

KASC paper review and submission process

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The present document describes the detailed KASC paper review and submission process which will be in action from 1 March 2011. The present document should be seen as a supplement to KASC Data Analysis Procedure and Scientific Publication Strategy and Policy (DASC/KASOC/0009). Some text from other KASOC documents is copied into the present document for clarity. It is the intention that the present document can be read and understood without consulting other documents.

The new review process is described on page 2, while page 4 collects specific guidelines for style and content. The style and content guidelines will be of particular relevance to all authors – by following these from the outset, the process of review at all levels will be eased.

Data Release, Scientific Publication Strategy and Policy

Members of KASC have access to data for all stars that are selected by the KASC, approved by the KAI Steering Committee and observed by the *Kepler* Satellite, as soon as the data are made available in the KASOC. Such data are reserved for KASC members in a proprietary period in accordance with the general project rules, extending approximately for one year after the data have been received from the spacecraft.

All data are released through the KASOC database: <http://kasoc.phys.au.dk>. Individual KASC members have received their private password in order to access the database.

KASC members work under a data policy defined to be consistent with the general policy for the Kepler mission, as overseen by the Kepler Science Council (KSC). If a person cannot accept the policy or fails to comply with it, the KAI Steering committee can take action to cancel the KASC membership for that person.

Data policy / data publication guidelines

1. All KASC members have unrestricted access to all data on KASC-selected targets in KASOC. Access is password controlled and data downloads are logged
2. All members that contribute to a given data set (analysis, target selection, ground-based follow-up etc.) shall be on publications related to that given data set. Members are supposed to collaborate within one or more working groups
3. Any publication that will be submitted shall be checked (in agreement with the Kepler publication policies) and formally approved by the KAI Steering committee before submission. The KAI Steering Committee has the right to modify the list of authors to make it conform with the data-policy guidelines. Paper reviewing will be done with support from the KASC Steering Committee. Authors shall follow the “Specific guidelines for publications” given on page 4 in the present document
4. The KAI Steering Committee will keep the Science PI/KSC informed of requests for publication. The KAI Steering Committee can only approve papers where the main focus is asteroseismology. Papers

where no Kepler data are used or papers where the only public data are used will not need KAI approval and review.

5. Papers from each working group will follow the general KASC policies, which means that to become an author of a paper an individual member of a working group needs to do some work in relation to a given paper and it is not enough to state that one is a member of a WG. The WG chair will be in charge of deciding if a given member of the WG should go on a given paper. Cases of doubt may involve consultation with the KAI Steering Committee. As long as data are not public KASC members are required to coordinate their work (and publications) within the working group.
6. KASC members are allowed to discuss asteroseismic results with their colleagues at e.g. their home institutes, even if their colleagues are not KASC members. The non-disclosure-agreement (NDA) is a requirement on people doing analysis of Kepler data and data (even processed) cannot be given to any person that has not signed a NDA. However, KASC members are allowed to show figures at talks (at conferences and institutes) and also to show non-published data in agreement with the WG policies. KIC-numbers should in this case not be shown for non-public and non-published data. Figures showing Kepler data are also allowed in applications for funding and telescope observing time, although without identification of the specific target being illustrated.
7. The public data released by the Kepler Team through the MAST archive will be copied to the KASOC database on a regular basis. Those data are not limited by the general KASC policy and KASC members can use those data in agreement with the NASA restrictions and policies on those data. We expect each Working Group to collaborate also on the use of those data, understanding that the data are truly public and that no restrictions on the use of those data are set by the KASC policies or the KASC non-disclosure agreement.

Paper review and submission process

Papers for KAI review can be submitted on a bi-monthly schedule. Deadlines for 2011 will be 1 March, 1 May, 1 July, 1 September, 1 November and 1 January 2012. Review of papers will begin the day after these deadlines. Papers arriving after a deadline will be reviewed following the next deadline two months later. The aim of this procedure is to speed up the review process and allow the KAI and KASC Steering Committee members to structure the review work in an efficient, fast and consistent way.

Review Schedule

- A. 10 days before the KAI-submission deadline the KAI and KASC Steering Committee will select the committee members that will take part in the upcoming review.
- B. The deadlines for submission to KAI review are 1 March, 1 May, 1 July, 1 September, 1 November 2011 and 1 January 2012 at UTC: 23:59
- C. Within three days after the submission deadline all submitted papers will be assigned one KAI Steering Committee member as primary reviewer and one KASC Steering Committee member as secondary reviewer. The secondary reviewer should send comments to the primary reviewer to use in the KAI-report within five days of having been given assignments and access to papers. While the primary reviewer should ensure that all Kepler and KASC policies are followed the secondary reviewer should focus on the overall scientific quality and consistency of the submitted paper.
- D. The papers will be made available through the KASOC web site, and notice of these papers will be shared by Ronald Gilliland with the Kepler Science Council - soliciting any desired Kepler Science team co-authorship or input. This input will be incorporated into the KAI-review by the primary reviewer in parallel with using the secondary reviewer inputs.
- E. Within three days after the review process finishes the submitted papers will receive (via email) a KAI-review report from the KAI primary reviewer indicating (1) Mandatory comments: Authorship

requests, acknowledgement requests and (2) Discretionary comments: Comments and questions on detailed discussion in the papers.

