

South Dakota Science & Technology Authority
Policies and Procedures Manual

SUBJECT: Publication Policy

NUMBER: 2:24

PURPOSE:

The purpose of this policy is twofold:

- A. To establish high standards of excellence for publications by encouraging appropriate review for all scientific, technical and engineering publications related to Sanford Underground Research Facility ("Sanford Lab") research and technical activities prior to publication; and
- B. To ensure Sanford Lab is notified of all publications that are based on work performed in whole, or in part, at Sanford Lab.

APPLICABILITY:

This policy concerns collaborating partners ("Users"), employees, contractors and visitors working at or with the Sanford Lab.

This policy applies to all publications that are based on work performed in whole, or in part, at Sanford Lab. For the purposes of this policy, the term "Publication" means any document (in whatever form) such as abstracts, manuscripts and technical papers printed in a professional journal, popular periodical, published as a book or portion of a book (including electronic versions) and made available to the public. The term includes materials subject to patents or copyrights.

RESPONSIBILITIES:

The SDSTA is not responsible for the validity, opinions, findings, conclusions or methods of the research performed by Users at the Sanford Lab.

Prior to the publication of any work resulting from the research performed at the Sanford Lab, it is the responsibility of the author(s), or other person(s) responsible for the content of the publication and/or those who originated or developed the content, to ensure that:

- A. All requirements of any relevant investigator institution's review processes are met.
- B. Findings adhere to scientific community standards of ethics and values.
- C. All requirements of any applicable funding agencies are met.
- D. The Publication contains the appropriate credits, oral acknowledgements, legal disclaimers and patent or copyright notices.
- E. The Publication complies with all applicable patent, copyright, intellectual property, and other applicable laws, as well as the requirements of the User's Memorandum of Understanding with the South Dakota Science and Technology Authority.

ACKNOWLEDGEMENTS:

Publications should contain the appropriate credit line, including the funding source(s); the DOE or other agency contract number; any applicable facility (non-NSF or non-DOE contract number); and an acknowledgement of the assistance provided by the Sanford Lab. The acknowledgement of the Sanford Underground Research Facility must be included for publications that are based on work performed in whole, or in part, at the Sanford Lab. The following are examples of credit lines:

1. Credit Line for Publications with Restricted Word Counts:

This material is based upon work supported by: [list funding agencies and supporting institutions] and the Sanford Underground Research Facility.

2. Full Credit Line for Research Developed with DOE Funding (No Restricted Word Count): Note that acknowledgement of the DOE should always include two levels of organization, such as “the Office of Science of the Department of Energy”:

The research supporting this work took place in whole or in part at the Sanford Underground Research Facility in Lead, South Dakota. Funding for this work is supported by the Office of Science of the Department of Energy under Contract Number [LIST CONTRACT NUMBERS]. This research was also supported by [INSERT FUNDING AGENCIES AND GRANT/CONTRACT NUMBERS HERE]. The assistance of the Sanford Underground Research Facility and its personnel in providing physical access and general logistical and technical support is acknowledged.

Information on the DOE contracts that supports the operations of the Sanford Underground Research Facility is available at the following link:

<https://docs.sanfordlab.org/docushare/dsweb/View/Collection-16954>.

3. Oral Acknowledgements—Funding agency support and contributions of the Sanford Lab should also be acknowledged during all news media interviews including popular media such as radio, television and news magazines as well as during presentations of papers at conferences, seminars, colloquia, public outreach presentations, workshops or other proceedings.

Publications produced as a result of research conducted at the Sanford Lab are one of the measures of the lab’s success. Authors can help by notifying Sanford Lab of new Publications.

Sanford Lab will make every effort to make Publications available through the Sanford Lab website. For Publications that are not available in the public domain (i.e., published in a journal or other publication with copyright restrictions), the abstract of the Publication with information concerning where the full Publication can be obtained will be provided through the Sanford Lab website.