

1. General rules

Results linked to ECAL, in particular ECAL test beam results, must be presented in public to the ECAL community.

ECAL results, before being shown outside CMS or published, must be endorsed by ECAL following the procedure described in section 2.

However, results from running in CMS are approved in a CMS plenary meeting. Nevertheless, the relevant ECAL convenor (i.e. currently one of the DPG convenors) or POG convenor (i.e. currently one of the e-gamma convenors) will bring material relevant to ECAL performance to the attention of the ECAL Editorial Board, in time for it to comment before final approval.

Further material, including simulation results, may be approved by the procedures defined by the CMS Publications Committee (see CMS Constitution Annex 6). Such material may be found in the corresponding published Physics Analysis Summary.

In case of doubt about which approval procedure should be followed, the decision will be taken by the ECAL Project Manager in consultation with the DPG or other appropriate convenors.

All approved ECAL material may be found in the ECAL results repository: <http://indico.cern.ch/categoryDisplay.py?categId=1497> or in a published CMS Note, PAS or journal article.

Other CMS results from CMS running may be found at http://cms.cern.ch/iCMS/jsp/db_notes/notestable.jsp?typeid=DP

2. ECAL approval procedure

2.1 It is the responsibility of the concerned ECAL group (eg DPG) convenor to enforce a deadline for a particular result, in time for important events such as conferences. It is also the responsibility of this convenor to judge whether a result (intermediate or final) is mature enough to launch the approval procedure.

2.2 The author(s) of the work will prepare a Detector Note to describe their work and present their results. The convenor will advise the authors how to focus the Detector Note on the essential features for understanding the results, in order to make this process easier and faster. The Detector Note will be sent to the ECAL Editorial Board.

2.3 The author(s) will present their analysis in a public ECAL meeting, preferably (but not necessarily) during an ECAL or CMS week, to ensure good publicity. At the end of this presentation, the ECAL PM (or any person she/he may wish to delegate) in consultation with the concerned convenor will approve all or part of the results.

2.4 The ECAL Editorial Board will finalize its refereeing process of the Detector Note and then approve this Note. The approved results (plots or numerical values) will be stamped "CMS ECAL

preliminary" (or CMS ECAL if final) and put in the ECAL repository: <http://indico.cern.ch/categoryDisplay.py?categId=1497>

2.5 In case of ECAL results from running in CMS, the ECAL DPG convener will arrange with central CMS DPG coordination a public plenary approval session. The material seeking plenary approval will need to be made available one week in advance of the session in the form of slides with plots and captions. After approval the ECAL DPG convener will put a link to the relevant approved material in the ECAL repository.

2.6 Exceptionally, a fast track procedure may be requested. The ECAL Editorial Board, including the DPG conveners and the Project Manager, will decide whether the circumstances merit this and if so grant approval. A brief draft Detector Note should accompany the material and a presentation by the authors to an appropriate audience may still be required.

2.7 It is the responsibility of the ECAL PM to ensure that approved (unpublished) material is put in the repository, and that it contains only approved material.

3. Detector/CMS Notes/Journal publications

Detector Notes are a necessary tool for the approval procedure described above. They are refereed by the ECAL Editorial Board, ensuring therefore that the material is correct and approved. Detector Notes are internal to CMS.

In principle material may be published in a CMS Note, with the content approved by the ECAL Editorial Board, without first producing a Detector Note. However, CMS Notes do not allow the decoupling between approval and final writing. CMS Notes are public documents.

Material should not in general be published in a journal without first being published in a CMS Note (although updates and helpful small additions are encouraged). It is possible that where a journal publication contains the full ECAL author list, the prior CMS Note(s) may have a more restricted list of authors.

4. Acknowledgements

Authors of Detector Notes and of CMS Notes with a limited author list should explicitly acknowledge the contribution of their colleagues by including an acknowledgement section. A good example can be found in RN2004/04.