

I. VERITAS Collaboration Objectives

The VERITAS Collaboration (the Collaboration) is an organization of scientists who collectively participate in a research program to study sources of very high-energy gamma rays and cosmic rays. The equipment used by the Collaboration consists of the VERITAS array of telescopes and their associated electronic, data-acquisition, and computer systems, together with the associated hardware and electronic, test, and computing facilities at the home institutions of members of the Collaboration.

II. This Document

The VERITAS Collaboration is established by a Teaming Agreement (TA) between Iowa State University, McGill University, Purdue University, the Smithsonian Astrophysical Observatory, the University of California, Los Angeles, the University of Chicago, University College Dublin, the University of Leeds, the University of Utah, and Washington University. The TA establishes the VERITAS Executive Committee (VEC) as the supervisory and regulatory body with ultimate decision-making authority within the Collaboration.

The present document establishes policies and procedures regarding membership, authorship, operations, observing, and data reduction, and defines the workings of the VERITAS Science Board (VSB) which oversees the day-to-day scientific workings of the Collaboration.

III. Collaboration Membership

There are two categories for membership of individuals in the VERITAS Collaboration. The broad definitions of these two categories are given below:

Members- these are individuals whose primary research activity is associated with VERITAS. In general, Members are affiliated with Collaborating Institutions, but they need not be if they meet the guidelines set forward in Appendix B. Members who are not affiliated with Collaborating Institutions are called Non-Affiliated Members.

Associate Members- in general, these are individuals whose primary research activity is not with VERITAS. They may or may not be affiliated with Collaborating Institutions.

Note that it is the VEC that determines the class of membership for both institutions and individuals.

Collaborating Institutions

The VEC determines which institutions are Collaborating Institutions. Guidelines for the admission (and possible exiting) of Collaborating Institutions are found in Appendix A.

Each scientist (faculty, staff, postdoctoral researcher, or student) working at a Collaborating Institution and fulfilling the minimum shift requirement (see below, Section Vb) shall be eligible for inclusion in the VERITAS Collaboration author list.

Non-Affiliated Members

The VEC determines membership for individuals who are not affiliated with a Collaborating Institution. Guidelines for the admission of Non-Affiliated Members are found in Appendix B. Non-Affiliated Members fulfilling the minimum shift requirement (see below, Section Vb) shall be eligible for inclusion in the VERITAS Collaboration author list. Postdoctoral researchers or graduate students working with a Non-Affiliated Member on aspects of VERITAS will also have Non-Affiliated Member status.

Associate Members

Scientists interested in working with the VERITAS Collaboration, but not eligible for, or not interested in, full membership, may join VERITAS as Associate Members. The following guidelines are relevant for VERITAS Associate Members:

- (1) Associate membership offers a mechanism for the wider astronomy community to access the VERITAS instrument and participate in VERITAS science. The VERITAS Collaboration recognizes the valuable contribution that Associate Members can make.
- (2) It is expected that Associate Members will bring some additional expertise to the Collaboration and be committed to participating in VERITAS-related scientific activities. This expertise could be, for example, in the areas of theory, instrumentation, or observations at other wavelengths.
- (3) Applicants for associate membership should contact the Spokesperson or VEC Chair to indicate their wish to be affiliated with VERITAS. They will be asked to provide a statement of their scientific interests that relate to VERITAS. Applications will be subject to a two-thirds vote of approval by the VEC. Associate Member applications may also be channeled through a particular Scientific Working Group of VERITAS or through a VERITAS Collaborating Institution.
- (4) Graduate students and postdoctoral researchers working with Associate Members on aspects of VERITAS will also have Associate Member status.
- (5) Associate Members will be eligible to be co-authors on Collaboration papers on topics to which they have made a contribution. It will be the responsibility of the VERITAS Science Board (through the VERITAS Publication Committee, see below) to ensure that Associate Members receive fair recognition, in terms of publications, for all contributions made, including technical contributions. Associate Members will agree to abide by the VERITAS publications policy with regards to all unpublished VERITAS data.

(6) Associate Members seeking funding from external agencies for activities related to VERITAS should notify the VSB through the Spokesperson, and will be required to obtain approval of the VEC before proceeding. The Science Board will issue letters of support for sanctioned proposals.

(7) Associate Members will be invited to attend the open sessions of the Collaboration meetings.

(8) Associate Members will be invited on a two-yearly basis to make a brief submission stating their continued interest in VERITAS.

