Procedures for Proposals and Publications

Proposals

A proposal may be submitted to the PAC as a Hall A Collaboration proposal only if it first passes the review procedure outlined in the charter. The deadline for submission to the CC will be a few weeks before the PAC deadline. This time is required to allow reviewers adequate time to review the proposal and for the spokespersons to make changes. The CC will announce its decision before the PAC deadline.

If CC deadlines are missed and the proposal is approved, the spokespersons may ask the CC to make the proposal a collaboration proposal. If the spokespersons intend to ask for collaboration status, the CC urges them to make the proposal available to the collaboration for comment as early as possible.

The spokespersons of collaboration experiments should clearly state the requirements for authorship on any publications clearly before the experiment starts.

Conference Abstracts

Author should be listed as "Your Name (or names) for the Jefferson Lab Hall A Collaboration."

Abstracts should be made available to the collaboration for comment at least 5 business days before the deadline. This can be done be sending the abstract or its web location to the halla_coll mailing list. If the collaboration is properly informed, the author may assume CC approval unless the CC specifically objects to the abstract.

The final version must be sent to Heather Ashley (ashley@jlab.org) for archiving.

Conference Contributions

Author should be listed as "Your Name (or names) for the Jefferson Lab Hall A Collaboration."

The first reference to the lab in the text should give the full name (the Thomas Jefferson National Accelerator Facility) and thereafter refer to it as either Jefferson Lab or JLab. The acronym TJNAF should not be used.

Conference contributions should acknowledge support of the U.S. Dept. of Energy, the U.S. National Science Foundation, and any other funding agencies. The following acknowledgment must be included in all publications with at least one JLab staff member on the author list: This work was supported by DOE contract DE-AC05-84ER40150 under which the Southeastern Universities Research Association (SURA) operates the Thomas Jefferson National Accelerator Facility.

Conference contributions should be made available to the collaboration for comment at least 3 business days before submission to the CC. The final version should be submitted to the CC at least 3 business days before the deadline. The contribution should be sent to the chairperson of the CC and Kees de Jager (kees@jlab.org). The chairperson will notify the author of the CC's decision.

The final version must be sent to Heather Ashley for archiving.

Journal Articles

Journal articles are the collaboration's most important record of its achievements and as such require the most careful scrutiny by the collaboration.

Reference to the lab and acknowledgment of funding should be as for conference contributions.

The primary author(s) should first circulate the paper to the collaboration. The paper should be submitted to the CC only after all corrections have been made and objections of all authors answered. The paper should be sent to the chairperson of the CC and Kees de Jager. The CC will notify the primary author of its approval or objections within 3 business days of receiving the paper.

The primary author(s) must make any referee reports and the response of the primary author(s) available to the collaboration at least 5 business days before resubmission. Unless the CC specifically objects to the response, the author(s) may assume CC approval.

The version as published must be sent to Heather Ashley for archiving.

Technical Articles

Authorship on instrumentation papers should include only those people who made a specific and identifiable contribution to the development, building, testing, analysis, etc. of that equipment. Data taken during the course of a physics experiment for use in calibration, testing, etc. of instrumentation may be used without naming all participants of the experiment as authors, although their contribution should be acknowledged.

Articles which do not represent the Hall A collaboration do not require CC approval. However, the CC does request that a copy be sent to the CC before submission.

The version as published must be sent to Heather Ashley for archiving.