

MWA PUBLICATION POLICY –V2.3

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We here present the publication policy for the Murchison Widefield Array (MWA) Collaboration. For reference, relevant definitions and policies from the *MWA Statement of Collaboration* (dated 4 Sep 2009) are reproduced as an appendix.

1. This policy will be periodically reviewed and revised by the MWA Board, according to changes in project conditions.
2. If users of this policy identify issues relevant to this policy, but not explicitly covered by this policy, these issues can be raised in writing to the MWA Board chair, for consideration by the Board.
3. An **MWA Publication** is defined as any journal/proceedings paper, popular article, or other publicly available document that has been derived from proprietary data, algorithms, software or hardware associated with the MWA, and in cases where these results have not been previously published elsewhere. This includes experiments performed with the MWA during any stage of its build out, as well as with its prototypes. It applies to experiments performed both with standard MWA hardware, and also with external or third party instruments.
4. If the tasks required to produce a publication commence while the relevant data or information are still proprietary, then that publication will be considered an MWA Publication even if the publication is not completed until after these data or information have been released into the public domain.
5. If the tasks required to produce a publication commence after the relevant data and/or information have been released into the public domain, then that publication will not be considered an MWA Publication.
6. All MWA Publications must be associated with a **Principal Contact** for that publication. The Principal Contact must hold individual membership of the MWA Collaboration (as defined in the *MWA Individual Membership Policy*), and must not be a student.
7. In cases where an MWA Publication has a defined list of authors, the Principal Contact will be responsible for deciding the author list and author ordering, subject to the following conditions and procedures:
 - a. A Proposal for an MWA Publication (as described in item 8a below) must include a proposed author list and proposed author ordering;
 - b. Any individuals who are identified as “Builders” at the time a Proposal is made (as defined in the *MWA Individual Membership Policy*) must be included as

authors on an MWA Publication, unless a Builder specifically notifies the Principal Contact that he/she wishes to opt out of authorship. Builders should normally be listed at the end of the author list, in alphabetical order by surname;

- c. Any other individual members of the MWA Collaboration (as defined in the *MWA Individual Membership Policy*) who are not on the proposed author list may request authorship on an MWA Publication. Such a request must be made to the Principal Contact no later than one week after a Publication is circulated for Collaboration Review (see item 8b below), and must be accompanied by a brief justification. The Principal Contact must respond to such requests within one week of receipt;
 - d. Any individual members of the MWA Collaboration who are already on the proposed author list may withdraw from the Publication at any time before submission/completion by notifying the Principal Contact of this intention;
 - e. If the Principal Contact includes in the author list of the Proposal any person who is not an individual member of the MWA Collaboration, the Principal Contact must seek confirmation from the Chair of the MWA Science Council that this person can be included as an author on the Publication. This request must be made before the Publication is circulated for Collaboration Review. The Science Council must respond to such requests within two weeks of receipt;
 - f. When an MWA Publication reaches Final Review (see item 8d below), the Publication must include or be accompanied by a final ordered list of authors.
8. The following sequence of review procedures must be followed for all MWA Publications, with the exception of the situation described in item 9 below:
- a. **Internal Approval:** The Principal Contact must meet any publication requirements set by any of the four MWA Key Science Programs to which the proposed publication pertains, provided that these requirements are not in conflict with the *MWA Publication Policy* presented here.
 - b. **Proposal:** The Principal Contact must distribute an outline of any proposed Publication to the entire MWA Collaboration (via email to all@mwa-ldf.haystack.mit.edu). This Proposal must summarize the proposed Publication, provide information on where and when the Publication is to appear, identify any deadlines for submission, and include a proposed list of authors (see item 7 above).
 - c. **Collaboration Review:** Once the Principal Contact is of the opinion that a Publication is ready for submission/completion, he/she must contact the entire MWA Collaboration (via email to all@mwa-ldf.haystack.mit.edu), announcing that the Publication is ready for “Collaboration Review”, providing a link from which the Publication can be viewed or downloaded, and indicating a deadline for response. Individual members of the MWA Collaboration, whether authors

on the paper or not, must be given a minimum of two weeks to raise any issues they may have about the publication and to work with the Principal Contact and the Chair of the Science Council (or in the case where the Principal Contact is also the Chair of the Science Council, an alternate member of the Science Council delegated by the Project Director) to resolve these issues.

