

TESS Mission Publication Policy

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1. Introduction

This document describes the policies and guidelines governing the publication of scientific and technical results from the NASA Transiting Exoplanet Survey Satellite (TESS). The TESS Mission Publication Policy is designed to promote the scientific and technical accuracy of TESS publications and ensure that fair credit is given to the authors and to other individuals who have contributed to the TESS mission. By agreeing collectively on how publication issues will be handled, we aim to acknowledge the many individuals who have contributed to the success of the TESS mission.

Even though the TESS data have no proprietary period, TESS participants are expected to adhere to the publication policy for the fair credit reasons given above.

This policy applies to: TESS Mission Papers and TESS Contributed Papers using data from the prime mission phase, papers submitted by TESS Participants to electronic archives and refereed journals; scientific or technical books or book sections about TESS and its results; and presentations to scientific conferences, workshops, and seminars, and to public meetings. Communications that are not directly covered by this document, but the dissemination of which should be consistent with it, include popular articles and books, circulars, telegrams, electronic announcements, press releases, and press conferences.

Responsibility for this document and oversight of TESS publications rests with the TESS Science Council (TSC). The TSC serves as an advisory body to the TESS PI and is composed of the TESS Science leadership (the PI, Deputy PI, Science Director, Deputy Science director and one or two additional members who are Co-Is of the TESS Science Team).

2. Participants

“Participants” refers to TESS Co-Is, TESS Collaborators, TESS Architects, TESS Contributors, and TESS Staff including those at NASA Goddard Space Flight Center and NASA Ames Research Center. Members of the TESS Working Groups are also subject to this publication policy, in addition to any publication policies of the working groups to which they belong. Students and postdocs are also considered Participants if they are working with anyone from the above groups. Their compliance with this policy is the responsibility of the person with whom they are working. The “TESS Collaboration” refers to the group containing all of the above.

Architects

The TESS Architects are an important category of several individuals intended to ensure that proper credit is given to those who played a lead role in making the TESS mission possible. The list of “Architects” will be established by the TESS PI in consultation with the TSC. To request Architect status, an individual should contact the TESS PI.

Contributors

Contributors are individuals responsible for the construction and maintenance of the hardware, software, and other infrastructure-related foundation to the TESS data.

Contributors are those who have made substantial contributions to the success of the TESS mission outside of explicit scientific results, including (but not limited to) work on optics, telescope, infrastructure, calibration, camera, data reduction and archiving software, commissioning, and management. We emphasize that the above list does not include all possible contributions that can be considered toward Contributor status. The Contributor List is intended to be a much larger list than the Architect List.

The Contributor List shall be established by the PI in consultation with the TESS Science Council. Nominations for persons to be added to the Contributor list may be submitted to the PI, including self-nominations.

3. TESS Mission Papers

In consultation with the TESS Science Council, the PI will identify a set of Mission Papers that are fundamental to the success of the TESS Mission and which received at least partial support from the mission. A few examples of topics covered by mission papers might be:

- Descriptions of mission hardware and software systems
- Publication of TOI Catalogs
- Publication of results to meet the Level One Science Requirements
- Breakthrough discoveries resulting from the mission

Any TESS Co-Investigator or Collaborator may submit a proposal to the PI for the topic and list of lead authors for a Mission Paper. The final author list of any paper designated as a Mission Paper, including Architects and Contributors, must be approved by the PI in consultation with the TESS Science Council.

A list of approved Mission Papers and authors will be maintained on the TESS Wiki, which may be used to post draft versions of manuscripts, including submitted versions.

4. TESS Contributed papers

For papers that have not been identified as Mission Papers, anyone with access to the TESS Wiki who is working on a TESS related project and would like to lead a publication is encouraged to submit a short description of the topic to be covered and a preliminary list of the core authors for posting on the TESS Wiki. If the lead author is a member of a TESS Working Group, the submission should normally go through the Steering Committee of that Working Group and be posted on the Wiki page for that Working Group. Members of groups such as POC and SPOC should go through their Group Lead. In ambiguous cases the submission can go to the TESS Science

Council. The goal is to foster communication and coordination between people with similar interests and related projects.

