

LNF Internal Note publishing rules

Version 1.1

1. Purpose

This document sets the procedure for the approval and the publishing of a LNF Internal Note (IN) containing a description and/or results of research activities carried out at LNF.

2. General principles

- 2.1. Any LNF IN must satisfy high standards of accuracy and correctness of the scientific content and have to make proper reference to all documents on which it substantially depends.
- 2.2. Proper acknowledgement must also be made to anyone who has made a significant contribution to the work on which the document is based, but who is not among the authors, as well as to any facility provided by other laboratories.
- 2.3. All LNF IN will be made publicly available after publishing.
- 2.4. The LNF Director is the ultimate responsible for ensuring that all documents issued as LNF IN satisfy the requirements expressed by point 2.1. The Research Division Responsible and the Scientific Consultant of the Library are Director's delegates in matter of LNF IN approval and publishing.

3. Approval procedure

- 3.1. A document becomes a LNF IN when it has been approved by the Scientific Consultant of the Library. To this end the final version of the document should be submitted by the author(s) using the proper form available at this link: <http://library.lnf.infn.it/nota-interna/>
- 3.2. The Scientific Consultant of the Library judges if the submitted text can become a LNF IN. Within 2 weeks from the submission he/she send a written approval/rejection statement to the author(s).
- 3.3. If the evaluation of the content of the submitted text needs special expertise, he/she can name, together with the Research Division Responsible, an ad hoc review committee.
- 3.4. If a review committee is needed to approve the text, the author(s) will be informed and since then the review process will last 2 more weeks.
- 3.5. The review committee will consist of up to 3 members, experts of the field of competence of the work. The members can be recruited inside or outside INFN.
- 3.6. The composition of the peer review committee will be kept confidential, and the statements produced will be issued in anonymous form.
- 3.7. The Scientific Consultant of the Library, upon completion of the external review process, will send to the author(s) a written copy of the reviewer's comments, and a statement of approval/rejection of the document based upon the review report.

- 3.8. The author(s) can re-submit the paper only after having implemented all the referee's comments and suggestions.
- 3.9. An IN can be submitted for the publication only two times.
- 3.10. Any dispute among the author(s), the Scientific Consultant of the Library, and the Research Division Responsible will be set by the LNF Director.