

MICE Publication Policy (draft 2, 16/4/14) – Paul Soler

1. There are two types of MICE papers defined in the MICE charter: Collaboration Papers and Limited Publications. For the latter case, it is recommended that these papers are submitted to the Editorial Board for approval to avoid conflicts with other members of the collaboration. The policy in this document only refers to the publication of **Collaboration Papers**.
2. The Editorial Board has the responsibility for approving papers to be issued on behalf of the MICE Collaboration.
3. Any member of MICE who wants to write a physics paper should contact the Editorial Board chair and the Analysis Coordinator and agree on the topic of the paper. The proponents need to document their analysis in the form of an extensive MICE note. The MICE note needs to have enough detail to check the validity and quality of the analysis.
5. The Chair of the editorial board will appoint a review board, with two independent referees to review the MICE analysis note and to recommend approval to go towards a paper. The referees should work with the proponents to improve the analysis and the quality of the results, if necessary. Once the reviewed analysis note is finalized, they will produce a short report with a recommendation on whether the analysis should proceed to a paper. This report will be presented to the Chair of the Editorial Board and will be discussed at an Editorial Board meeting for approval.
6. Once the editorial board approves an analysis to go to paper, the proponents will write a paper in the style of the intended journal. The referees will review the paper and will contact the Chair of the Editorial Board once the paper is to their satisfaction.
7. The Editorial Board will review the paper at a dedicated meeting and, after including suggested changes, it may recommend that a first complete version of the paper be submitted to the whole collaboration for further scrutiny.
8. The MICE collaboration will have two weeks to review the paper and send comments to the first version of the paper.
9. The proponents have an obligation to address all the comments and produce a second version of the paper to be distributed to the collaboration.
10. There will be one further week to address final comments to the second version of the paper by the whole collaboration.
11. After addressing all comments to the second version of the paper, a third version is produced and submitted to the Editorial Board. The Editorial Board will have one full reading of the paper at a dedicated meeting with the proponents to produce the final version of the paper that will be submitted to the journal and to include the author list. Once approved, the paper will be uploaded to the arXiv and submitted to the journal under the Creative Commons (Open Access) license.
12. Any editorial comments from the journal will be addressed by the proponents in consultation with the Chair of the Editorial Board and will be resubmitted to the journal. The arXiv version will be updated with the final version of the paper.