KLOE COLLABORATION AUTHORSHIP GUIDELINES

Interim Authors' list Guidelines posted on WWW since 16-February-1996.

"Physicists (including dottorandi), mathematicians and engineers: *start to be on the authors' list after* three equivalent person-months work on any facet of KLOE, *and stay on the list* until one year after the person's departure from KLOE.

Laureandi: *start to be on the authors list after* one year's work on KLOE, *and stay on the list* until one year after graduation."

This "KLOE Authors' List", which had been periodically updated, was used for KLOE papers written by the KLOE Collaboration as a Group, for example, the technical proposal and four addenda to the proposal. Subsets of the list were used for technical papers on various detector components: calorimeter, chamber, DAQ etc. It was an authors list appropriate for the technical reports dealing with KLOE's construction, prototyping etc., and these papers did not contain PHYSICS RESULTS resulting from analyzing data collected using the KLOE detector running at DAPHNE.

NEW KLOE PHYSICS PAPERS AUTHORSHIP GUIDELINES

Effective 20-May 1998. The Authors' List is maintained on the Web.

PREAMBLE:

The KLOE detector construction is almost over. KLOE will roll into its interaction region in the summer of 1998. The commissioning run will cover Fall 1998 through Spring 1999. This run will also yield the first physics results of KLOE.

This is the traditional time when all HEP collaborations announce their PHYSICS PAPER AUTHORSHIP GUIDELINES, which should consider detector commissioning and maintenance, run shifts, data processing and analysis, in addition to the detector construction efforts which has preoccupied us for the last six years.

The following guidelines have been submitted by the Policy Board: Lee-Franzini (chair), Capon, Ceradini, Grancagnolo and *ad hoc* members Bertolucci and Campana, to the KLOE Executive Council chaired by Paolo Franzini, approved on 19-May, 1998.

The proposed criteria and procedures, for determining authorship for KLOE physics and technical papers are based, to some extent, on the experience of other large collaborations, although the KLOE Collaboration is approximately 1/4 in size, hence the more demanding shifts load.

The essential philosophy regarding Physics Papers is that the authors of the papers should have been active participants in the work described in the physics papers, or in building KLOE. This is why emphasis is placed on participation in both the running of the experiment (shifts), but also on contributions to the construction/operational support/data processing and analysis. Each institution is expected to contribute to the data taking shifts in proportion to the number of persons on the authors' list.

CRITERIA FOR AUTHORSHIP OF KLOE PHYSICS PAPERS

1. Authorship of physics papers is restricted to physicists, post doctoral fellows, *borsisti, dottorandi*, engineers and computer scientists, who are:
   (a) a **CURRENT KLOE MEMBER**,
   (b) or, a **FORMER KLOE MEMBER**, see (5) and (6).
2. A **CURRENT KLOE MEMBER** is a person who has made a *significant contribution* to the experiment for at least one year prior to the submittal of the paper for publication. Specifically, both of the two following conditions must be satified.
   (a) A person must have spent his or her full time on KLOE for one year, or the equivalent (e.g. 100% of time on KLOE for 1 year, 50% of time on KLOE for 2 years etc.).
   (b) Of the time a person spends on KLOE, at least 50% should be spent on KLOE *common duties*, the rest on KLOE *physics activities*. Furthermore, a person should have taken about 20 shifts during and preceding the run(s) on which the paper is based.
3. DEFINITIONS
   (a) **Common duties**

(i) Working on the design, construction and maintenance of KLOE hardware detector components.

(ii) Working on the design, implementation and maintenance of KLOE Online or Offline software (utility packages, Monte Carlo etc.) for use on the operation of detector components of KLOE, or in the processing or analysis of any KLOE data.

(iii) Taking shifts in running the detector and KLOE ONLINE or OFFLINE computer farms for data processing (event reconstruction, Monte Carlo events production etc.)

(iv) Major managerial responsibilities in KLOE management, administration of KLOE-associated contracts and grants, serving on KLOE Physics or technical committees, etc.

   (b) **Physics activities**

(i) Performing physics analysis of KLOE data and Monte Carlo simulations (participating in KLOE meetings, workshops and discussions).

(ii) Writing or reviewing KLOE papers, PhD theses, reviewing KLOE presentations for any conferences, or advising junior KLOE members.

4. EXCEPTIONS
   (a) In special situations which limits a person's availability to take "shifts", the POLICY BOARD may endorse his/her inclusion in the author's list.
   (b) If a junior member of the collaboration, for ex. a *laureando* has made a substantial contribution to the contents of a paper, his/her inclusion in the authors' list of that paper will be considered by the Policy Board-Executive Committee.

5. A **FORMER KLOE MEMBER** is a person who has contributed at least one year of time to the experiment and who has left the collaboration less than one (three) year before the submittal of the paper in question. The (three) years applies to the exceptional case where a person has made a fundamental contribution to KLOE.
6. If a FORMER KLOE MEMBER has made a major contribution to the construction of part of the detector either in the hardware or software areas, but has not taken shifts or participated in data analysis, that person is qualified to be an author on the papers (NIM articles) describing the design and construction of the KLOE detector, and also to be an author of one to all of the papers which results from the first run, depending on the importance of his/her contribution (to be decided by the Policy Board).