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## CASA Publications Policy

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### 1.0 CASA Publications

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For the purposes of this policy, CASA publications are separated into four groups. Publications are assigned to a group based on the type of publication, whether or not the publication will be externally viewable (i.e., viewable by non-JLab personnel), and the level of review that the publication receives. The publication groups, which are detailed further in the following paragraphs, are as follows.

- **Group 1 Publications** – Externally viewable, reviewed per Admin. Manual Section 702
- **Group 2 Publications** – Externally viewable (but preceded by a popup disclaimer), reviewed by CASA Director
- **Group 3 Publications** – Internally viewable only, reviewed by CASA Director, available in original format for potential use as part of other works
- **Group 4 Publications** – Internally viewable only, no review

#### 1.1 Group 1 Publications

Group 1 publications must be reviewed per Administrative Manual 702. These publications will be maintained by a laboratory organization as noted below. Group 1 publications will not change over time. If a publication is overtaken by events, the listing should change from a URL to a text referral that provides appropriate information. The CASA Webmaster will maintain a comprehensive listing of Group 1 Publications on the CASA web site, including the following.

Links to publications maintained by JLab Library:

- Peer reviewed journal articles (links to journals)
- Conference proceedings (links or .pdf files, as copyright allows)

Links and publications maintained by the CASA Webmaster:

- Technical results (e.g., links to arXiv.org, a.k.a. xxx.lanl.gov, before formal publication)
- CEBAF and FEL spec sheets
- Presentation viewgraphs (e.g., USPAS and talks from invited speakers)
- Links to things maintained offsite to which CASA members contributed (e.g., Hall D CDR, ERL proposal, etc.)

- Software (download license will be developed using the GNU Public License [GPL] as a model).

## 1.2 Group 2 Publications

Group 2 publications are documents, including seminar viewgraphs, that have been reviewed by a CASA member and the CASA Director. These documents shall be externally viewable from the CASA website after a pop-up disclaimer of utility has been acknowledged by the browser. This disclaimer may be identical to that used for software downloads.

## 1.3 Group 3 Publications

Group 3 publications are only viewable internally and are a reviewed set of "components" in their original format (e.g., MS Word, Excel, Mathematica notebook, etc.) for potential future use by other CASA personnel in review talks, articles, and such. Prior to posting as a Group 3 publication, the work must be reviewed and approved for distribution by the CASA Director or his designee. The intent is to preserve key work across personnel changes and for a decade or more. These files will only be accessible in a read-only form, so that the content of the original document cannot be altered. The CASA Webmaster will maintain this repository. Any CASA member or associate may submit for Group 3 posting any material contained in an approved Group 1 CASA publication. The submitter may update the material only after review by the CASA manager.

## 1.4 Group 4 Publications

Group 4 publications are only viewable internally. These works are not reviewed. The CASA Webmaster maintains all Group 4 publications except JLab Tech Notes. Group 4 publications include:

- JLab Tech Notes (CASA will assign a CASA publication number and provide a link to the JLab library repository)
- Work in progress that is useful to JLab collaborators (may be submitted as a JLab Tech Note)
- Presentation viewgraphs
- CASA book drafts
- 12 GeV PDR
- Whatever else CASA personnel find useful

## 2.0 Review Policies and Procedures

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CASA policy is that any publication that is externally viewable via a direct link to the CASA web site will follow either the standard Jefferson Lab publication clearance process (i.e., Group 1 publications), or be approved for posting by the CASA Director and preceded by a popup disclaimer of utility (i.e., Group 2 publications). No additional approval will be required beyond this.

Indirect links to unreviewed material (e.g., CASA member individual web pages and other Group 4 publications) will be allowed with the proviso that a disclaimer must be presented to the reader, to the effect caveat emptor, when the reader accesses the unreviewed material.

CASA Tech Notes have no review requirements. The only requirement for internal posting (as a Group 4 publication) is that a CASA member must submit the note. Any submission must have author contact information in the first part of the note.

### **3.0 Seminars/Talks**

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There are two classifications of seminars or talks that will be maintained by the CASA Webmaster; they are detailed below. At submission, CASA requests an original MS PowerPoint file, which will remain unedited and uncopied without attempting to contact the author, and a .pdf version of the talk for posting.

**CASA Seminars** – The CASA Seminar Committee solicits these seminars. The content of the seminar will be made externally viewable in .pdf format as a Group 2 publication at the speaker's discretion and with the approval of the CASA Director. Content must be reviewed by at least one CASA member before posting, but with a disclaimer that review extends to stylistic and typographical items and not necessarily to details of the content. On linking to a talk, a pop-up message will state that JLab makes no claims about the accuracy of the conclusions drawn in the talk. Particularly noteworthy general seminars (see following paragraph), may be promoted into the CASA Seminar status by approval of the CASA Seminar Committee and by submitting them for appropriate review. An e-mail link to at least one author of each seminar will be maintained by CASA.

**General Talks and Seminars** – These talks/seminars may be contributed by any CASA member with no requirement that any author be a CASA member. Posting will be for internal viewing only and have no review requirement. It is the responsibility of the contributing CASA member to provide at least one link to an author so that external visitors can inquire about copies, even though they cannot directly view the content of the publication.

