Paper proposal
Duration: Presentation at PF
Involvement: PC, PWG, Forum

Paper preparation
Duration: Variable
Involvement: PC

IRC review
Duration: Variable
Involvement: PC, IRC

EB review
Duration: 1 week + revision time
Involvement: PC, IRC, EB

Collab. Review Round 1
Duration: 2 weeks + revision time
Involvement: alice-member, PC, IRC, EB

Collab. Review Round 2
Duration: 1 week + revision time
Involvement: alice-member, PC, IRC, EB

CERN review
Duration: Typically a few days
Involvement: PC, IRC, EB

arXiv, journal submission

ALICE paper preparation workflow
as of January 2018

Disclaimer: This document is meant as a guideline only.
For full information, please always refer to the Publication Policy.

- **Start**: the PC chair should create a paper entry using:
  - [https://aliceinfo.cern.ch/ArtSubmission/node/1](https://aliceinfo.cern.ch/ArtSubmission/node/1)
  - At this stage, a good starting point is the CERN preprint style, depending on target journal.
  - Some tips on style are also available.

- **Start**: Once a working draft exists, the PC contacts the EB chairs and asks for an IRC to be formed.
  - The IRC proceeds to review the draft and provide input.
  - This stage is free in format: PC and IRC may choose to hold meetings, exchange mails, etc, as deemed necessary.

- **Start**: Once PC and IRC converge, the EB chairs should be contacted and an EB member will be assigned for a review.
  - The EB review typically takes one week.
  - The PC should provide answers and implement any suggestions.

- **Start**: Once EB review is concluded.
  - In this round, major comments are typically to be expected by any ALICE member.
  - Three to five institutes are also assigned to perform an institutional review which happens during Round 1.
  - Once Round 1 is finished, the PC adjusts the paper draft taking into account all input and provides replies.
  - The IRC checks and approves the draft and replies.

- **Start**: Once new draft and replies are available.
  - In this round, mostly minor comments are to be expected.
  - Once Round 2 is finished, the PC adjusts the paper draft taking into account all input received.
  - The IRC checks and approves the draft.
  - N.B.: Extra collaboration rounds may be necessary if significant changes still take place at this stage.

- **Start**: Once draft is deemed final by PC, IRC and EB.
  - The EB will upload the draft to the cern document server (CDS) and request formal CERN approval, which is usually granted in a few days.
  - In the mean time, the PC should prepare the HEPData entry according to these instructions.

- The paper draft is submitted to the arXiv and to the journal by the EB.