparation** **of the skeleton of the paper**: We strongly encourage the following practice within GAPS: a skeleton of the paper (figures, conclusions and main results) is circulated within the GAPS email list well in advance the final draft is completed. This encourages collaboration and meaningful engagement by co‐workers when there is still time to shape the scientific content and direction of the paper. It is often somewhat late to significantly contribute to a paper by the

time a final draft is ready. Hence, we would like to encourage this as a good scientific practice and one that would promote the scientific collaborations within GAPS.

**Circulating the draft:** When the paper draft is ready, it should be posted by the Paper Leader to the private area of the GAPS wiki. A message to the GAPS collaboration should be sent notifying everyone of the draft. The initial e-mail should give details of the journal to be submitted to and list any outstanding issues (e.g., authorship queries etc.). After revision of the paper following comments, if the comments were minor it is up to the first author and Chair of

GAPS to decide whether a further iteration is required. For major comments or revisions, it is expected that co‐authors would receive a second opportunity to review the paper prior to submission.

**Acknowledge of author list:** Everyone who is listed as a co‐author of the paper must respond with at least an explicit agreement that they would like to be on the authors’ list. Failure to do this will result in the names being removed from the authors’ list. There is a fixed deadline of two weeks for this response and any paper comments to be received. In case of papers that are particularly urgent or time critical (e.g., where there is known competition from outside of the GAPS consortium), this may be shortened to one week.

**Paper Submission:** the timing of any arXiv posting is at the sole discretion of the first author. When any revised version is submitted that version must be posted on the GAPS wiki, together with any reply to the referee, and, eventually, a final link to the journal version must be posted.

For a discovery publication a short path could be identified.

Associated publications shall be published by the team working on the corresponding program after informing the GAPS Board of the content of the publication in order to allow the evaluation of possible synergies or conflicts with GAPS result, coordination of timing of publications, etc.

5.2. Authorship Rules

The basic principle of the GAPS publication policy is “juste retour” for work done on the several aspect of the project. In the following rules the Chair of GAPS is mentioned as representative of GAPS Board and he/she shall ask for board advise in not obvious cases.

• As a general rule, the overall contribution to the project preparation and implementation by each sub group member will be recognized by grating coauthorship to the scientific publications produced during the project.

• Publications making use of the project scientific results, as well as their list of authors, must be approved by the GAPS Board. The GAPS Chair is responsible for ensuring that each consortium member receive a co-authorship reward proportional to its contribution to the project.

• The first significant scientific publication resulting from the Observation shall include all members of GAPS and members associated to GAPS for the specific scientific theme of the paper.

• Publications presenting the main results of GAPS observations (e.g. Classes A and B) shall be jointly published by people involved in the individual programs and the Board members. Responsibility for first authorship shall cycle between members of the consortium in a way that reflects the efforts invested in the project. The order of authors signing each paper shall be approved by the Chair.

• Class C publications (e.g. outside the main goals of GAPS) making use of GAPS data and the corresponding author list shall be approved by the Chair.

• Young researchers (Student, post doc, long term contact should be encouraged to contribute significantly at various levels of the project and to take the lead of papers particularly in both core and discovery publication. If a junior researcher will be the first author, a senior mentor will be identified to help her/him sort through such issues in agreement with Chair of GAPS

• All publications making use of GAPS data must include the following sentence: “Based on observations or data obtained in the framework of the GAPS project”

• Chair and Board are responsible for the enforcement of these publication rules and more generally for the fair retributions of all individual contributions to GAPS.

5.3. External Collaborators

Qualified Senior Researchers and Post--‐Doctoral Fellows can be associated to specific GAPS research (sub)projects or activities. The participation is upon invitation from GAPS Board, and is on a personal basis.

Candidates for the association will be proposed by individual members of the board. Their names will be communicated to the board that will decide on their eligibility. Eligible candidates will be contacted by the Chairman who will communicate them the Board's invitation.

Invited associates have the same rights and duties of the full members of the consortium for the duration of their association. In particular, an invited member is asked to accept the authorship rules for publication as adopted by the GAPS consortium before his/her association becomes

effective.

The initial duration of the association is for one year and can be renewed year by year, up to the duration of the project, i.e., five years. The renewal is subject to a positive judgment by the Board on the associate activities in the past year.

External collaborators are invited by the GAPS Chair and sign the agreement letter shown in Appendix F