(9) Associate Members will be represented collectively by one voting member on the Science Board. This associate-member representative will be determined by the Spokesperson after consultation with the Associate Member group. The associate-member representative will serve a term of two years.

(10) The Collaboration recognizes that there may be a requirement for confidentiality with some aspects of the project. The Science Board member representing the Associate Members will be required to maintain this confidentiality. Likewise, certain portions of the VERITAS website may be restricted to full members.

(11) Associate membership in VERITAS, while simultaneously being a member of a directly competing experiment, is not normally permissible.

IV. VERITAS Science Board

a) Functions and Responsibilities

The VERITAS Science Board (VSB) is the primary body in the Collaboration that organizes the science program of VERITAS. The VSB has general responsibility for the observing program, the suite of scientific activities of the Collaboration, and the scientific interactions of the Collaboration with the outside world. More specifically, the Board has oversight over:

- the science goals and science policy of VERITAS,
- scientific collaboration with individuals not directly associated with VERITAS,
- data access,
- publication of papers and articles,
- representation of VERITAS, and the reporting of results, at conferences and meetings,
- the External Science Advisory Committee (ESAC),
- the education and public outreach program, and
- public information.

Concerns of Collaboration scientists are addressed to VERITAS Science Board members who, when appropriate, bring those concerns before the Science Board for its consideration. At the request of a Science Board member, the Board may require a detailed verbal, or written, report from the Spokesperson on any action.

b) Interaction with the VERITAS Executive Committee

The VERITAS Executive Committee (VEC) is the ultimate authority for making decisions within the VERITAS Collaboration. The roles of the VEC and its Chair are defined in the Teaming Agreement for VERITAS (latest version dated: 10/17/08). In this context, the present document is an internal, non-legal agreement between the Collaboration members of VERITAS.

The VERITAS Science Board, through the Spokesperson, will report to the VEC on a regular basis (at least twice per year) on the status of the VERITAS science activities.

c) Science Board Membership

Each Collaborating Institution (discussed above) is represented on the Science Board by one individual who has one vote. Each Collaborating Institution is responsible for providing its member of the Board and each member will serve a two-year term. A Collaborating Institution is required to notify the Board when there is a change in its representation.

VERITAS Members who are not affiliated with a Collaborating Institution (Non-Affiliated Members, see above) are represented collectively by one voting member on the Science Board. This non-affiliated-member representative is determined by the Spokesperson in consultation with the group of Non-Affiliated Members.

VERITAS Associate Members (see above) are represented collectively by one voting member on the Science Board. This associate-member representative is determined by the Spokesperson in consultation with the group of Associate Members.

The VEC Chairman, the Project Scientist and the Project Manager, defined in the Teaming Agreement, are *ex officio*, non-voting members of the Board. The VEC Chairman and the Project Scientist vote only in the case that they are also regular members of the Board. The Operations Manager is an *ex officio*, non-voting, member of the Board.

d) Science Board Officers

The Science Board is chaired by the Collaboration Spokesperson, who votes only in the event of a tie. The Spokesperson will work with a Deputy Spokesperson. The Board elects the Spokesperson and a Deputy Spokesperson by the following procedure (this procedure is managed by the VEC Chairman):

1. The current Spokesperson solicits nominations for Spokesperson from the Collaboration at large and brings forward a slate of viable nominees to the Board.
2. If it wishes, the Board requests statements from each candidate and then deliberates on the candidates. If any candidate is currently a member of the Board, they would be excused from these deliberations.
3. The Board selects the Spokesperson by a secret ballot; if none of the candidates receives more than 50% of the votes in the first round, the choice between the two names with the most votes is decided in a second round.
4. The elected Spokesperson then Chairs the Science Board to select the Deputy Spokesperson. He/she brings forward a slate of viable nominees to the Board and steps 2 and 3 above are followed to elect the Deputy Spokesperson.

The Deputy Spokesperson assists the Spokesperson and performs the duties of the Spokesperson when the latter is unable to do so. The Spokesperson may delegate any specific responsibility to the Deputy Spokesperson. The Spokesperson and Deputy Spokesperson will each serve two-year terms.

The Spokesperson:

- organizes and chairs the Science Board meetings,
- arranges general Collaboration meetings,
- serves as the main contact between the VEC and Science Board,
- determines the observations to be done using the Director's Discretionary Time (DDT),
- speaks for the Collaboration in interactions with the scientific community,
- speaks for the Collaboration in interactions with the general public,
- sets up subcommittees (e.g., VERITAS Publication Committee and VERITAS Collaboration Speakers Bureau) of the Science Board and selects members for such committees, subject to majority vote by the Board, and
- calls for, and oversees, formal votes on particular issues.

