

GAPS PUBLICATION POLICY

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1. GAPS PUBLICATION CLASSES

Into GAPS context three classes of publications are considered:

A. Core Project publications: all publications related to the core science of the GAPS1, GAPS2 and GAPS3 observing programs.

B. Publications ruled by specific MoUs with other teams (e.g. GAPS-EXOTEAM MoU) or coming from collaborations with teams outside GAPS (e.g. TFOP, CHEOPS).

C. Associated refereed publications and non-refereed publications: refereed publications based on GAPS data but not directly linked to the core of the program, refereed publications in which GAPS data support/confirm/validate the results but are not crucial/are secondary to the outcome of the paper, invited reviews on exoplanetary science including GAPS results, non-refereed research notes, conference proceedings, posters seminars, and others.

Papers from Junior Scientists Open Time proposals which become formally part of GAPS can be either Class A or Class C depending on the scientific content and agreement between the PI of the proposal and the Chair of the Board.

Papers of Class A or B are, when possible, part of the GAPS series of papers, while papers of Class C are not.

2 DRAFT OF PAPERS FROM INITIAL CONCEPT TO ACCEPTANCE

When a project, study or investigation, which is likely to lead to a refereed publication, starts, the following steps are strongly encouraged within the GAPS consortium.

Identification of the Paper Leader: A Paper Leader (first author) is identified by one of the GAPS Working Groups or by the GAPS Board, depending on the area in which the science project falls. The PL informs the Board Chair and the ST Chair, suggests a preliminary title, and a brief summary of the scientific content. The paper is added to the publication spreadsheet managed by ST Chair:

https://docs.google.com/spreadsheets/d/1p7gNzmSGwrwUQoyPo2kyPp-nOTPlpCLOzYn_ydIpUdl/edit?usp=sharing

Preparation of the skeleton of the paper: updates on the paper status and scientific content will be briefly discussed at the regular ST meetings, open to the whole collaboration, and more in detail in the WG meetings. This will allow to gather interest and possible contributions potentially from any member of the GAPS collaboration, when there is still time to shape the scientific content and objective of the paper.

Circulating the draft: When a first complete draft is ready, the draft is first circulated to the active contributors, and then to the mailing list(s) of the sub-program(s) and the Science

Team. There is a fixed time of two weeks for any paper comments to be received. In case of papers that are particularly urgent or time-critical (e.g., discovery publications, in case there is known competition from outside of the GAPS collaboration, coordination with other publications), this period may be shortened to one week. The circulation of a final draft with the full author list after implementation of comments received is encouraged with a short additional time left depending on the quality of the comments received on the first draft (major/minor). This step can be skipped after agreement with the Board Chair in the case of minor comments and special urgency for the submission of the paper.

Final author list: The final authors' list, agreed upon by PL and Board Chair, will be submitted to the GAPS Board for approval. Those who are listed as co-authors on the paper must confirm with explicit agreement that they have read the paper and agree with its content .

Paper Submission: Posting on arXiv is usually made after paper acceptance. For special reasons (e.g. competition, coordinated arXiv submissions, need of visibility for job applications) the PL can ask permission to the Board Chair for posting before acceptance. Referee reports, the corresponding answers, and the resubmitted versions are shared with all the authors, with appropriate time (no less than three working days, unless with a specific agreement with the Board Chair) left for comments depending on the severity of the issues raised by the referee.

Class C 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 the GAPS main programs, coordination of timing of publications, etc.

3. AUTHORSHIP RULES

The list of major contributors to each paper is always proposed by the PL to the Board Chair and the PI/coordinator of the specific program. Active contribution to an individual paper by scientists not members of the GAPS collaboration does not require GAPS membership and the position in the author list should reflect the actual contribution. People involved in ancillary observations (e.g. photometry with small telescopes) that are part of the study are expected to be included as active contributors.

Additional coauthors from contributions to either the sub-program to which the study belongs or scientifically relevant contributions or comments to the paper itself from the GAPS community are added after the major contributors. Requests of co-authorship without active contributions to either the sub-program or the paper itself and without scientifically relevant comments (e.g. only typos or language corrections) are discouraged and expected to be transformed into acknowledgements. PL is invited to interact with the Board Chair to discuss ambiguous cases, especially in the case of a junior PL.

Rewards in the author list of papers will be given also to people who systematically and regularly contribute to GAPS key activities, following a rotation scheme managed by the Board Chair: TNG observers and instrument scientists, GAPS observers, schedules preparation, data management, outreach. People to be included are communicated to PL by

the Board Chair. A unique list in alphabetical order can be assembled for the secondary contributors and the people included for reward of general activities.

The above authorship rules are fully applied for publications presenting the main results of GAPS observations (class A Core Project publications).

Class B publications are ruled by specific MoUs (e.g. GAPS-EXOTEAM MoU) or they will have an authors' list negotiated among the parties when resulting from collaborations with teams outside GAPS. The building of the author list on the GAPS side should be based on the general principles outlined above considering the external constraints.

Class C publications (e.g. outside the main goals of GAPS) making use of GAPS data and the corresponding author list shall be proposed by the PL to the GAPS Chair, and approved by the Board. The draft can be circulated only to the active contributors, and only the active contributors are generally included in the author list.

All publications making use of GAPS data must include the following sentence: "Based on observations or data obtained in the framework of the GAPS collaboration, Program ID AOTxx PI xxxx".

Publications making use of the project's scientific results, as well as their list of corresponding authors, must be approved by the GAPS Board. The Chair of the Board and the Board are responsible for ensuring that each member of the GAPS collaboration will receive an appropriate co-authorship reward proportional to their [his/her] contribution to the project and for enforcing these publication rules.

The lack of the approval of the present document prevents membership to the GAPS collaboration.