



## Publication Policy

# Wide-field Spectroscopic Telescope (WST)

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## Document Reviewer(s) and Approver(s)

The document was reviewed by the WST PO, presented to the WST Steering Committee, and unanimously approved on July 17<sup>th</sup>, 2025.

Approved on behalf of the WST Consortium and the Steering Committee

21 July, 2025

Roland Bacon, WST Coordinator

A handwritten signature in black ink, appearing to read "R. Bacon".

## Document history

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling
- Clarification

To request a change to this document, contact the Document Author or the Owner.

Changes to this document are summarized in the following table in chronological order.

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## Table of Contents

<b>THE WIDE-FIELD SPECTROSCOPIC TELESCOPE COLLABORATION .....</b>	<b>5</b>
<b>PURPOSE AND SCOPE.....</b>	<b>5</b>
<b>AUTHORIZING BODY .....</b>	<b>5</b>
<b>PUBLICATION PROCESS RESPONSIBILITY .....</b>	<b>5</b>
<b>GENERAL CONSIDERATIONS .....</b>	<b>6</b>
<b>REFEREED AND NON-REFEREED ARTICLES .....</b>	<b>6</b>
1.    COLLABORATOR GROUPS .....	6
2.    AUTHORSHIP.....	7
3.    PUBLICATION PROCESS .....	7
<b>COLLOQUIA AND CONFERENCES PRESENTATIONS.....</b>	<b>8</b>
<b>THESES .....</b>	<b>8</b>
<b>POPULAR AND OUTREACH ARTICLES, PRESS RELEASES AND CONFERENCES.....</b>	<b>8</b>
<b>CONFIDENTIALITY, DATA USE, AND INTELLECTUAL PROPERTY .....</b>	<b>9</b>
<b>OPEN ACCESS AND REPOSITORIES .....</b>	<b>9</b>
<b>ACKNOWLEDGEMENTS .....</b>	<b>9</b>
<b>POLICY UPDATES .....</b>	<b>9</b>
<b>APPENDIX 1.....</b>	<b>10</b>

# The Wide-field Spectroscopic Telescope Collaboration

The Wide field Spectroscopic Telescope (WST) Consortium is a large, international collaboration composed of people from 26 research institutes and universities across 9 different European countries and Australia. A broader Science Team, including more than 700 members, is also part of the collaboration.

This policy applies to members of the Consortium and the Science Team. In the following this is defined as the WST *Collaboration*.

## Purpose and scope

This document describes the guidelines governing the publication of scientific and technical results from the Wide-field Spectroscopic Telescope (WST) Collaboration.

The policy is primarily meant to ensure that publications stemming from the Collaboration—whether internal or involving external partners such as industry—adhere to a transparent process, align with the goals of the WST project, make appropriate use of the Collaboration work and products, protect intellectual property, and foster wide collaboration. The WST Collaboration involves a large number of scientists and engineers with a range of different commitment levels; this policy safeguards fair recognition for all contributors, with particular attention to students, early-career researchers, and individuals facing structural barriers to access, ensuring they receive appropriate credit and benefit from their contributions.

This policy applies to any scientific and technical work performed by members of the WST Consortium under the auspices of the WST Horizon Europe funded project or within the broader Science Team. This policy covers all publications that describe the EU funded WST activities and work carried out in the context of the concept study. Scientific papers that are proposed by members of the WST Collaboration and that make use of WST technical developments are also within scope.

## Authorizing Body

The WST Steering Committee (SC) shall approve the WST Project Publication Policy and any future revisions.

## Publication process responsibility

Responsibility for oversight of the publications and management of the process, as well as the resolution of possible conflicts, rests with the Project Office (PO). The chairs of the Equity, Diversity and Inclusion work package, as well as the ombudsperson, may also serve as points of contact for conflict resolution.

The PO and/or the relevant Work Package and science Working Group lead(s) shall verify that proposed papers are aligned with WST work and goals, and that proper credit is given to the WST work.

The PO will gather the relevant information through the Project Scientist for science papers and through WP3, WP4, WP5, and WP6 leads for the other publication.

## General considerations

All the WST authors shall follow the general rules of good scientific practice when writing publications. In this context we refer to the key documents:

1- The European Code of Conduct for Research Integrity, sect. 2.7 in particular:

[https://www.allea.org/wp-content/uploads/2023/06/European-Code-of-Conduct-Revised-Edition-2023.pdf?utm\\_source=chatgpt.com](https://www.allea.org/wp-content/uploads/2023/06/European-Code-of-Conduct-Revised-Edition-2023.pdf?utm_source=chatgpt.com);

2- Policies and Ethics (AIP Publishing):

<https://publishing.aip.org/resources/researchers/policies-and-ethics/>

## Refereed and non-refereed articles

We identify the following types of publications:

- Overview papers submitted to open access archives (e.g., arXiv), refereed journals, and conference proceedings;
- Science papers, including White Papers, submitted to open access archives (e.g., arXiv) or refereed journals;
- Technology papers relating to engineering (including e.g., software) aspects submitted to open access archives (e.g., arXiv), refereed journals, and conference proceedings.

### 1. Collaborator groups

For the purpose of this policy, we identify the following groups of collaborators

- Project Office members: PO
- Steering Committee members: SC
- Work Package leads: WP leads
- Science Working Group and sub-Working Group leads: Science [sub-]WG leads
- **Equity, Diversity and Inclusion WP members: EDI members**
- Work Package members: WP members, including all the WPs
- Science Team members: ST members

## 2. Authorship

The following criteria should be followed:

- The lead author is the WST collaborator who takes primary responsibility for writing the work presented in a publication. The lead author shall serve as the primary point of contact throughout the publication process. The lead author shall coordinate communication and collaboration among all co-authors, shall suggest co-authors, and shall be responsible for including proper citation of sources to avoid plagiarism and ensure data integrity.
- Authorship should reflect significant intellectual or concrete contributions such as i) substantial contributions to one or more aspects of the WST concept study and work package activities; ii) writing the article or revising it critically; iii) providing relevant material such as unpublished figures and tables.
- All Collaboration members who contribute to work resulting in publication should be fairly acknowledged, either with co-authorship, or proper citation of the specific work.
- The Collaboration work must be cited appropriately in all relevant outputs.

