

## **Mandatory Requirements for Scientific/Technical Publications per Contract with DOE**

### Why

- Dissemination of Knowledge.
- To fulfill Fermilab's contractual requirements with DOE. The number of Scientific/Technical Publications published is listed in annual DOE scorecard reports. Scientific/Technical Publications are Fermilab's end product.

### Who

- FRA Employees - this includes Scientific/ Technical Publications that list FRA Employees on the author list.
- Guest Scientists, Visitors, Users, and Members of a Collaboration, reporting work done using Fermilab facilities.

### What

**All** Theses and Scientific/Technical Publications written for external distribution.

- Theses
  - o Bachelors
  - o Masters
  - o Doctoral dissertations
- Scientific/Technical Publications
  - o Preprints intended for publication in a peer-reviewed journal
  - o Conference reports
  - o Technical memos documenting equipment or other technology
  - o Physics notes - short papers not intended for journals or conferences

Does not include internal notes, posters or slides.

### Acknowledgement

**This must be on all Scientific/ Technical Publications.**

- Operated by Fermi Research Alliance, LLC under Contract No. De-AC02-07CH11359 with the United States Department of Energy.

### Request a Fermilab Publication Number

- **All** Scientific/Technical Publications must receive a Fermilab Publication Number
- <http://lss.fnal.gov/cgi-bin/getnumber.pl>

### Upload the Scientific/Technical Publication

- <http://lss.fnal.gov/cgi-bin/getnumber.pl>

### Internal Review

- ORTA (patent) review: **all** Scientific/Technical Publications.
  - o Chief Operating Officer determines if patent deemed necessary and DOE is notified of any patent/record of invention .
- Scientific/Technical review:
  - o **All** Scientific/ Technical Publications, except those of
    - PPD Theoretical Physics department
    - the **theoretical** Scientific/Technical Publications of the Center for Particle Astrophysics.
  - o Process
    - If corrections are required by the Scientific/Technical Reviewer, assigned by Directorate based on the content of the Scientific/Technical Publication, these **must** be made and the Scientific/Technical Publication re-uploaded.
    - If Scientific/Technical Publication is **denied** by the Scientific/Technical Reviewer, the author is notified. If the author chooses to rewrite the Scientific/Technical Publication, it must be re-uploaded and will be resubmitted to the Scientific/Technical Reviewer.
    - Approved Scientific/Technical Publication is posted on Fermilab's Technical Publications web pages.

### Transfer of Copyright Agreement

- **All** Transfer of Copyright Agreements must be signed by the Fermilab Technical Publications Office. This is **required** by our contract with DOE and gives us the right to make the information contained in the Scientific/Technical Publication freely available on Fermilab's Technical Publications web pages without breaking U.S. copyright laws.
- You **must** upload the Scientific/Technical Publication before the Transfer of Copyright Agreement can be signed.
- Transfer of Copyright Agreements are in two formats, either paper or electronic.

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