Membership & Publication Rules for the ANKE Collaboration

Membership in the collaboration:

- The collaboration list contains the names of active collaboration members. It is administrated by the spokesperson.
- Active membership is defined as: taking shifts on a regular basis, or having other credits like strong hardware or analysis contributions, or making theoretical calculations which are the basis for ANKE proposals, or interpretation of the experimental results, or organizing a working group.
- The collaboration list, in general, is updated once per year after a collaboration meeting. New collaboration members must be accepted by the collaboration.
- Between collaboration meetings, new members can be nominated to the spokesperson by the group leaders.
- Collaboration members are removed from the list after the collaboration meeting following their withdrawal from the collaboration.

Preparing and submitting publications/conference proceedings with results from ANKE:

- Only final results should be published. For contributions to conferences at most one intermediate stage of analyses ('preliminary data') may be used. It is considered to be important that there are not too many intermediate results 'on the market'.
- After it is decided to publish certain data, a knowledgeable editorial board (2-3 persons) is appointed which is responsible for the rapid preparation of the draft.
- Before submission of a paper, the spokesperson has to be informed in time. He will make the draft public within the collaboration and every collaboration member may make comments or may contribute to the publication. A paper may only be submitted after this reviewing process.
- It is advised that for the preparation of a draft only standard software packages are used, i.e., LaTeX as text processor and figures in eps format. No 'hand made' style files should be used.
- If a member of the collaboration wants to give a talk during a conference/workshop the spokesperson should be informed in time so that he can distribute this information within the collaboration. Only data which have been agreed on within the collaboration may be presented. It is suggested that preferably young colleagues (involved in the work in question) give talks at conferences.
- After submitting the final version of a paper, it must also be sent to the spokesperson.
- 'Private' papers by collaboration members which are based on already published results from ANKE should also be made public via the spokesperson prior to submission. This will help to avoid unpleasant repercussions.
- Other official regulations concerning the responsibilities of group leaders for publications (e.g. 'Veröffentlichungsrichtlinien der Forschungszentrum Jülich GmbH') are part of these ANKE rules.

List of authors on publications:

- In general, only collaboration members may appear on the list of authors. Exceptions may be allowed by the spokesperson.
- In general, only those persons should be co-authors who actively were involved in producing the relevant data or the paper. This includes: active participation during the preparation of a proposal, or significant contribution to the hard-/software needed to perform the particular measurements, or significant participation in the data analysis, or making theoretical contributions which allow to interpret the experimental results. Collaboration membership alone is not sufficient
- The first author should be the person who did the most important work (in more than one fields from the list above) to realize the publication. It is not considered to be desirable, to always have the same person as first author (which might occur, e.g., in case of strict alphabetic ordering).
- The group leaders - when reviewing the draft papers - are responsible for checking whether the authorship rules have been applied correctly.
- In exceptional cases there may be conference proceedings with a single author (usually the person who gave the talk during the conference). In those cases, there must be a reference to the ANKE collaboration ('for the ANKE collaboration') including the address of the ANKE home page where the full list of collaborators can be found. For such publications, all other rules given above apply.

These rules were prepared according to a decision during the ANKE-collaboration meeting, Feb. 20/21, 2001.
They were approved during the following on collaboration meeting, Apr. 11/12, 2002.