

KAGRA Authorship Policy

~~August~~ March 31, 2025~~2~~

This document describes the basic policy to build and maintain the KAGRA author list. This list will be used for the KAGRA papers published in academic journals. The definition of KAGRA papers, to which the KAGRA author list will be applied, is described in the KAGRA publication policy defined by the Committee of Publication Control (CPC).

(A) Authorship

The authorship of KAGRA papers follows the general academic standard. The authors must be responsible contributors satisfying all of the following three criteria:

- (1) Sufficient contributions to KAGRA's design, prototype tests, construction, performance evaluation and installation, commissioning, observation run, data analysis, or interpretation of the results. Scientific and engineering contributions to project strategy management, organizations to the collaboration-wide meetings/workshops, and joint works with LIGO/Virgo collaborations are also counted.
- (2) Sufficient contributions in writing the papers, or in improving the quality of the papers.
- (3) Those who agreed to the publication of the paper.

The contributions are evaluated and judged both in quality and quantity.

- ★ **Quality:** Contributions must be useful to the project. Contributions for research and development activities authorized by the project are also included.
- ★ **Quantity:** Each author must spend for the KAGRA project an effort of at least 30% of his/her research time in the year preceding the update of the author list. Contributions to KAGRA shift works are counted twice in the effort calculation.
- ★ Long-term activities may count up to 15% of research time in total. Long term activities are defined in the data analysis and theoretical subgroup, operations, and instrumental science's task lists.
- ★ Outreach activities may count up to 10% of his/her research time.

The author list format can be modified on a case-by-case basis according to the policy of the publisher. The tailoring is performed through discussion between the corresponding author and CPC, and must be approved by the KAGRA Scientific Congress (KSC).

An individual who makes an appreciable contribution to a particular paper can be added to the author list maintained by the procedure in this document if the collaboration approves under the management of the CPC the addition of the person to the list and the person accepts to be listed. Such an individual can be a non-collaborator.

It is understood that any individuals are regarded to have agreed on the content of a paper if they are listed in the author list of the paper. A deceased individual if listed in the author list of a paper is exempted to follow this rule. Before submission of a paper, anyone can ask CPC to remove her/his name from the author list of that paper, and it will be removed. No reason for the request needs to be provided.

(B) Procedure to Build and Update the Author List

The author list is updated every year. The procedure to build the author list is as follows:

(1) KSC appoints an author-list committee, who organizes the procedures of the author-list making process.

(2) Make task list in subsystems, working groups, and committees

When the year (author-list year) starts, each subsystem (or working group, committee) makes the task list according to the objectives of the KAGRA project. Each subsystem chief (or associated chair) integrates both top-down tasks and bottom-up proposals and defines its official tasks.

(3) Register one's research & contribution plans

When the year (author-list year) starts, each collaborator registers his/her research and contribution plans to the official tasks. The list is summarized by the subsystem chief (chair), and the list is filed to the author-list committee.

The committee shares all the filed lists to the collaborators. If one thinks some content is not appropriate as a collaboration project, the author-list committee or KSC board will organize meetings until both sides are satisfied.

(4) Approval in the subsystem, working groups, or the committee

When the year (author-list year) ends, each collaborator asks to get the approvals on his/her efforts to the submitted plans. After the discussion between the chief/chair and collaborator, the percentage of contribution of his/her research time in the period is given.

(5) Approval by the author-list committee

When the year (author-list year) ends, the author-list committee collects information from each collaborator and each subsystem/working group/committee chief/chair. The committee checks the consistency of the numbers, and approves the authorship

if one's total effort for KAGRA is equal to or larger than 30% of his/her research time.

- (6) The author-list committee summarizes the author-list and reports it to KSC. KSC checks the processes and approves the new author list.
- (7) Updates of author information, such as the affiliation, address, should be reported immediately from the author to the KSC board.

(C) Duration of Authorship

A member loses his/her authorship rights at the time of the first author list update one year after (a) he/she quits the project or (b) no longer fulfills the conditions to be an author.

(D) The Order of Names

The author names are to be listed in alphabetical order.

(E) Maintenance of the Author List

The author list must be open and accessible by all the KAGRA collaborators.

(F) Revision of This Policy

KSC or KAGRA Executive Office (EO) can propose a revision of this policy. Revision must be checked and finalized by KSC.

(end of the authorship policy)

Note on the revision of this authorship policy

Draft v7: Approved by KSC vote after F2F meeting on August 1-3. (1) Upper limit for the long-term activities for data analysis and theoretical works was set. "Long-term activities may count up to 15% of research time in total. Long term activities are defined in the data analysis and theoretical subgroup's task lists." (2) Description for Outreach activities was changed. "Outreach activities may count up to 10% of his/her research time."

Draft v6: Typo in v5 was amended (the description on the outreach activities which was written in v4 was not written in v5). Approved on July 28, 2022 by KSC board.

Revision approval (v5): Approved on August 27, 2021, at the KSC session in the 27th KAGRA Face-to-Face meeting in remote style, August 27-29, 2021

<https://gwdoc.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/ShowDocument?docid=13239>

<https://dac.icrr.u-tokyo.ac.jp/KAGRA/KSC/f2f/2021August>

Revision approval (v4): at the KSC session in the 26th Face-to-Face meeting in remote style, December 17-18, 2020

<https://gwdoc.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/ShowDocument?docid=12280>

<https://dac.icrr.u-tokyo.ac.jp/KAGRA/KSC/f2f/2020Dec>

Revision approval (v3): at the KSC session in the 25th Face-to-Face meeting in remote style, August 20-22, 2020

<https://gwdoc.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/ShowDocument?docid=11846>

<https://dac.icrr.u-tokyo.ac.jp/KAGRA/KSC/f2f/2020August>

Previous version (v2): December 9, 2019

Revision draft: JGW-M1910557

Revision approval: at the KSC session in the 24th Face-to-Face meeting at RESCEU, U Tokyo, December 4, 2019

<https://gwdoc.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/ShowDocument?docid=11062>

<http://gwwiki.icrr.u-tokyo.ac.jp/JGWwiki/LCGT/Meeting/f2f/2019Dec>

The initial version (v1): April 20, 2015