

ACT Publication Policy

May 5, 2004

I. Introduction and Background

The Atacama Cosmology Telescope (ACT) Project aims to produce arcminute-resolution maps of the cosmic microwave background radiation, and perform astronomical follow-up observations of objects discovered in the maps. The anticipated Project funding period is five years; the telescope may be used for further projects after the initially planned ACT survey is completed.

The purpose of the ACT Publication Policy is to help ensure that ACT publications are accurate, and that people are fairly treated with regard to authorship and other credit. It is also the intent that team members work for the betterment of the project as a whole. While it is impossible to make a policy which anticipates every possibility, it is our intention to give recognition and acknowledgment to all contributors to the Project while ensuring that those who have given especially generously are especially recognized. This document therefore summarizes the rights and responsibilities of the ACT Board and the greater ACT Science Team.

This Policy applies throughout the time period during which ACT is funded to perform scientific observations, until the final data release, and to any related official ACT projects until their completion. All ACT data and analysis will be released to the public in a timely manner.

This Policy applies to publications defined in the broad sense of any release of ACT-related data or information to anyone outside the ACT Science Team, including press releases, popular and professional articles, whether refereed or not, books, circulars, computer files, text, graphics, and lecture content and materials based on information not previously released.

The ACT Project is committed to producing and releasing a set of microwave sky maps, with known systematic errors removed, along with full documentation of the instruments and data reduction process and software. The Project will compile and release an associated galaxy cluster redshift catalog based on the microwave maps, make related X-ray observations, and perform basic scientific analyses of the data. This Policy pertains only to the methods, instrumentation, and analysis for the mm-wave observations, the optical redshift survey based directly on them, and astronomical follow-up observations based on the mm-wave data. Additional specific projects can be brought into the domain of this Policy by a vote of the Science Team. Other work loosely related to the Project, such as theoretical developments or stand-alone analyses of optical and X-ray observations, may be carried out independent of this policy.

This policy, written by Arthur Kosowsky, is adapted from the publication policy for the WMAP project, written by Charles Bennett. The WMAP policy in turn was adapted from the publication policy for COBE, written by Rai Weiss.

II. The ACT Guiding Board

The Guiding Board (“the Board”) consists of the following people: Lyman Page (Princeton), Suzanne Staggs (Princeton), David Spergel (Princeton), Mark Devlin (Penn), Arthur Kosowsky (Rutgers), Harvey Moseley (Goddard), Kent Irwin (NIST), and Hernan Quintana (Catolica); this group will be referred to as the Guiding Board or the ACT Board. The term ACT Science Team or ACT Team will refer to the Guiding Board plus the other members of the ACT collaboration with a scientific interest in the Project.

The Guiding Board shall have the authority to add additional members to the Science Team or the Guiding Board as it deems necessary. The Board shall consult with the Science Team before adding any new Science Team member above the post-doctoral level.

Lyman Page is the Principal Investigator (P.I.) for the ACT Project. In the event that the P.I. is unable to carry out his duties for the duration of the Project, the Board shall name an acting or replacement Principal Investigator acceptable to the Science Team and to the relevant funding agencies.

III. Responsibilities of the Principal Investigator

The Principal Investigator shall:

- (A) Receive and share progress reports from team members on their tasks and facilitate communication between members of the Science Team.
- (B) Ensure that the established publication review procedures given below are followed in a timely manner.
- (C) Keep records of people who have access to ACT data and information.
- (D) Decide disputes or disagreements among members of the ACT Science Team related to the interpretation or implementation of any policies outlined in this document.

IV. Responsibilities of the ACT Board

The ACT Guiding Board shall:

- (A) Guarantee the accuracy of all data, information, and publications about ACT prior to their public release. To fulfill this responsibility, the Board shall review all publications and publicly presented materials prior to presentation or submission for publication, as described below under the heading of Publications and Lecture Materials Clearance. In this case "public" means both the general public and the scientific community outside the ACT Project.
- (B) Guarantee that the text, authorship, and references and acknowledgment lists of each publication fully and fairly represent all contributions made to the publication, consistent with this Policy document.
- (C) Decide any issues of disputed credit or authorship. The Board will approve all proposed ACT scientific paper topics and assign lead authors to ACT scientific publications in cases of dispute.
- (D) Review all requests from ACT team members to add additional collaborators or observational programs to the ACT Project. The Board also shall have the authority to remove a member from the collaboration for cause.
- (E) Review all publications relating to ACT data prior to the publication release.
- (F) Maintain a repository of approved topics and materials for use in presentations by team members.
- (G) If the need arises, the ACT Board will appoint a publication committee which will fulfill the role of the Guiding Board regarding publications.