Note that the VERITAS Time Allocation Committee (TAC) is a subcommittee of the Science Board, but its membership is determined by a vote of the full Science Board and its members need not be Science Board members.

e) Off-cycle elections

In the event that a Spokesperson resigns or is unable to perform his/her duties, the following procedure will be used to elect a new Spokesperson:

1. The Deputy Spokesperson will immediately become interim Spokesperson until the next collaboration meeting. The interim Spokesperson, will nominate an interim Deputy Spokesperson to assist in the supervision of the Science Board activities; the nomination must be reviewed and approved by the VERITAS Executive Committee.
2. At the next regularly scheduled collaboration meeting, the procedure above (section IV d) is followed to select a new Spokesperson and Deputy Spokesperson. The interim Spokesperson may stand for election. The newly elected Spokesperson and Deputy serve out the remainder of the original two-year term.
3. The next election for Spokesperson and Deputy Spokesperson occurs on the next regularly scheduled two-year cycle.

f) Science Board Meetings

As a rule, the Science Board meets during general Collaboration meetings. Regularly scheduled meetings (e.g., by telephone on a monthly basis) will be called by the Spokesperson. A minimum of two-thirds of the Science Board members is required to constitute a quorum.

The Spokesperson will appoint a secretary to each Board meeting to take minutes. The minutes will include all decisions that were taken and the results of any votes. Minutes will be

posted on a private website, following approval by the Science Board members. All Collaboration members will have access to the minutes.

g) Changes to this document

It is expected that the Science Board definition contained in this document will change over time. The ultimate control over this document rests with the VEC; however, the Science Board can propose changes to the document, subject to VEC approval.

V. Collaboration Policies and Procedures

a) Meetings

The Collaboration will hold general meetings at least twice per year (typically in January and in July). The location of the meetings will vary. The meetings will generally be three to four days in length with the possibility of some sessions being reserved for Collaboration members and general science sessions that have more open participation. The organization of the meetings (agenda, participants, etc.) is the responsibility of the Spokesperson and Deputy Spokesperson.

b) Detector Operations and Maintenance

Each Collaboration member who is on the regular author list is required to spend at least two weeks at the VERITAS site each year, either observing or carrying out general maintenance for the experiment. In addition, each Collaborating Institution is required to maintain any hardware/components that they have constructed or purchased for, or contributed to, VERITAS.

c) Planning the Observing Program

The overall science program will be decided by the Science Board, with input from the Science Working Groups (SWGs). The science program will be divided into three categories: Key Science Programs (KSPs), Director's Discretionary Time (DDT), and the general Bulk Program. The Science Board will decide the definition of KSPs, which programs are KSPs, and the fraction of time devoted to them. It is expected that the KSPs will require a significant fraction of the observing time during the first several years of operation, but that this will reduce over time. The Science Board will also decide what fraction of time will be set aside as Director's Discretionary Time.

The Bulk Science program will be determined and administered by the VERITAS Time Allocation Committee (TAC). This committee will consist of seven Collaboration members who will serve for a one-year term each. Terms on the TAC will be renewable for a maximum of two years. One member of the TAC will serve as chair. The chair is responsible for maintaining the Bulk Science program on a web site (some portions may be accessible by the general public and some portions may be only accessible by Collaboration members). Note: as of 01/10/10, there is a document (" VERITAS_Time_Allocation.pdf ") that describes the makeup and workings of the TAC, as well as the science planning, in more detail.

The members and chair of the VERITAS TAC will be selected by the Science Board by consensus. The TAC will decide the Bulk Science Program and will schedule the overall observational program including the KSPs, the Bulk Program, and the DDT. The entire science program will be laid out on a year-by-year basis. During a given year, the program may be revisited as necessary.

d) Data Reduction and Analysis

There will be a standard data reduction and analysis package for VERITAS, as decided by the Science Board. Currently, this package is VEGAS. All papers and talks that present VERITAS data will rely on the standard package or will be checked with the standard package. The Science Board will ensure that the manpower and expertise exists and is employed to maintain the standard package. Note: as of 01/10/10, there is a document (“ VERITAS-DataArchive-Distribution.pdf ”) associated with the archiving and distribution of VERITAS data.

