

PEPPo Collaboration Charter

May 23, 2012

1 Introduction

The main goal of the Polarized Electrons for Polarized Positrons (PEPPo) collaboration is to successfully complete the PEPPo experiment (E11-105) installed at the injector of the CEBAF accelerator complex. The experiment is relatively small, yet with diverse involvement; specifically, the founding collaboration members are joined by new participants to run the experiment. This charter is meant to respect the interests of all individuals involved in experiment E11-105. Positron-related collaborations beyond PEPPo are not implied by this charter.

2 Management

The spokespersons have the final decision in most matters, yet collaboration issues are generally decided by consensus. This mode of management has worked successfully and benefitted the E11-105 experiment, and as such is adopted formally by this charter.

3 Collaboration Members

Members are expected to maintain a service and/or significantly contribute to the goal of the collaboration. The spokespersons maintain a list of members and inform the collaboration when members are added or removed. An individual may approach or be solicited to become a member and becomes such by mutual agreement of the spokespersons. A member not sustaining service will be informed; prolonged inactivity is grounds to be dropped from the collaboration by mutual agreement of the spokespersons.

4 Collaboration Participants

Participants are individuals who want to be involved with the PEPPo experiment, yet not at the membership level. The requirement for participant is to staff at least 5 shifts of the PEPPo experiment, or otherwise contribute an agreed upon service with the spokespersons. Participants will be included in all publications and may participate in the writing and review process. Participants who are interested to be a member should tell the spokespersons. Using PEPPo data, presenting or publishing without membership is prohibited.

5 Graduate Student Thesis

Any graduate student who plans to commit themselves to the PEPPo experiment with the intention of writing a thesis (either PhD or Ms) must fulfill the following criteria. The graduate

student's thesis advisor or proxy advisor must a) be a member of the collaboration, b) submit a formal letter outlining the intent to take on the responsibilities as the student's thesis advisor, c) include in the letter the proposed project or analysis. The spokespersons will have 30 days to review the proposal and provide written notification of their decision to the thesis advisor and the graduate student.

6 Physics Data Usage and Results

Members have full and equal access to all of the PEPPo data. Test data and measurements that illustrate the performance of the PEPPo apparatus may be shown during the development stage of the experiment at the speaker's discretion. "Key transparencies" should be circulated for comment as far in advance of the talk as possible. As the collaboration develops results, they should be displayed on "approved plots" that everyone will use in talks and publications. These plots should be of very high quality and general usefulness. Preliminary results should be clearly labeled as such and be maintained in a protected area.

7 Presentations

Individuals are encouraged to give presentations about the PEPPo experiment. Speakers are requested to post their final slides on the PEPPo wiki (positron.jlab.org) as a service to the collaboration.

- Contributed Talks – Collaboration members may propose contributed talks to the spokespersons and be approved. If more than one individual seeks the same meeting presentation then the spokespersons may determine the speaker, however all members will broadly be given equal opportunity. The abstract should be distributed to the collaboration 2 weeks before due and the slides 2 weeks before presented. Final approval comes from the spokespersons.
- Invited Talks – Collaboration members specifically invited to give a talk should inform the spokespersons and be approved; particularly, the spokespersons may propose another collaboration member to provide equal opportunity to all members. Individuals receiving a generic invited talk should inform the spokespersons who will make a call for volunteers. The abstract should be distributed to the collaboration 2 weeks before due and the slides 2 weeks before presented. Final approval comes from the spokespersons.
- Seminars and Colloquia – Collaboration members are encouraged to give research seminars and colloquia to promote the experiment. Arrangements may be handled by individuals at their discretion and need not be reviewed by the collaboration.

8 Publications

Publication authorship includes collaboration members and participants, yet follow an opt-out policy, where authors are included on a paper unless they choose to be taken off the author list. Any paper reporting the results of PEPPo will be circulated to the authorship for review; however publication requires approval by the collaboration. Authorship will be listed in alphabetical order of the authors' family names. Authorship of instrumentation papers on specific subsystems will be those members who are involved with that subsystem, followed by the collaboration members in alphabetic order. Authorship issues fall under the domain of the spokespersons.

- Proceedings - Proceedings shall be made available to the collaboration for review before being submitted for publication. Authors shall circulate drafts ahead of the submission deadline, allowing at least two weeks for feedback from the collaboration. Final approval to submit the manuscript comes from the spokespersons. The author shall appear in the form "Name Surname, for the PEPPo Collaboration".
- Instrumentation Papers on Specific Subsystems - Instrumentation papers on specific subsystems shall follow the same procedure as conference proceedings, and will be made available to the collaboration for review before being submitted for publication. Authors shall circulate drafts ahead of the submission deadline, allowing at least two weeks for feedback from the collaboration. Final approval to submit the manuscript comes from the spokespersons.
- Refereed Publications - For each proposed paper, a writing team will be formed. They should prepare a manuscript suitable for submission to a journal, i.e. with final figures, correct spelling and grammar, etc. The collaboration will be given two weeks to make comments on this draft. The writing team should respond and propose a revised draft. The process may repeat, but requests for significant modifications after the first draft need not be honored. All comments regarding the manuscript should be sent to the mailing list to be recorded in the archive of messages. Upon approval by the spokespersons and two thirds of the collaboration the manuscript will be submitted.