

## PUBLICATION POLICY FOR THE GAIA-ESO SPECTROSCOPIC SURVEY

### Preliminary remarks:

1. The top-level Survey description is the Survey Management Plan, agreed between the Co-PIs and ESO. This is available on the Gaia-ESO wiki and web pages. In any cases of uncertainty, the Survey Management Plan has priority;
2. The Gaia-ESO Survey Management plan explicitly requires the production of "best" astrophysical parameters, and elemental abundances, with both random and systematic (reduction-method dependent) uncertainties for every star with adequate data. The Survey agrees to deliver "quantitative uncertainties on the delivered quantities, derived from the multiple reduction systems implemented". That is, both random errors, and the systematic effects of assumptions and reduction methodologies, are to be delivered for every star, and are made available equally to all members of the Gaia-ESO Survey team at the time they are placed in the Edinburgh Survey archive, for analysis in all proposed papers;
3. The Gaia-ESO Survey involves a large number of people with a range of different commitment levels;
4. The Gaia-ESO Survey requires significant preparatory and analysis work by many people before data are ready for scientific analysis;
5. Everybody who contributes will have an opportunity for adequate scientific return;
6. Data and science products will become public soon after the data are taken, as described in the Survey Management Plan;
7. The Survey needs to publish its science rapidly.

We identify the following participant categories

1. *Builders*: This category includes the Co-PIs, the Steering Committee, Coordinators of Working Groups, and others who have made significant contributions to the Survey design and implementation. The initial list of *Builders* will be identified by the PIs. The list of those with *Builder* status, will evolve, following request from relevant Working Group leads or Steering Committee members. The Steering Committee will decide if a contribution is sufficiently significant to merit *Builder* status, or any cases of loss of that status.
2. Internal Collaborators – People who have participated in the proposal preparation process from the beginning, or who will contribute to the project. The list of internal collaborators may be updated, upon approval of each case by the Steering Committee.
3. External collaborators – External people collaborating on specific projects. External collaborators may be proposed by *Builders* and may be

approved by the Steering Committee on the basis of a proposed contribution which is not available inside the Consortium.

The lists defined above will be available and updated on the wiki page of the project.

## Publication Policy

1. A Publication Group will supervise all internal aspects related to publications, including the interval between project proposal and draft paper wiki submission. This Publication Group will include the two Co-PIs, and other members appointed by the Steering Committee.
2. The Publication Group has authority to resolve any conflicts.
3. The only astrophysical parameters which may be analysed in a publication are the “best” parameters: photometric, spectroscopic, astrophysical parameters, elemental abundances, velocities, etc, and their random and systematic uncertainties, held in the Survey archive. Publication based on any other data requires prior special agreement with the Co-PIs.
4. Data release papers will be authored by all the *Builders* and Co-Is who agree to be co-authors.
5. Scientific or technical papers intended for a refereed journal will have a two-tier author system. ***Tier one***, the first named in the author list, includes people who have actively worked on the paper ; ***Tier two***, listed after Tier one authors, includes the survey *Builders*. Builders can sign-up to any paper, but have to explicitly confirm they wish to be co-authors on each paper. The order of the first author(s) should reflect their true contribution(s). The other authors (*Builders*) will be listed in alphabetic order separately for each sub-category.
6. The first author of papers based on unpublished data must be a member either of category one (*Builders*), or of category two, Internal Collaborators.
7. Projects expected to lead to papers can be proposed by any member of the consortium. In proposing a paper, potential authors accept a commitment to deliver a draft for internal review (sect 10) in a **reasonable** time, to be agreed between the lead author and the Publication Group, after which the paper proposal expires. Within the Gaia-ESO Survey multiple groups may work on the same or closely related projects.
8. Draft papers intended for a refereed journal are to be posted to the dedicated wiki page, for access by all Co-Is, and to allow co-authorship requests. This wiki will allow Co-Is to activate automated notification of new papers. There will not be an email exploder announcement system.
9. Lead authors who choose a refereed journal with page charges are

responsible for all page charges.

10. A “College of Readers”, composed of volunteer Survey Co-Is and co-author *Builders*, together with its internal coordination sub-group, will be established, with annual update. This College will ensure each journal paper is reviewed carefully by at least two Survey Co-Is before journal submission. This review will be based on the quality of the reported data products, on the accuracy of the analysis and will check the adherence of the paper to the internal rules. The review does not aim at full scientific peer review. The coordinators of the College of Readers will ensure a rapid procedure (with a **goal** of taking no more than two weeks)
11. All papers based on Survey data will have a title of the form: “Gaia-ESO Survey: <specific title>”.
12. Papers from the Gaia-ESO Survey will include a standard acknowledgement, available on the web and wiki, in addition to any specific requirements
13. Conference presentations and publications may be presented by all *Builders* and Internal Collaborators. Conference publications may use the phrase “and the Gaia-ESO Survey Consortium” in place of a long name list.
14. Copies of all published papers, as well as (where reasonable) presentations at meetings and colloquia at institutes, specifically focusing on the Gaia-ESO Survey, are to be provided for upload to the survey web page.
15. These rules apply until the final release of Gaia-ESO Survey data to ESO, as defined in the Survey Management Plan.