e) Conference Presentations

The VERITAS Collaboration Speakers Bureau will maintain a list of upcoming conferences and will serve as the interface between the various conferences and the Collaboration. Potential conference speakers will be determined by the Speakers Bureau and Spokesperson, subject to ratification by the Science Board. The general philosophy is that, as far as is feasible, conference talks will be rotated among the various institutions and among the Collaboration members (graduate students, postdoctoral researchers, faculty/staff members, and Associate Members). Note: as of 01/10/10, there is a document (“ VERITAS-Bureau-Charge.pdf ”) outlining the charge to the Speakers Bureau.

f) Publications

The Spokesperson will appoint a three-member VERITAS Publications Committee, to be ratified by the Science Board. In addition to the three members, the Spokesperson will serve as an *ex officio* member of this committee. The Publication Committee will keep track of the progress of VERITAS publications (appointing paper committees for each publication, ensuring that a secondary analysis is carried out, setting realistic deadlines, and reminding authors of these deadlines) and report to the Collaboration on a regular basis on the progress of each publication (during each Collaboration meeting at a minimum).

The VERITAS Authorship and Publications Policy is described in Appendix C.

Appendix A
Guidelines for Membership in VERITAS by a Collaborating Institution

The following are guidelines for the admittance of new Collaborating Institutions to VERITAS.

If a scientist (or a group of scientists) seeks to have their institution join VERITAS as a Collaborating Institution, he/she should contact the VEC Chair to indicate his/her interest. The initial contact should be followed up by a written statement from the interested scientist(s). This statement should provide information relating to the following questions:

- What is the scientific nature of your interest in VERITAS (what sort of science do you have expertise in and what science are you interested in pursuing with VERITAS)?
- What current projects are you are involved with (what is their timetable and what is your level of commitment to them)?
- What is your current funding level from federal, private, or university sources, and your anticipated group size and funding level while participating in VERITAS ?
- What will you bring to VERITAS, in terms of your direct and indirect contributions to the experiment (equipment, personnel, technical capabilities, etc.)?
- What are the names of the members of your group interested in working on VERITAS, separated out into permanent positions (faculty, staff) and temporary positions (postdoctoral researchers, students)?

The statement for the group proposing to join the Science Board is then reviewed by the VEC. The VEC will consider the membership request based on the following general criteria:

1. The P.I. of the proposing group should devote a significant fraction of his/her research time to VERITAS (the recommended level is at least 50% of research time).
2. The proposing group should contribute a substantial level of resources to VERITAS (recommended level in the U.S. funding system is one full-time postdoctoral researcher, or equivalent. The requirements for non-U.S. institutions might be somewhat different.).
3. The proposing group should demonstrate interest and expertise in the science of VERITAS (i.e., attendance at and contributions to conferences and meetings, contribution to articles, etc.).
4. The new institution should strengthen and benefit the scientific and/or operational aspects of VERITAS.
5. Special consideration may be given to institutions with an existing, long-term relationship with VERITAS.

The VEC will conduct a secret ballot on the group proposing to join and a two-thirds majority of VEC members is required for approval.

A Collaborating Institution wishing to leave the VERITAS Collaboration would submit a request to the VEC in writing for consideration. The request would state the reasons for exiting the Collaboration and would indicate how any equipment contributed to VERITAS would be affected. A two-thirds majority of the VEC (minus the affected institution) in a secret ballot would be required to approve the terms and conditions of the exit of a Collaborating Institution from VERITAS.

Appendix B

Guidelines for Membership in VERITAS for Individuals not affiliated with Collaborating Institutions

The following are guidelines for the admittance of Members who are not affiliated with a Collaborating Institution.

If a scientist who is not at a Collaborating Institution wishes to be a VERITAS Member, he/she should contact the VEC chair to indicate his/her interest. This initial contact should be followed up by a written statement from the interested scientist. This statement should provide information relating to the following questions:

- What is the scientific nature of your interest in VERITAS?
- What percentage of your research time will you devote to VERITAS?
- What resources can you and your institution bring to VERITAS, in terms of personnel, equipment, technical capabilities, etc.? If you plan to propose for funding to work on VERITAS, what is the proposed level of funding/personnel for VERITAS?

The statement from the individual proposing for VERITAS membership will then be reviewed by the VEC. The VEC will consider the membership request based on the following general criteria:

- 1) The individual should devote a significant fraction of his/her research time towards VERITAS (the recommended level is at least 50% of research time).
- 2) The proposing individual should demonstrate interest and expertise in the science of VERITAS.
- 3) The new member should strengthen and benefit the scientific and/or operational aspects of VERITAS.

