

MWA PUBLICATION POLICY

Version 2.2 (Hewitt) 2011 June 18

Version 2.3 (Hewitt) 2011 August 22 – item cross-references fixed

Version 3.0 (Tingay) 2012 July 01 – removed references to Science Council

Version 3.1 (Bowman) 2013 May 15 – updated notification email address, website URL, and standard citations

Version 3.2 (Bowman) 2013 June 26 – added clause about withdrawing publications

Version 3.3 (Johnston-Hollitt) 2016 February 19 – modified 8c and 8d allowing shorter collaboration review periods for papers with few comments. Removed Lonsdale et al. (2009) as a required citation

Version 3.4 (Johnston-Hollitt) 2016 December 06 – modified 7e section on non-MWA collaboration members' approval

Version 3.4.1 (Beardsley) 2018 March 16 – fixed typo in 8f to reference correct sections, bringing document in line with Dec. 2016 board approval

Version 3.5 (Heald) 2018 November 27 – modified Builders List to opt-in philosophy

Version 3.6 (Heald) 2019 February 18 – added Phase II standard reference

Version 4.0 (Heald) 2019 December 13 – updated for consistency with Phase II Collaboration Agreement

Version 4.1 (Pratley) 2020 September 14 – fixed typo in 7b and modified 8d and 8g to allow shorter review times and to make publications public on a principal scientist approval

Version 4.2 (Riseley) 2021 September 23 – changed to gender-neutral pronouns

We here present the publication policy for the Murchison Widefield Array (MWA) Collaboration.

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*) have the right to be included as authors on an MWA Publication. Authorship will be granted when a Builder specifically notifies the Principal Contact that they wish to opt in to claim authorship, during the process described in Item 8c or 8d. By claiming authorship, Builders affirm that they have read and accepted the paper. Builders who have made specific contributions to the Publication should be ordered in the author list through normal considerations, or otherwise should 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 Scientist may require justification for this person to be included as an author on the Publication. The Principal Contact 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 members@lists.mwatelescope.org). 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, they must contact the entire MWA Collaboration (via email to members@lists.mwatelescope.org), 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 Principal Scientist (or in the case where the Principal Contact is also the Principal Scientist, the MWA Director) to resolve these issues. Members of the collaboration should pass all substantial commentary about MWA publications to both the Principal Contact and the Principal Scientist.
 - d. Final Review: After all issues raised during the Collaboration Review have been resolved to the satisfaction of both the Principal Contact and the Principal Scientist

(or MWA Director), the Principal Contact must again notify the entire MWA Collaboration (via email to members@lists.mwatelescope.org), announcing that the Publication, or if in the judgement of the Principal Scientist a final review by the entire collaboration is not warranted, to notify the MWA Collaboration that the paper will now be submitted. In the case of proceeding to a full collaboration review, individual members of the MWA Collaboration, whether authors of the paper or not, must be given at least one or two weeks to provide final comments on the Publication as determined by the principal scientist. 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 Principal Scientist (or MWA Director), the Principal Contact may submit the Publication.
 - f. External Review: In cases where a Publication undergoes peer review, the Principal Contact must repeat steps (c) and (d) 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 unless there is approval from the principal scientist. 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 Principal Scientist and to the heads of all Key Science Programs to which the data belong, proposing an alternative process that compresses the timeline 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 Principal Scientist when a Publication is submitted, when it is accepted or approved, and (if applicable) when it is published. The Project Scientist 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 a citation to the standard MWA reference: Tingay et al., "The Murchison Widefield Array: The Square Kilometre Array Precursor at Low Radio Frequencies", *Publications of the Astronomical Society of Australia*, Volume 30, id.e007 21 pp. (2013); doi:10.1017/pasa.2012.007 and the standard MWA acknowledgements, as listed at <http://mwatelescope.org>. MWA Publications making use of Phase II data must also include a citation to the standard MWA Phase II reference: Wayth et al., "The Phase II Murchison Widefield Array: Design overview", *Publications of the Astronomical Society of Australia*, Volume 35, id.e033 9 pp. (2018); doi:10.1017/pasa.2018.37
13. In the event of a dispute over publications, the Principal Scientist will make a recommendation to the MWA Board, whose decision on this issue will be final.
14. Withdrawal of Publications:
 - a. Any MWA Publication that has entered into the review procedures (Item 8) may be withdrawn from review at any time until it is published. To withdraw a Publication, the Principal Contact must notify the Principal Scientist stating that the Publication is withdrawn.
 - b. In the event that a Publication that has entered into the review procedures (Item 8) does not progress from its current review stage (e.g. from Proposal to Collaboration Review) for one year, the Publication will be considered withdrawn from review. The Publication may be reinstated by the Principal Scientist at any time. From the time that a Publication is reinstated, it will have one year to progress to the next review stage or it will be considered withdrawn from review again.