

DRD-Calo Publication Rules

Draft ver.4.3 (Jul. 25th, 2025)

1. There are two categories of topics for publications and conference presentations, which are treated differently by the Speaker and Publication Bureau (SPB).

- a. Category A

For central topics on the collaboration such as the collaboration overview and cross-cutting activities across Tasks in Work Packages or Working Groups.

- b. Category B

For other collaboration-related topics on activities by individual Tasks in Work Packages or Working Groups.

Cases not explicitly covered by this document will be evaluated individually by the SPB.

2. The CERN Document Server (CDS) is used as a central repository for publications and conference presentations produced by DRD-Calo. Additionally, DRD-Calo adheres to an Open Access policy in accordance with the SCOAP³ model (<https://scoap3.org/>).

3. Publications

- a. Category A

- i. Papers

1. Papers are subject to the collaboration review process. The SPB nominates two persons from the collaboration to review the paper. The reviewers should send the first feedback within three weeks. The entire review process should be completed within two months. After this review process, the draft will be sent to the collaboration asking for comments. Comments should be sent back to the authors ~~at least~~ within two weeks at the latest. The draft will be finalised according to the comments from the collaboration.
2. Document identifiers are assigned to papers according to the numbering scheme described below.
3. The assigned document identifier and the collaboration logo should be shown on the front page of the final draft.

- ii. Conference proceedings

1. Conference proceedings are not subject to the collaboration review process, but the authors should circulate the draft of the conference proceedings to the collaboration at least ten days before the submission deadline, asking for comments. In parallel, the SPB nominates one person from the collaboration to review the proceedings.
2. Document identifiers are assigned to conference proceedings according to the numbering scheme described below.

3. The assigned document identifier and the collaboration logo should be shown on the front page of the final draft.
 - iii. Internal notes
 1. Each member of the collaboration has the possibility to submit internal notes to the collaboration. Internal notes can cover anything, such as documentation of analyses or software, as well as technical details relevant to hardware development or understanding.
 2. Internal notes are not subject to the collaboration review process.
 3. Document identifiers are assigned to internal notes according to the numbering scheme described below.
 4. The assigned document identifier and the collaboration logo should be shown on the front page.
 - b. Category B
 - i. The publication process is left to individual Tasks in Work Packages or Working Groups. A standard collaboration review as defined in 3.a.i.1 can be arranged upon request by the authors. A simplified review only collecting comments from the collaboration can be requested by the authors as well.
 - ii. The main authors are requested to inform the SPB of the outline of the publication, such as the title, abstract, and author list, when the publication processes start.
 - iii. Document identifiers are assigned to publications according to the numbering scheme described below.
 - c. Document identifier numbering scheme (barring overarching [CERN regulations](#))
 - i. Papers: DRDCAL-PUB-20XX-XXX
 - ii. Conference Proceedings: DRDCAL-PROC-20XX-XXX
 - iii. Internal Notes: DRDCAL-INTNOTE-20XX-XXX
 - iv. Conference Slides: DRDCAL-SLIDES-20XX-XXX
4. Conference presentations
- a. Category A
 - i. The abstract submission to conferences should be approved by the SPB. The SPB coordinates abstract submissions and nominates speakers for important conferences if deemed necessary by the SPB.
 - ii. Personal invitations for presentations should be reported to the SPB.
 - iii. The speakers should distribute the draft presentation slides to the collaboration at least one week before the presentations, asking for comments. In parallel, the SPB nominates one person from the collaboration to review the presentation slides. The SPB coordinates an open rehearsal for presentations at meetings that the SPB considers to be of comparable importance to major conferences.

- iv. The presentation slides, as well as the link to the presentation on the conference website, if available, should be sent to the SPB. They are recorded on a dedicated website by the SPB, which is open to the public.
- v. The collaboration logo should be shown on the front page of the presentation slides.

b. Category B

- i. The abstract submission to conferences and the nomination of the speakers are coordinated by individual Tasks in Work Packages or Working Groups, but it should be reported to the SPB.
- ii. The speakers can ask for comments from the collaboration by distributing the draft presentation slides to the collaboration at least a few days before the presentations.
- iii. An open rehearsal for the presentation can be arranged by the SPB upon request by the speaker.
- iv. The presentation slides, as well as the link to the presentation on the conference website, if available, should be sent to the SPB. They are recorded on a dedicated website by the SPB, which is open to the public.
- v. The collaboration logo should be shown on the front page of the presentation slides.

5. Authorship guideline

- a. The SPB maintains a general author list for the collaboration. It is defined as a merged list of active members proposed by individual institutes. The authors are listed alphabetically in the general author list. The author list will be updated annually or upon request by institutions.

b. Category A

- i. Papers and internal notes
 - 1. For central topics pertaining to the overall collaboration such as collaboration overviews, the general author list mentioned above is used.
 - 2. For cross-cutting activities across different tasks in Work Packages or Working Groups, the author list is compiled on an opt-in basis.
- ii. Conference proceedings
 - 1. The speaker can also be a single author with “on behalf of the <Collaboration name, to be determined by online vote> Collaboration”.

c. Category B

- i. The authorship is left to individual Tasks in Work Packages or Working Groups.

- d. If the results of a given publication were obtained in collaboration with groups outside of DRD Calo, the author list will be adapted accordingly on a case-by-case basis. Details are left to discussion between the SPB and the authors of such a publication.