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: <u>I week</u> + revision time Involvement: PC, IRC, EB



Collab. Review Round 1

Duration: <u>2 weeks</u> + revision time Involvement: alice-member, PC, IRC, EB



Collab. Review Round 2

Duration: <u>I week</u> + 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 September 2021

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://alice-publications.web.cern.ch/node/add/paper_draft
- At this stage, a good starting point is the <u>CERN preprint style</u>, 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 I 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.