The VEC will conduct a vote on the proposing individual and a two-thirds majority of VEC members is required for approval.

Appendix C

VERITAS Authorship and Publication Policy

(1) Overall Priorities

The most important product of VERITAS will be its scientific publications. It is important for everyone associated with the project that these be of high quality, that they be produced in a timely fashion, and that due credit be given to all who have contributed to VERITAS.

We recognize three kinds of publications:

- a. Refereed journal papers
- b. Un-refereed conference proceedings
- c. Published conference abstracts without papers

Unless specified below, these policies are assumed to apply to all three categories.

(2) Role of VEC

Although it is impossible to cover every contingency, the following policy will be adhered to wherever possible. The policy outlined below is a guide but it is recognized that there will be extenuating circumstances when there could be deviations. The ultimate authority of authorship rests with the VEC and any disputes will be settled by it. However, so that the VEC is not encumbered with minor disputes concerning publication, the basic responsibility for publication is delegated to the VERITAS Science Board and hence to the VERITAS Publication Committee.

(3) VERITAS Publications Committee (VPC)

A Publications Committee will be set up (see above Vf) to assist in the Science Board's role of supervising the publications of the Collaboration. The VERITAS Publications Committee will consist of three senior members of the Collaboration, not necessarily from the Science Board or from the list of P.I.s. VPC Members will serve for three years with staggered terms (to give some continuity), and will choose their own chair.

The VPC will be consulted at all stages of the production of a potential paper to ensure that:

- (a) the subject is worthy of publication,
- (b) the data analysis is verified,
- (c) a Paper Committee is set up,
- (d) the paper is made available in ample time for comments by the full Collaboration, and
- (e) disputes regarding authorship or content are dealt with prior to involving the VSB (or the VEC).

It is not anticipated that the VPC members will play other than a minor role in the actual production (writing) of the papers. For a particular conference, the Spokesperson may designate one Collaboration member to coordinate papers for that conference. More details on the recommended procedure for paper writing and follow up can be found below in section (6).

(4) Author List

The authors will be listed in alphabetical order.

- (a) The P.I.'s from each Collaborating Institution have the primary responsibility to ensure that the authors from their institution are listed subject to the following guidelines.

(i) Authorship will normally become automatic one year after joining the Collaboration, assuming that by that time, the author has started making a contribution to the project. A new postdoctoral researcher who is working full-time on VERITAS in a VERITAS Collaborating Institution has automatic authorship rights after six months of joining or after their first 2-week shift on site, whichever comes first. In general, members will continue to be authors for up to one year after leaving the Collaboration; during this “run-out” time they are not subject to the 2-week shift requirement.

(ii) It should be considered mandatory for automatic authorship of VERITAS papers that each author serve at least one two-week shift at the VERITAS site per year. The two-week shift might be either observing or working on-site on an engineering project and could, of course, be broken down into partial shifts. This effort would qualify the participant for automatic authorship on all papers emanating from that year's observation program; obviously there may be exceptions where there are unusual circumstances or heroic contributions are made to the project at the home institution or elsewhere. Such cases will be considered by the VPC and, in case of dispute, by the Science Board, on a case-by-case and year-by-year basis.

(iii) Non-Affiliated Members will have the same authorship rights provided they fulfill the same conditions given in (ii) above.

(b) Non-Collaboration members who are invited to join a specific publication (with the approval of the VERITAS Science Board) will be listed either in alphabetic order, as lead author, or after the Collaboration list; the VPC will make this determination acting on the advice of the paper committee. In this case the outside collaborator must have a clearly defined role and timeline for production of his/her contribution; failure to meet the relevant deadlines will result in exclusion from the author list.

(c) For short conference papers where the full author list is inappropriate, the acceptable format will be:

"J. Bloggs for the VERITAS Collaboration, Bloggs' home institution"
when “J. Bloggs” is a full member of VERITAS and the person presenting the conference paper (i.e. a talk or poster).

If an Associate Member participated in this work and is not the presenter, the acceptable format will be:

"J. Bloggs for the VERITAS Collaboration, Bloggs' home institution,
A. Associate, Associate's home institution".

When an Associate Member presents a conference paper, the acceptable format will be:

"A. Associate for the VERITAS Collaboration, Associate's home institution".

Non-member (e.g. undergraduates) who have made a clear contribution to a technique or result presented at a conference can be included as an author in a conference paper and would be listed in a similar manner to an Associate Member.

