

USER NOTE

User Publication Policy

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Revisions

Version	Date	Description
1.4	1 Feb. 2024	■ Added proposal number to Guideline 8
1.3	14 Oct. 2020	■ Added DOI example text to Guideline 9
1.2	5 Mar. 2020	■ Expanded Guidelines 1, 2, and 6 ■ Slightly modified Guidelines 8 and 11
1.1	28 May 2018	■ Changed Guideline 2 ■ Added Guideline 3
1.0	13 Mar. 2018	First release

Policy

As a fundamental principle, European XFEL emphasizes that all contributions resulting in any type of publication (peer-reviewed or not) shall be recognized. Following this principle, the relevant publications describing the facility used and its instrumentation shall be cited.

Hence, the following guidelines must be considered:

- 1 Criteria for authorship, based on the Nature Research Journals authorship guidelines, is as follows:

Each author is expected to have made substantial¹ contributions to the conception or design of the work²; or [to] the acquisition, analysis, or interpretation of data; or [to] the creation³ of new software used in the work; or have drafted the work or substantively revised it; AND to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study); AND to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

- 2 Contributors to the experiment and/or publication who do not meet the criteria in Guideline 1 for authorship should be acknowledged in the publication.

 **NOTE:** A taxonomy for contributor roles is available at [CRediT](#).

¹ For European XFEL, “substantial” refers to novel contributions directly related to the scientific content of the paper. It does *not* refer to the re-use of novel contributions for other experiments and papers.

² For European XFEL, “work” refers to everything from the conception of the experiment to the publication of the peer-reviewed paper.

³ For European XFEL, “creation” includes the creation of experimental functionality and/or methodology (e.g. hardware and/or software).

- 3 The Principle Investigator (PI) and the Main Proposer of a user experiment identify the persons from the proposing team who must be listed as co-authors of the publication, based on Guideline 1.

 **NOTE:** Article processing charges (APCs) that occur during the publication process will be paid by the institution(s) of the corresponding author(s) in case there is no third-party funding available.

- 4 The leading scientist of the instrument at which the experiment was performed—in collaboration with the local contact for the experiment and the leaders of groups involved in the experiment—identifies the persons from European XFEL who must be listed as co-authors of the publication, based on Guideline 1.
- 5 The PI and the leading scientist agree on the final list of co-authors.
- 6 The PI sends the first draft of the paper, as soon as it is completed, to the leading scientist of the instrument at which the experiment was performed.
- 7 The PI and corresponding author should cite the fundamental and relevant papers describing the instrumentation of the facility. The group leaders at European XFEL shall identify these publications.
- 8 The publications must include an acknowledgement for the help and support by the staff of European XFEL:

We acknowledge European XFEL in Schenefeld, Germany, for provision of X-ray free-electron laser beamtime at <Scientific Instrument>⁴ under proposal number <Proposal Number> and would like to thank the staff for their assistance.

⁴ Replace with one of the following:

- Scientific Instrument FXE (Femtosecond X-Ray Experiments)
- Scientific Instrument HED (High Energy Density Science)
- Scientific Instrument MID (Materials Imaging and Dynamics)
- Scientific Instrument SCS (Spectroscopy and Coherent Scattering)
- Scientific Instrument SPB/SFX (Single Particles, Clusters, and Biomolecules and Serial Femtosecond Crystallography)
- Scientific Instrument SQS (Small Quantum Systems)

Further requirements for specific acknowledgements related to European XFEL may be communicated as follows:

— *Third-party funding*

May be communicated by the User Office to the PI and the Main Proposer

— *User consortia*

May be communicated by the leading scientist to the Main Proposer

- 9** Publications related to raw data and metadata from experiments carried out at the European XFEL facility must cite the persistent identifier (DOI) of the beamtime data in their publications (see also the "[Scientific Data Policy of European X-Ray Free-Electron Laser Facility GmbH](#)").

Example:

"Data recorded for the experiment at the European XFEL are available at doi:10.22003/XFEL.EU-DATA-XXXXXX-XX."

- 10** Information on any planned publications should be provided to the User Office as soon as a paper is accepted.

 **NOTE:** Beamtime at the European XFEL is free of charge, but keeping track of publications is of paramount importance for our funding and governing bodies in order to assess the scientific output enabled by our facility. This ensures sound conditions for developing user access for the future.

- 11** Topics that are potentially suitable for press releases, homepage news, social media or other PR activities, for instance resulting from high-profile publications shall be communicated to the User Office (useroffice@xfel.eu).

- 12** The scientific directors of European XFEL will assist or guide in solving any remaining queries that users might have.