

# QUOCKA Survey Publication Policy

1. A QUOCKA Publication is defined as any journal or proceedings paper that has been derived from proprietary QUOCKA data, and in cases where these data have not been previously published elsewhere.
2. If the tasks required to produce a publication commence while the relevant data or information are still proprietary, then that publication will be considered a QUOCKA Publication even if the publication is not completed until after these data or information have been released into the public domain.
3. If the tasks required to produce a publication commence after the relevant data and/or information have been released into the public domain, then that publication will not be considered an QUOCKA Publication.
4. All QUOCKA Publications must be associated with a Principal Contact for that publication. The Principal Contact must be a Member of the QUOCKA team (as defined in the QUOCKA Membership Policy) and part of the team that have an approved QUOCKA project in the science area of the paper, and must not be a student.
5. In cases where a QUOCKA Publication has a defined list of authors, the Principal Contact will be responsible for deciding the author list and author ordering, subject to the following conditions and procedures:
  - a. A Proposal for a QUOCKA Publication (as described in item 6a below) must include a proposed author list for key co-authors and list “and appropriate QUOCKA team members”;
  - b. Any Member of the QUOCKA team is free to opt-in as an author of a QUOCKA Publication via communication with the Principal Contact and lead author before submission, provided they believe that either their general QUOCKA survey work or their particular contributions to the paper merit co-authorship;
  - c. The authorship order is determined wholly by the Principal Contact and lead author;
  - d. Any individual members of the QUOCKA team who are already on the proposed author list may withdraw from the Publication at any time before submission/completion by notifying the Principal Contact of this intention;
  - e. If the Principal Contact includes in the author list of the Proposal any person who is not an individual member of the QUOCKA team, the Principal Investigator (PI) may require justification for this person to be included as an author on the Publication. The Principal Contact must respond to such requests within two weeks of receipt and must not submit the paper before the issue is resolved;
  - f. When a QUOCKA Publication reaches Final Review (see item 8d below), the Publication must include or be accompanied by a final ordered list of authors.

6. The following sequence of review procedures must be followed for all QUOCKA Publications:
  - a. Proposal: The Principal Contact must distribute an outline of any proposed Publication to the entire QUOCKA team (via email to [quocka@lists.csiro.au](mailto:quocka@lists.csiro.au)). This Proposal must summarize the proposed Publication (in a few paragraphs or less), provide information on where and when the Publication is to appear, identify any deadlines for submission, indicate which approved QUOCKA project it is associated with, and include a proposed list of authors (see item 5 above). The publication proposal needs to be circulated two weeks before the first round of reviews of a draft of the paper, unless otherwise waived by the PI;
  - b. Team Review: Once the Principal Contact is of the opinion that a Publication is ready for submission/completion, he/she must contact the entire QUOCKA team (via email to [quocka@lists.csiro.au](mailto:quocka@lists.csiro.au)), announcing that the Publication is ready for "Team Review", providing a link from which the Publication can be viewed or downloaded, and indicating a deadline for response. The Principal Contact will also upload the draft to the QUOCKA wiki and include the author list, status, and timeline until submission. Members of the QUOCKA team, whether authors on the paper or not, must be given a minimum of two weeks to raise any issues they may have about the publication and to work with the Principal Contact, lead author, and the PI to resolve these issues. The PI may extend this review period if it is deemed warranted. For conference proceedings, only a one week review period is necessary. Members of the team should pass all substantial commentary about QUOCKA publications to the Principal Contact, lead author, and the PI;
  - c. Final Team Review: If it is the judgement of the PI that an additional, final review by the entire team is warranted, then the Principal Contact must submit a new draft to the team, detailing the changes implemented, and providing a link to a new draft that will undergo an additional two-week review period. If the authors deem the extra review period unnecessary, they can lodge a request of waiver to the Leadership Team, whose decision will be final;
  - d. Submission: After all issues raised during the Team Review have been resolved to the satisfaction of the Principal Contact, lead author, and the PI, the Principal Contact must again notify the entire QUOCKA team (via email to [quocka@lists.csiro.au](mailto:quocka@lists.csiro.au)), announcing that the Publication has been submitted;
  - e. External Review: In cases where a Publication undergoes peer review, the Principal Contact must provide all the co-authors with the referee report(s) and an updated manuscript. It is solely the decision of the co-authors whether the referee comments have been duly met and the manuscript is ready for submission. In the event the paper is rejected by the journal, the authors should return to step (c) above before resubmitting elsewhere;
  - f. Public Dissemination: The QUOCKA team encourages its members to make QUOCKA Publications publicly available (e.g., through the arXiv preprint server).

However, refereed Publications should not be made public until they have been accepted for publication, unless given explicit approval by the PI. Subject to this constraint, the Principal Contact is responsible for deciding on the timing and manner in which a Publication is disseminated to the broader community.

7. Withdrawal of Publications:

- a. Any QUOCKA Publication that has entered into the review procedures (Item 6) may be withdrawn from review at any time until it is published. To withdraw a Publication, the Principal Contact must notify the PI stating that the Publication is withdrawn.
- b. In the event that a Publication that has entered into the review procedures (Item 6) does not progress from its current review stage (e.g. from Proposal to team Review) for one year, the Publication will be considered withdrawn from review. The Publication may be reinstated by the PI at any time. From the time that a Publication is reinstated, it will have one year to progress to the next review stage or it will be considered withdrawn from review again.

Modelled off the MWA Publication policy

Vesion 1.1: 24 September 2021

Version 1.0: 25 September 2018