### **4.0 Keywords for Searching**

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The CASA web site will include keyword searches on specific topics in addition to general Boolean search tools for website content (excluding .pdf files). Title, author, and year searches will also be available, as will select pre-packaged keyword searches. Authors should provide appropriate keywords when submitting a paper for posting (5 minimum, 20+ encouraged) as this will aid searching. Specific suggested keywords include CEBAF, FEL, 12GeV, ERL, injector, detector, SNS, RIA, diagnostics, CSR, particle optics and the entire PAC keyword list.

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## 5.0 Publication Formats

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It is important for all CASA publications and oral presentations to have a consistent, professional appearance and include some specific document elements (i.e., JLab logo, CASA notation, date, author(s), etc.). To facilitate this process, electronic templates will be maintained by the CASA secretary and made available via the CASA web site. New templates may be added as requested; however, the document element requirements noted in the following paragraphs must be met. The CASA Publications Committee is ultimately responsible for the acceptance and/or modification of the templates.

The requirements for the various types of CASA publications are provided below, along with the applications presently used for the electronic templates.

Prior to submitting a publication, the author should print the publication to a black and white printer to verify that information clarity is maintained.

### 5.1 CASA Written Publications

CASA written publication templates will be maintained in MS-Word, LaTeX, and FrameMaker formats. Required document elements and formatting conventions for written publications are as follows:

#### Titling

- Titling information shall begin on the first page
- Name and/or emblem for the *Thomas Jefferson National Accelerator Facility*
- Name and/or emblem for the *Center for Advanced Studies of Accelerators*
- Assigned CASA tracking number
- Title
- Author list with full address(es)
- Abstract limited to 150 words
- Publication address
- Publication date
- Revision date and revision number
- Contract support information shall be footnoted on the first page (i.e., DOE contract information).

#### Body

- The body of the report shall begin on the first page following the titling.
- A section numbering scheme shall be used.

#### Figures/Graphics

- Figures and graphics are acceptable and should have appropriate titles.
- The use of color is encouraged; however, the author should verify that black and white printing of the document does not lead to technical ambiguity.

## 5.2 CASA Oral Presentations

CASA oral presentation templates will be maintained in MS-PowerPoint and FrameMaker formats. Required elements and formatting conventions for oral presentations are as follows:

- Name and/or emblem for the Thomas Jefferson National Accelerator Facility
- Name and/or emblem for the Center for Advanced Studies of Accelerators
- Appropriate CASA tracking number
- Title
- Author list with full address(es)
- Presentation address
- Presentation date
- Contract support information (i.e., DOE contract information)

## 5.3 CASA Posters

CASA poster templates will be maintained in MS-PowerPoint and FrameMaker formats. Required elements and formatting conventions for posters are as follows:

- Name and/or emblem for the Thomas Jefferson National Accelerator Facility
- Name and/or emblem for the Center for Advanced Studies of Accelerators
- Contract support information (i.e., DOE contract information)

## 6.0 Distribution methods

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External publication distribution through the CASA web site will be via secured .pdf file format. To provide the highest degree of usability, when the .pdf files are created they will be made Acrobat Reader 3.0 compatible and optimized for printing.

Software files will be supplied as straight text source code so that downloaders can compile the code for their operating system of choice. The software download page will list the operating systems or compilers for which compilation has succeeded.

Documents may be supplied to the internal repository in .pdf, Postscript, MS Word, LaTeX, FrameMaker, or Mathematica notebook formats as the author chooses and the CASA webmaster allows. CASA requests, but does not insist, that editable files be submitted in addition to .pdf or Postscript files. Such editable files will not be opened or otherwise accessed without a substantial effort to locate the majority of authors.

## 6.1 New-Publication Notification

Two email lists will be created to provide notification of new CASA publications.

- **Internally Viewable Publications** – Provides weekly email notification
- **Externally Viewable Publications** – Provides monthly email notification

The external list will be publicized annually via whatever targeted email lists can be acquired (e.g., PAC and EPAC). The internal list will include all CASA members and CASA affiliates by default. The CASA web site and the JLab email list web page will include links allowing subscription to either list. The internal list will be restricted to jlab.org addresses.

For each new publication, the email message will include the title, the names of the authors, a hyperlink to the web-accessible file, and if applicable, where and when the document content was published and a document number.

The CASA webmaster will provide SPIRES and INSPEC with information on all new CASA publications, including indexing information and Postscript files. Where compatible with the external venue to which a paper reviewed per Admin 702 is submitted, preprints will be posted on arXiv.org. E-print is one of the categories on the Admin 702 clearance form.

## **7.0 Periodic Policy Review**

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The *CASA Publication Policy* (this document) will be reviewed and updated as needed. The CASA Publications Committee, presently consisting of Kevin Beard, Jay Benesch, Yu-chiu Chao, Joe Grames, Geoffrey Krafft, Tom Oren, Charlie Reece and Yuhong Zhang will be responsible for coordinating all changes to the *CASA Publication Policy* and for seeing that approved changes are properly posted and implemented. The committee is required to consider any change supported by more than 10% of CASA members and to submit to the majority vote of all CASA members any proposed change having the support of 20% of the membership.