Details on authorship for the different categories of papers are summarized in Appendix 1, Table 1. Groups of collaborators who **should be invited** to be co-authors of the different types of publications are explicitly listed.

All, collaborators, including WP and ST members, who are **not explicitly listed** may always request authorship on the WST Project publications, provided they contribute specific aspects of the paper. The requests must be submitted to the lead author.

## 3. Publication Process

Draft papers are posted on the WST Slack channel and distributed to the collaboration directly by the lead author or through the WP or science WG leads at least three weeks prior to submission. In particular, the Project Scientist will circulate a formal email announcement to the full ST.

Each co-author is expected to read the manuscript before its submission and send possible comments within those three weeks. Collaborators will not be listed as a co-author without their explicit agreement.

After submission, the referee comments and the author's answer should be communicated to all co-authors. The revised version shall be shared in Slack, at least two weeks prior to re-submission, allowing time for the co-authors to contribute.

## Colloquia and conferences presentations

A set of template slides along with guidelines are available on the WST Slack channel #top-level-docs:

([https://wstelescope.slack.com/lists/T07HPR2S0QN/F082PMMH5M1?record\\_id=Rec089QDSM\\_FJR](https://wstelescope.slack.com/lists/T07HPR2S0QN/F082PMMH5M1?record_id=Rec089QDSM_FJR)).

For colloquia and presentations (including poster papers) that are given on behalf of the WST collaboration or of a WG or WP, the template should be used; more in general, the presentations should be compliant with the WST visual identity, which is available on the #top-levl-doc WST Slack channel.

Speakers including references to the WST project within broader scope presentations may use their own templates, but should always include the WST logo and EU emblem when presenting information and results obtained in the context of the WST collaboration. The EU emblem must remain distinct and separate and cannot be modified. When displayed in association with other logos (for example those of the author's institute or of the WST project), the emblem must be displayed at least as prominently and visibly as the other logos.

Whenever possible, for presentations given on behalf of the WST collaboration, the relevant WP or WG leaders, or the PO, should be informed of the intention to present something related to WST at conferences/colloquia. The slides may be uploaded to the Slack channel. Authorship will be decided by the lead author together with the WP/WG coordinator.

## Theses

This category includes PhD thesis, Master student dissertations, and Undergraduate student project reports.

The PO should be informed about theses work related to the WST material and activities. In addition, care must be taken not to publish technical sensitive material without approval of the PO.

## Popular and outreach articles, press releases and conferences

Outreach articles should be coordinated with the WST Communication, Dissemination, and Outreach Work Package (WP6.3).

Press releases and conferences should normally be organized at the Consortium level and coordinated by WP6.3. Under all circumstances, the PO shall approve the release and its content, before it is issued.

## Confidentiality, Data Use, and Intellectual Property

Unpublished data, proprietary methods, or confidential information may not be disclosed without prior consent. The consortium agreement should be used as a reference. In particular, sensitive technical information, e.g. optical design or cost, cannot be published except through specific agreement by the PO.

The project and industrial partners shall seek approval of the other party before releasing data not already publicly available and which may be subject to intellectual property rights.

## Open Access and Repositories

- All peer-reviewed scientific publications arising from Horizon Europe funding are to be made available through open access. This implies that WST publications are to be made freely available online, immediately upon publication and with no restrictions on use, by depositing them on open access electronic archives.
- Final versions of all publications must be deposited in the consortium's designated tab on the WST Slack channel and on a dedicated page of the website (<https://www.wstelescope.com/>) within 2 weeks from publication.

## Acknowledgements

The acknowledgement section of all publications shall include the following statement:

*“This project has received funding from the European Union Horizon Europe Research and Innovation Action under grant agreement no. 101183153 -WST. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency (REA). Neither the European Union nor the REA can be held responsible for them.”*

## Policy Updates

This policy will be reviewed periodically and revised at least annually by the PO and Steering Committee.

## Appendix 1

Table 1 – Publication authorship

Paper type	Lead author	Collaborators who <b>should be invited</b> to be co-authors	Authorship tiers
Overview papers	PO members (typically, the WST Project Coordinator)	-PO members -WP leads -Science [sub-] WG leads -SC members -EDI members -WP and ST members who actively contribute	-Lead author -Collaborators, including ST members, who have actively worked on the paper -PO, with order to be decided by the lead author -WP and science [sub-]WG leads -SC in alphabetical order -EDI members -All the other authors in alphabetical order
White Paper or set of coordinated papers	Project Scientist or Science [sub-]WG leads	-Science [sub-] WG leads, -ST members who actively contribute -PO -SC -All the other WST WP leads and active WP members EDI members	Author order is decided by the Project Scientist and science WG leads
Papers on specific science topics and/or presenting simulations, catalogues, etc.	Any ST member; junior collaborators are encouraged to propose papers	-Project Scientist -Relevant Science [sub-] WG leads -ST members who contributed	Author order decided by the lead author with the relevant Science WG lead(s)
Technology papers relating to engineering aspects	Any technical WP member	-Relevant WP lead(s) -Relevant WP members who contributed	Author order decided by the lead author with the relevant WP lead(s)