Where possible, the full author list should be used so that the papers can be included in personal bibliographies. For major conferences with numerous VERITAS contributions

(e.g. ICRC's), there will usually be one paper with the full author list and the other papers will reference that one paper.

- (d) Unpublished papers or conference abstracts should be circulated to the VPC at least two weeks before submission and to the full Collaboration at least one week before presentation. Members of the Collaboration should never be surprised by presentations or publications made in their name!

(5) Data Rights

During the lifetime of VERITAS (i.e., while the VERITAS Collaboration remains in existence), the results from all observations will be published in papers using the full Collaboration author list. Once a specific observation has been published, the results (i.e., high-level data products such as spectra, light curves, etc.) from that observation are in the public domain, and they then may be used by Collaboration members in individual (non-Collaboration) papers involving interpretation, multi-wavelength correlations, reviews, etc. The primary data itself (i.e., the raw and processed event data) remains the intellectual property of the full Collaboration.

(6) General procedures to be followed for Journal Articles

- (a) One of the Science Working Groups identifies a result worthy of publication and forms a group of authors to write the paper. This group typically comprises two or three people who possess expertise in the science or the analysis of the paper topic. If a graduate student is included in the author group, then the student's advisor will be considered a *de facto* member of the author group and will be expected to be an active mentor.
- (b) When the results of the data analysis are sufficiently final that the writing of the paper can begin, the author group will define a tentative set of figures and tables to be included in the paper. These will generally include a subset of a TeV image, spectrum, and light curve, a table of observations, and a table of fluxes and spectral fits. The author group will post the figures and/or tables to the relevant Collaboration wiki page, along with a discussion of the analysis procedure, including the significance of any new source detections.
- (c) The Science Working Group leader consults with the VPC, which then assembles a paper committee of three wise people to vet the publication: i.e., they will read drafts or outlines of the paper and suggest changes as necessary. This committee will have a chairperson who tracks the progress of the paper to make sure it proceeds in a timely manner. The paper committee is expected to be proactive and to help the authors make progress when necessary, either by prodding or by helping to find resources (e.g., simulations support) required to move the paper forward. It is expected that the paper committee will meet with the authors at the outset (by conference call) to establish general features of the paper and to produce a set of milestones and an approximate timetable.
- (d) The Science Board will be kept informed of publication progress in general during regular telecons to discuss publications. The chair of each paper committee or the authors will report during these calls (either in person, or through the VPC chair). The responsibility for more frequent (and aggressive) monitoring of a paper's progress rests with the chair of the paper committee. In addition, the Science Working Group should

monitor the progress of each paper in their group since they are in a good position to allocate needed resources (e.g., analysis volunteers, etc.). There should be a posting on a regular basis (e.g., every two weeks) to the wiki page of the relevant SWG giving an update on the status of the paper and a summary of recent work.

- (e) Once the paper has been produced and approved by the paper committee it will be posted on the web for the full Collaboration to make comments and suggest changes. A period of two weeks should be allowed for this. The paper committee will make the final decision on which changes should be implemented. A revised draft will be posted and people will be invited to sign up to be included on the author list. This stage will have a one-week deadline.
- (f) Authorship will be overseen by the VPC. The VPC Chair or the Spokesperson will edit the drop-down list on the sign-up page from time to time to add new members and to eliminate people who have left the Collaboration or have not fulfilled shift duties. For practical reasons it may not be possible to change the drop-down list for each publication, but the VPC will check the list of those who sign up and may opt to require certain authors to justify their inclusion on the author list. If there are authors to be included on the paper who are not on the drop-down list, the VPC will request from the author group a one-sentence statement regarding each proposed author summarizing their contributions (i.e., multiwavelength observations, help with interpretation, etc.) to the paper.
- (g) After the paper has been reviewed by the journal, the authors will revise the paper as necessary and send it to the Collaboration with the list of referees' comments. There will be a one-week period for the Collaboration to comment on the changes instituted.
- (h) Once the paper has been accepted, the submitting author (i.e., one of the group of authors) will post the manuscript on astro-ph. The submitting author will also ensure that basic details of the high-level results of the paper (i.e., spectra, images, lightcurves, etc.) are put on the VERITAS web page in a publicly available location in universal FITS format. These high-level results are any data points (and error bars) found in plots from the paper, as well as the formulae for any curves in those plots. The astro-ph posting should occur immediately after the paper has been accepted by the journal, and the posting of data should occur within seven days of that date.