# Suggested Process for C&A Papers

- Useful to have a standard path for all calibration and analysis papers.
  - Wide variety of paper topics, so the process must be adapted as appropriate.
- Purposes:
  - Support and encourage production of papers.  Not an obstacle course.
  - Provide a venue for collaboration feedback and awareness, even for LAT-related papers that are formally not collaboration papers.  Should be viewed as a benefit authors to make the papers better.

- Attempt to minimize number of steps in process for efficiency, while ensuring quality and fair representation of the interests of the collaboration.

# Steps

- Paper leads/authors discuss the paper topic and simple outline of content with the coordinators and the group.
  - leads/authors and coordinators determine the category (1, 2, 3), which is reported by the coordinators to the PI and other Group Coordinators.
- Wiki page in the C&A area is set up for the paper by the leads/authors. Post presentations to the group, plots, relevant intermediate results, problems.  Provides venue for first comments/feedback.
- Internal note(s) written and posted, with announcement email to the group.
  - goal is to have enough detail that collaborators could reproduce the results
- In some cases, a "wiseperson" may be selected to help by giving feedback and advice to the leads/authors, particularly on the earliest drafts.
- When a good draft of the paper is ready, coordinators select a few reviewers and the paper is posted, with an email announcement, to the group.
  - all group members encouraged to provide comments; the appointed reviewers are *responsible* to provide comments on the whole paper (including references) in a timely manner.
  - clear deadlines for comments.
- Paper is iterated as needed.
- Final steps for category 1&2 papers follow the collaboration process, which is still under discussion.