- d. **Final Review:** After all issues raised during the Collaboration Review have been resolved to the satisfaction of both the Principal Contact and the Chair of the Science Council (or delegated alternate), the Principal Contact must again notify the entire MWA Collaboration (via email to all@mwa-ldf.haystack.mit.edu), announcing that the Publication is ready for “Final Review”, and providing a link to an updated version of the Publication. Individual members of the MWA Collaboration, whether authors of the paper or not, must be given at least two weeks to provide final comments on the Publication. It is envisaged that only clear errors in the Publication should be raised during Final Review.
 - e. **Submission:** After any issues raised during the Final Review have been resolved to the satisfaction of both the Principal Contact and the Chair of the Science Council (or delegated alternate), the Principal Contact may submit the Publication.
 - f. **External Review:** In cases where a Publication undergoes peer review, the Principal Contact must repeat steps (b) and (c) above after receiving the referee’s report, but with communication required only amongst the authors of the Publication, and with a combined period of one week for Collaboration Review and Final Review.
 - g. **Public Dissemination:** The MWA Collaboration encourages its members to make MWA Publications publicly available when appropriate (e.g., through the arXiv preprint server). However, refereed Publications should not be made public until they have been accepted for publication. Subject to this constraint, the Principal Contact is responsible for deciding on the timing and manner in which a Publication is disseminated to the broader community.
9. If the Principal Contact decides that an MWA Publication requires rapid release (e.g., to disseminate or respond to a transient event), exceptions to the sequence described in item 8 may be granted. To initiate this process, the Principal Contact must make a simultaneous request to the Chair of the Science Council and to the heads of all Key Science Programs to which the data belong, proposing an alternative process that compresses the time-line of item 8 while still ensuring appropriate involvement and consultation. The Publication process may proceed only once there is unanimous consensus from the parties on the proposed process. Preference will be given to publications such as Astronomer's Telegrams and GRB Coordinates Network circulars that allow for rapid release and dissemination; refereed articles that are merely timely should follow the standard procedures described in item 8. Apart from the need for rapid publication and dissemination, all other aspects of the MWA Publication Policy (e.g., author list, references, acknowledgements) should be followed to the extent

possible.

10. The Principal Contact is responsible for paying and/or coordinating all page charges associated with a Publication. Any division of the page charges between co-authors must be established and agreed upon before Submission.
11. The Principal Contact must notify the Project Director when a Publication is submitted, when it is accepted or approved, and (if applicable) when it is published. The Project Director will maintain a list of all MWA Publications on the MWA WWW site, except in cases where the MWA Board decides that a Publication contains information of a sensitive nature (e.g., a funding proposal).
12. Where practical and appropriate, all MWA Publications must include the following information:
 - a. A citation to the standard MWA reference: Lonsdale et al., [“The Murchison Widefield Array: Design Overview”](#), *Proceedings of the IEEE*, Vol. 97, Issue 8, pp1497-1506 (2009); [doi:10.1109/JPROC.2009.2017564](https://doi.org/10.1109/JPROC.2009.2017564) ;
 - b. The standard MWA acknowledgements, as listed at <http://mwa-lfd.haystack.mit.edu/twiki/bin/view/Main/Publishingacknowledgements> .
13. In the event of a dispute over publications, the Science Council will make a recommendation to the MWA Board, whose decision on this issue will be final.

APPENDIX:

RELEVANT MATERIAL FROM STATEMENT OF COLLABORATION

1. GOALS

The initial goal of the MWA Collaboration is to demonstrate technologies and techniques suitable for future application on larger scales, and to pursue targeted high-value science objectives. This includes construction of an array of up to 512 receptor tiles to be operational in the 80 to 300 MHz frequency range in order to demonstrate a new capability for the study of a number of fundamental questions in astrophysics and in heliospheric science. The demonstrator phase includes construction, commissioning, and early science operations on a site at the proposed Murchison Radio Observatory in Western Australia.

Four Key Science Programs have been identified:

- (a) Formation of structures during the epoch of re-ionization in the early universe (EOR);
- (b) Solar, heliospheric, and ionospheric phenomena (SHI);
- (c) Discovery and characterization of transient radio phenomena;
- (d) Study of Galactic and Extragalactic Phenomena, excluding items (a), (b) and (c).

2. DEFINITIONS

"Associate" means an individual who contributes to the MWA in the design, construction or operation phase but whose employer is not a member of the MWA Collaboration.

"MWA Collaboration" means the collaborative project of the Parties signatory to this SOC and the respective member organizations in Australia or the U.S. whom the Parties represent.

"MWA Science Collaboration" means a collaboration of scientists formed for the purpose of pursuing a specific scientific goal with the MWA.