V. Responsibilities of the ACT Team

The ACT team shall:

- (A) Carry out specific investigations and write specific publications in accord with tasks assigned by the P.I., with resources and schedules determined in negotiation of subawards with the institution of the team member(s).
- (B) Post copies of technical and scientific reports on the ACT web site and notify the rest of the Science Team and Board of their presence.
- (C) Notify the Board of intended or proposed investigations or publications, and of any proposed additions to the ACT team. Members of the team shall not imply that any outside person will be accepted as an ACT Team member prior to a decision by the Board.
- (D) Show and explain this Policy to both present and potential collaborators, students, and contractors. Obtain their agreement with the policy, as well as their commitment to provide specific assistance or products, prior to giving them access to actual ACT data or information.
- (E) Obtain approval from the Board prior to giving access to ACT data or information to collaborators, students, and contractors.
- (F) Notify the P.I. promptly of the names of any collaborators, students, and contractors to whom data and/or information have been made available. This information should also be posted on the web.
- (G) Protect ACT data from unauthorized use, including protecting computer files and passwords.

(H) Insure that talks or presentations do not use any ACT-related materials which have not been approved for release, including technical specifications, data, or analysis. All approved materials will be available on the web.

(I) Submit proposed publications and authorship lists to the Board for approval prior to initiating the writing, and invite all team members to collaborate. In the interests of fairness and efficiency, a team member can serve as the primary author on only one ACT publication in preparation at a time, unless no other team member is interested in being primary author for a particular publication.

The team members may:

(J) Have access to the archive data from the ACT telescope and from associated astronomical surveys.

(K) Speak publicly about ACT and its data, providing the ACT-related content of the talk has been approved for release, as described below. Team members must notify the rest of the Team about all talks which discuss ACT-related content and post talk dates, titles, and locations on the web site.

(L) Write articles for publication, and submit them for publication following the reviews and approvals described in this Policy.

(M) Make agreements with other team members to collaborate on articles or research projects.

(N) Collaborate with outside co-authors with approval of the Board.

Team members may not:

(O) Make any unilateral agreement guaranteeing a student or anyone else an exclusive right to a research topic or authorship of an article based on ACT data or on restricted ACT information. Any such proposed agreement must be presented to the Board for prior approval.

VI. Credit and Authorship

(A) The question of authorship order will be treated on a case-by-case basis. Many variants are possible. The goal is to reflect the fact that ACT is a team effort, while at the same time considering that some publications represent the particularly significant effort of certain team members. In many cases, an alphabetical author list may be most appropriate. Any disputes shall be decided by the Board.

(B) Any Team member who writes or contributes substantially to any part of the publication and has an understanding of the full publication shall be included in the authorship list, if that person so chooses, subject to the general review and approval processes described in this Policy.

(C) Anyone who is listed as an author of a publication must read and review the entire publication within two weeks of its being posted on the ACT web site for review.

(D) Students, collaborators, software contractors, engineers and managers may be co-authors of scientific publications provided that they contributed in a long-term sustained and significant manner to the ACT effort. The co-authorship is to be decided by the Board based on these conditions. Such co-authors may also speak publicly about ACT provided that they use approved lecture materials.

(E) The Board shall have the authority to remove a name from the author list of any particular paper in the event that the person in question has not made a substantial contribution to any part of the work on which the publication depends, or has not met the obligations stated in this document.

VII. Publications and Lecture Materials Clearance

(A) Publications, including lecture materials and press releases, describing instrument-specific hardware descriptions, data, and interpretation of data, must be approved.

(B) Publications and press releases derived from ACT data shall be reviewed by all members of the Board for accuracy, fairness, and presentation. Any such release must be posted to the web site for the Science Team to review. Authors must allow two weeks for the necessary reviews.

(C) To facilitate preparation of talks and lectures, the Project will maintain an on-line archive of approved materials, both graphics and text, available to ACT team members. These materials may not be

released to outsiders without Board approval. Purely cosmetic changes to previous presentations may be made without further approval.

(D) Team members shall avoid talking about subjects not already approved in interviews with news organizations or in conversations with colleagues outside the ACT Team.