Lead authors of Contributed Papers with significant support from the TESS Mission are expected to submit proposals as described in the preceding paragraph, and they should consider recognizing people who have made major contributions to the success of the mission as co-authors.

Lead authors of Contributed Papers without significant support from the TESS Mission are not required to include co-authors who have not made a direct contribution to the paper, but they are encouraged to consider recognizing people who have made major contributions to the success of the mission as co-authors.

We encourage lead authors of contributed papers to adopt a “two-group” system for the order of co-authors. The first group of authors, the “analysis group”, will consist of those who were heavily involved in the specific analysis described in the paper and in the writing of the paper. The other group will consist of all other authors (including any Architects and Contributors) on the paper and will be ordered alphabetically after the analysis group authors.

Many of the contributors will belong to main mission groups, such as POC, SPOC, and the TESS Working Groups. There are no absolute rules on how many contributors can be co-authors on a particular paper, but normally there should be no more than three from each main group, and the selection of contributors should rotate from paper to paper to achieve fair recognition.

A list of proposed Contributed Papers that are in progress will be maintained on the TESS Wiki, which may be used to post draft versions of manuscripts, including submitted versions.

5. Manuscript Submission

Once a complete draft of a Mission or Contributed paper has been prepared, the lead author will post the draft to the TESS Wiki and inform the members of the TESS team via a standard email distribution list that will be maintained for this purpose. The email must specify to which journal the paper will be submitted. The purpose of this single, broad announcement is to ensure that no one is left unaware of the existence of the paper.

All recipients of this notification will then have two calendar weeks (but quicker response may be requested in special cases) to send comments to the lead author and to request co-authorship. A requirement for co-authorship is an email confirmation sent to the lead author stating:

“I have reviewed the manuscript entitled “Title”, and I agree with the methods and conclusions. I wish to be included as a co-author.”

The lead author is responsible for collecting these emails from all co-authors. If the lead author is not familiar with the contribution by someone requesting co-authorship, it is appropriate for the lead author to ask for clarification on this point. There must not be passive co-authors who have not sent such an email, and any such co-authors should be removed from the author list. Individuals who wish to be co-authors but who aren't ready to sign off on the paper should simply email the lead author to that effect, but those individuals must ultimately send the statement above before final submission if they wish to be a co-author.

The primary authors will revise the paper according to the comments and suggestions they receive. At the end of the response period, or at the end of the revision process (whichever is longer), the final version is posted to the TESS Wiki, and a notification is sent to the co-authors (not the full distribution list) 72 hours before the planned submission to the journal and/or arxiv, to solicit any final critical comments.

The TESS Science Council is the body responsible for resolving disputes about credit, authorship, and scientific results. In particular, if an individual disagrees with the content of a paper and this disagreement cannot be resolved through discussion between the co-authors on the paper, the lead author or the dissenting party should inform the TESS Science Council, and the paper may not be submitted until the dispute is resolved.

When the project team revises the paper in response to the report from the external referee(s), the lead author will post the revised version and the reply letter to the TESS Wiki and notify the co-authors. In that notification, the lead author should specify the date by which he or she anticipates submitting the revised manuscript, and the lead author should generally allow at least 48 hours as a courtesy for co-authors to review the final version.

6. Presentations

Scientific results that will be reported for the first time in mission papers normally should not be presented to scientific conferences, workshops, seminars, or public meetings before the mission paper has been submitted for publication and the author list has been finalized. Exceptions to this guideline may be approved by the PI in consultation with the TESS Science Council. Contributed papers with lead authors who have received significant support from the TESS mission or NASA should follow a similar guideline.

For high profile papers, it will usually be necessary to consult with NASA and MIT about organizing a press release (with or without a press conference), as well as with the various partner institutions. In particular, working with the NASA public outreach team will usually result in much wider notice in the media and by the public, often with custom graphics produced by NASA. When there is a press release and/or press conference, it is normally necessary to post the paper on the archive at the same time, so that media representatives and experts that they consult have access to the paper.