- F. The author will submit a revised paper based on the KAI review report. The revised version of the paper will then be in a one week KASC review (via <http://kasoc.phys.au.dk>)
- G. The KASOC Project Scientist (Hans Kjeldsen) will at the end of the KASC review evaluate the KASC comments and report back to the authors on how to address those comments. The deadline for this feedback is two days after the end of KASC review,
- H. After this the authors can submit to the journal and the rest of the publication activities will be done in agreement with the journal refereeing process. KASC or KAI Steering Committees will not be involved. **Papers should not be put on astro-ph (<http://arxiv.org/archive/astro-ph>) during the KAI and KASC review.**

How to submit?

All papers need to be submitted through the KASOC webpage (<http://kasoc.phys.au.dk>) Papers can be submitted by any member of KASC, but all papers need to be discussed in the relevant working group before submission. If specific issues arise that cannot be resolved within the WG in connection to the submission of a given paper, the WG chair should discuss those issues with the KAI Steering Committee.

At the KASOC webpage: <http://kasoc.phys.au.dk> one should go to “Publications” and then press “Submit/update paper” (see graphic below). Please follow the guidelines provided at the webpage. This webpage should also be used during upload of the paper after the KAI review and finally when submitted to the journal and after being published.

Publications

List papersSearchSubmit/update paper

To submit a paper for internal KAI Steering Committee review, and the following KASC review on these pages, please select the publication below and click the box with the status you want to submit to.
Papers can not be submitted to journals before they have been through both KAI SC and KASC reviews.

KAI SC Review

➔

KASC Review

➔

Submitted

➔

Accepted

➔

Published

Select your publication from the list below and click one of the four above buttons above to upgrade your publication to that stage.

Specific guidelines for publications

The following description is an expanded version of the Kepler publication guidelines described by David Koch (Deputy Science PI). It contains among other things guidelines aiming at reaching style uniformity in connection to publications of Kepler data.

Style Uniformity

When writing papers you should use the following style for uniformity:

- **Kepler**, when used to refer to the mission, should be in *italics*. It is the title of the mission.
- **KASC**, **KASOC** and **KIC**; should **not** be in *italics*.
- Kepler-4b, etc.: Not in italics and use a **hyphen**.
- Earth-size: Should be without an ending **-d**. Think of family-size, queen-size, etc. *Greeg Reference Manual 8th ed.* ¶823.d allows for either form. We have chosen **no -d**.
- Habitable zone (singular): Stars have a single zone unless you really are talking about multiple zones. So **no -s**
- *Kp* or *kepmag*: For *Kepler* magnitudes and **p is lower case**, not a subscript.
- Transits and occultations: Stars have primary and secondary eclipses. Planets transit and occult (are covered over).

Concerning Keywords, abstracts and acknowledgements the following guidelines apply:

Keywords: Use *Kepler*

Abstracts: Even if you don't have *Kepler* in the title make sure *Kepler* is in abstract, so ALL papers in astro-ph (arXiv.org) can be found by searching for *Kepler* in the abstract

Target names: Publications should make it very clear which targets are used by providing the KIC-ID as KIC xxxxxxxx, even if other names, e.g. RR Lyrae are primarily and commonly used.

Data used: Spell out which quarters and months of data are used, and whether short or long cadence. Make it clear whether the SOC pipeline "raw" or "calibrated" data are used. Also make clear if the WG# corrected datasets are used and if relevant give a reference to the Garcia et al. paper on WG-corrected data

Frequency units: We recommend that frequency units in text and figures should be in μHz or mHz rather than c/d (which is not so relevant for a space mission in orbit around the Sun).

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References: Please consider including references to some of the early descriptive papers on *Kepler* pipeline, performance and characteristics, e.g. those that appeared in the ApJ Letters 713 volume. We will provide a series of references which are relevant for KASC (will be found via <http://kasoc.phys.au.dk>; go to "Information"). Two of the most relevant papers in this context are:

Reference to the raw data pipeline: Jenkins, J.M. et al. 2010, ApJ, 713, 87

Reference to short-cadence data characteristics: Gilliland et al. 2010 ApJL 713, L160