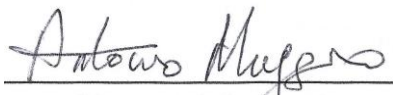


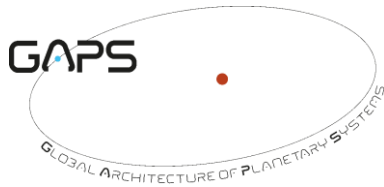
GAPS Publication Policy

V(2.0)

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Acronyms

HARPS-N	High Accuracy Radial velocity Planetary Search - North
INAF	Istituto Nazionale di Astrofisica
MOU	Memorandum of Understanding
PL	Paper Leader (first author)
TNG	Telescopio Nazionale Galileo
ST	Science Team



1. GAPS PUBLICATION CLASSES

Into GAPS context it is possible to foresee three distinct classes of publications:

- A. **Core Project publications:** all publications that derive by the different efforts in understanding the architecture of Planetary Systems and/or characterizations of their host stars, as represented in the GAPS WBS. **Discovery publications** are a special subclass, e.g. reporting discoveries of new companions, for which a faster publication track can be recommended by the Board.
- B. **Publications ruled by specific MoUs** with other teams (e.g. GAPS-EXOTEAM MoU) or coming from collaborations with teams outside GAPS.
- C. **Associated refereed publications and non-refereed publications:** refereed publications based on GAPS data but not directly linked to the core of the program, invited reviews on exoplanetary science including GAPS results, conference proceedings, posters seminars, and others.

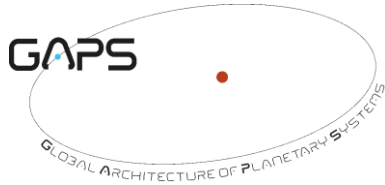
1.1 *Publication Policy*

When a project, study or investigation begins that is likely to lead to a refereed publication, 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 GAPS Chair, suggests a title, and prepares a brief abstract to be posted on a dedicated folder in the private area of the GAPS wiki. The PL should inform the Board and all members of the GAPS Science Team of this wiki post.

Preparation of the skeleton of the paper: a skeleton of the paper (figures, conclusions and main results) is uploaded in the dedicated folder of the GAPS wiki, and the information should be circulated within the GAPS collaboration well before the final draft is completed. This encourages contributions and meaningful engagement by possible co-authors when there is still time left 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 good scientific practice and one that would enhance the scientific collaboration of GAPS.

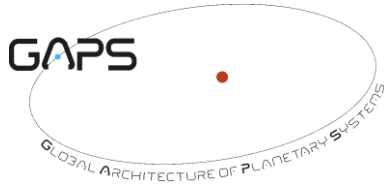
Circulating the draft: When the first complete draft is ready, the PL will propose to the Chair a complete list of co-authors, and the draft should be posted by the PL on the private area of the GAPS wiki. A message to the GAPS collaboration should be sent to notify the draft, including the journal selected for submission, and a possible list of outstanding issues (e.g., authorship queries etc.). **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*, where there is known competition from outside of the GAPS consortium), this period may be shortened to one week. After revision of the paper, if the comments were minor it is up to the PL and GAPS Chair 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 view the paper prior to submission.



Acknowledge of author list: Final authors' list, agreed by PL and GAPS Chair, will be submitted to GAPS Board for approval. Everyone who is listed as a co-author on the paper **must** confirm with at least explicit agreement that they would like to be on the paper. This verification can be accomplished with a shared document, table sheet, or poll, prepared by the PL. Failure to do so – **within the same period of two weeks recommended for comments** – will result in the names being removed by the PL.

Paper Submission: the timing of any arXiv posting is at the sole discretion of the PL. 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.

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.



2. AUTHORSHIP RULES

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

- As general rule, the overall contribution to the project preparation and implementation by each sub group member will be recognized by grating co-authorship to the scientific publications produced during the project.
- Publications making use of the project scientific results, as well as their list of corresponding authors, must be approved by the GAPS Board. The GAPS Chair is responsible for ensuring that each consortium member will receive a co-authorship reward proportional to its contribution to the project.
- The list of major contributors to each paper is always proposed by the PL to the Chair.
- Publications presenting the main results of GAPS observations (class A Core Project publications) shall be jointly published by people involved in the individual programs and by the Board and Science Team members. Responsibility for first authorship shall cycle between members of the consortium in a way that reflects the efforts invested in the project. Reward will be given also to people that systematically and regularly contribute to GAPS key activities, although not members of the GAPS Science Team: TNG observers, data management, outreach, follow-up programmes (list proposed and revised by Science Team, and approved by GAPS Board). Author order shall be approved by the Chair.
- Class B publications are ruled by specific MoUs (e.g. GAPS-EXOTEAM MoU) or they will have authors' list negotiated among the parties, when resulting from collaborations with teams outside GAPS. In particular, publications with data and results derived from spectroscopic observations with GIANO-B in GIARPS configuration, if recognized "relevant for GIARPS" by the GAPS Board, will include the 2 instrument managers and a number of "builders" selected by rotation, as detailed in RD2 (Claudi, Ghedina, and Sozzetti 2018).
- 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.
- Young researchers (students, post docs, long-term collaborators, external GAPS members, external GAPS members) 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 GAPS*”.
- 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.