"MWA Science Council" means a group appointed by the MWA Board to advise it on matters of science policy and other matters as the Board may specify.

"Observing Time" means the time on the MWA facility that is scheduled for scientific observing, excluding the time required for engineering, commissioning activities, and maintenance.

"Open Skies" means that proposals for observing time may be submitted by any scientist or group of scientists from any country in the world for review by the MWA Time Allocation Committee.

9. COLLABORATION MEMBERSHIP AND ASSOCIATION

9.1 The MWA Board will determine subsequent membership in the MWA Collaboration, to

be reflected in amendments to the Statement of Intent.

9.2 Organizational membership of the MWA Collaboration may be modified with a unanimous vote of the MWA Board.

9.3 Other Associates shall be permitted to join the MWA Collaboration subject to a unanimous vote of the MWA Board, who shall determine the terms under which the Associate shall be invited to join.

9.4 Individuals may be members of the MWA Collaboration via an organization's membership in the MWA Collaboration. Member organizations will determine the inclusion of an individual in the MWA Collaboration. The term of the individual member is indefinite so long as the individual's employing organization is a member of the MWA Collaboration. If an individual changes employer or if the employing organization withdraws from membership, the MWA Board determines if the individual should continue as an Associate.

12. MWA BOARD RESPONSIBILITIES

The MWA Board shall:

12.1 provide scientific leadership to the Project;

12.2 determine institutional membership of the MWA Collaboration;

12.3 determine the scientific publication policy of the MWA Collaboration and act as arbitrator in any disputes over authorship;

12.4 determine the policy on access to observing time on the MWA;

12.5 be the primary forum for interactions and decisions between The Parties;

12.6 ensure that MWA Project is carried out in accordance with the terms of this SOC;

12.7 be the body with overall budgetary and policy control over the MWA;

12.8 provide guidance and approves and coordinates requests for additional MWA resources to funding agencies;

12.9 meet at least twice per year;

12.10 define, appoint, and review, as necessary, such committees as the MWA Board deems necessary;

12.11 determine the duration of Construction and Commissioning of the MWA facility, in consultation with the MWA Director and Project Office;

12.12 appoint the Managing Organization;

12.13 approve the job descriptions and appointments, by two thirds (2/3) vote, of the MWA Director and MWA Project Manager;

12.14 approve, in consultation with the MWA Director and MWA Project Manager, the job descriptions and appointments, by two thirds (2/3) vote, individuals to the key MWA positions as defined in the MWA Project Governance and Management Structure document.

12.15 provide guidance to the MWA Director and MWA Project Manager on the content of their management plans;

12.16 approve a Project Execution Plan;

12.17 ensure that all agreements and contracts on MWA matters entered into by the Managing Organization are in the best interests of the MWA and do not conflict with this SOC;

12.18 provide oversight of the MWA Director and MWA Project Manager in defining Sub-project Teams and Team Leaders.

14. MWA SCIENCE COUNCIL RESPONSIBILITIES

In accordance with the MWA Project Governance and Management Structure document, the MWA Science Council shall:

14.1 provide advice to the MWA Board on science policy and other matters as specified by the Board.

14.2 report to the MWA Board via minutes of all meetings;

14.3 oversee the MWA Scientific Collaborations and the resulting science plans;

14.4 formulate and recommend to the MWA Board, scientific publication policy for the MWA.

16. OBSERVING TIME, DATA ACCESS, AND PUBLICATION POLICY

16.1 Arrangements to access the MWA Facility will be developed by the MWA Board which will recognize the contributions of the U.S. MWA Consortium, the Australian MWA Consortium and the RRI. Access to the site itself will be subject to compliance with the terms of any access agreement required by CSIRO.

16.2 The MWA Board shall establish the policy for the assignment of observing time on the MWA, considering the following principles: (a) During Early Science Operations, the EOR and the SHI MWA Science Collaborations shall be given priority. (b) During Operations, Open Skies shall be the fundamental guiding principle for allocating observing time, giving due consideration to the needs of the Key Science Programs. (c) Observing time allocation shall be determined by the MWA Time Allocation Committee, subject to policies set by the MWA Board.

16.3 Policies regarding access to the databases of each Scientific Program shall be determined by the MWA Board.

16.4 Publication policies shall be formulated by the MWA Science Council, subject to approval by the MWA Board. While every effort shall be made to implement a uniform publication policy across the project, it is recognized that one or more major MWA Science Collaborations may require individual policy provisions.

16.5 Observing time, data access, and publication policies may vary among the Key Science Programs, and may include proprietary periods for MWA Science Collaboration members.