

Procedures for Presenting and Publishing Physics Results in HPS

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1. Analysis Note.

The basis for presentation of all physics results in HPS is the Analysis Note, which is to contain a detailed description of the data used, the explicit procedures followed, and the results of any physics analysis using HPS data.

* An Analysis Note must be distributed to the entire HPS Collaboration prior to unblinding a full data set. The Chairs of the Analysis Group, who have responsibility for when to unblind, are to appoint a review committee to provide them advice.

* An Analysis Note must be available to the Collaboration at least a week before any new HPS physics results, either preliminary or final, are made public. For results from a given data set, there should be no more than “preliminary” and “final” results approved. A presentation of the new results to HPS, e.g. at the Weekly meeting, is also required at least a week before public presentation. Approval to present new HPS physics results requires the approval of the EC and the PPC and 2/3rds of the voting members of the HPS Collaboration. The PPC must also review the actual presentation slides and grant approval prior to public presentation.

* In the course of preparing a publication, the authors of the Analysis Note are to update its content to reflect any changes in procedures or results that arise in the review process. The final Analysis Note thus serves to document the publication to be submitted. Published results are deemed “final”.

2. Preparing a Physics Publication.

It is assumed that the steps above are first followed in preparing and vetting the Analysis Note.

* On the request of the authors, and based on the Analysis Note, the EC and the PPC grant approval to prepare a manuscript or indicate shortcomings which should be addressed before approval can be granted.

* The PPC forms a Writing Committee composed of the authors of the Analysis Note and one or two other collaboration members who can help in preparing the manuscript.

* The Writing Committee chooses when to release the first draft of the manuscript to the HPS Collaboration. The Collaboration has 2 weeks to send comments to the Writing Committee on the draft.

* The Writing Committee takes comments into consideration and produces a second draft, which is released to the Collaboration when deemed ready. The collaboration has 1 week for further comments.

* After taking the final comments into consideration, the Writing Committee produces a final draft. With the approval of the EC and the PPC, the final draft is released to the Collaboration. Final approval follows if 2/3 of those voting approve the draft.

* The Writing Committee submits the final draft for publication.

3. Presenting Thesis Results.

HPS results presented in a thesis defense or included in a dissertation are considered to be public, and thus must adhere to the rules above. In particular:

* HPS results to be included in a thesis must be presented to the HPS Collaboration for comments at least one week prior to being shown in a defense or filed in a dissertation.

* For analyses based on 10% data samples, the final results can be presented in arbitrary units, or if EC approval is sought and granted, with correct units shown.

* For analyses based on full unblinded 100% data samples, only those results already approved and published by the Collaboration as final physics results may be shown.