

**USER NOTE**

# User Publication Policy

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for the Management Board  
at European XFEL*

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# Revisions

Version	Date	Description
1.1	28 May 2018	<ul style="list-style-type: none"><li>■ Changed Guideline 2</li><li>■ Added Guideline 3</li></ul>
1.0	13 Mar. 2018	First release

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# 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 The Principle Investigator (PI) and the Main Proposer of a user experiment identify the persons from the proposing team that have contributed *actively to the experiment*—including organization, preparation, and data analysis—and hence must be listed as co-authors of the publication. A first draft of the co-author list, including the ORCID<sup>1</sup>s identifier, if existing, should be available prior to the start of the experiment. It is understood that 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.
- 2 European XFEL staff, having contributed significantly to an experiment or to another to-be-published activity should be added to the co-author list.
- 3 The leading scientist of the instrument at which the experiment was performed, in collaboration with the local contact for the experiment identifies other groups at European XFEL involved in the experiment and collects from these groups the name lists, based on Guideline 2. Similarly, in case of other activities, the corresponding group leader in charge of the to-be-published activity identifies other groups at European XFEL involved in the corresponding activity and collects from these groups the name lists, based on Guideline 2. In case of non-agreement between groups, issues should be escalated to management.
- 4 The PI and the leading scientist agree on the final list of the co-authors.

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<sup>1</sup> Open Researcher and Contributor ID (<http://orcid.org>)

- 5 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.
- 6 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><sup>2</sup> and would like to thank the instrument group and facility staff for their assistance.

Further requirements for specific acknowledgements related to European XFEL third-party funding and user consortia will be communicated by the leading scientist the local contact and User Office.

- 7 Publications related to raw data and metadata from experiments carried out at the European XFEL facility must cite the persistent identifier of the beamtime data in their publications (see also the [“Scientific Data Policy of European X-Ray Free-Electron Laser Facility GmbH”](#)).
- 8 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.

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<sup>2</sup> 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)

- 9 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](mailto:useroffice@xfel.eu)).
- 10 The scientific directors of European XFEL will assist or guide in solving any remaining queries that users might have.