This is the CLASH collaboration and publication policy document. The version date of this policy is March 30, 2012.

**CLASH Core Collaborators:**

*The core CLASH team consists of investigators who have been on the team at least one year and who have made critical and original contributions to the science and/or the data analysis infrastructure of the CLASH program.* See the internal team-only website for the list of core collaborators.

**Adding External Collaborators:**

Here are guidelines for when and how we should bring in external collaborators to the team:

- Additional collaborators can be considered for team membership if:
  - they bring in a skill set not already well represented on the core team and/or
  - they bring access to scientific resources that the core team does not already provide (telescope access at other wavelengths or with unique instrumentation, special computation facilities, and/or proprietary simulation or data analysis software) and/or
  - they are the direct graduate students of core team members and those students will be working directly on a project in the core CLASH science areas and with CLASH data or
  - they are the direct post-doctoral fellows of core team members and those postdocs will be working directly on a project in the core CLASH science areas and with CLASH data.
- In general, a new team member should represent a major asset gain for the team, not simply an incremental one.
- Temporary collaborations (e.g., for one particular paper and/or proposal) are welcome if the core team feels the individual brings substantial value to a given specific and time-limited investigation.
- Potential collaborators should be proposed to the P.I., co-P.I., and the science leads along with the rationale for their inclusion on the CLASH team and/or temporary collaborative efforts.
Of course, our first recourse should be to use existing team skills but given the broad scope of our survey, collaborations with others will be beneficial in many cases.

**Authorship and Paper Submission:**

CLASH authorship and paper submission policy:

- The first paper submitted by each core team member will, by default, include all core team members as co-authors. Core team members will, however, have the option to decline if they wish.
- For papers that do not rely on data collected from the supernova follow-up program, CLASH members from the Supernova team should not be included by default, but may be given an invitation to opt in. The SN team members are marked as such on the core members list (posted on internal team-only site).
- The lead authors on any paper will be those who have done the work.
- Any team member may lead a paper regardless of their position status.
- Authorship of subsequent papers submitted by a core team member (i.e., after they have already lead one paper with all team members as co-authors) can be limited to those people who worked on that paper. However, a core team member can request to be added as a co-author.
- Papers by non-core CLASH members should include all people who contributed to the paper in a significant way PLUS include an invitation to all core CLASH members.
- Any core CLASH member can be included on any paper if they request it.

Concepts for papers should be openly discussed within the team to avoid conflicts as to who is working on what. Special attention should be paid to papers being led by junior collaborators.

*A significant contribution to a paper includes providing key data or observations, providing key simulation results, providing data analysis infrastructure (pipeline) or other key software, providing original intellectual contributions to the analysis or interpretation of the data, providing a critical reading of a manuscript draft with extensive feedback. A quick reading of a draft manuscript with minimal comments does not, in general, count as a significant contribution to a paper.*

Papers should be circulated to the team for comments at least 2 weeks prior to submission.