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Fermilab Technical Publications

Scientific/Technical Publications Training

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To navigate through this course use the arrows located at the bottom right side of the screen. Click the  button to move forward to the next slide. Click the  button to go back and review a slide.

You will be required to take test after this training in order to receive TRAIN credit.





Mandatory Requirements for all Scientific/Technical Publications

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All scientific/technical publications must have a Fermilab report number and be uploaded to Fermilab Technical Publications.

- Request a Fermilab report number and upload <http://techpubs.fnal.gov/>
- This mandatory requirement applies to all employees, users/visitors, members of a collaboration and guest scientists using Fermilab facilities, as we are U.S. government funded.

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Mandatory Requirements for all Scientific/Technical Publications

To request a Fermilab report number and upload visit:

<http://techpubs.fnal.gov/>



Mandatory Requirements for all Scientific/Technical Publications

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This mandatory requirement applies to all employees, users/visitors, members of a collaboration and guest scientists using Fermilab facilities, as we are U.S. government funded.

Why is this required?

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- To share and preserve scientific knowledge.
- To fulfill Fermilab's contractual requirements with DOE.

Why is this required?

- Scientific/Technical publications are Fermilab's end product .
- The number of scientific/technical publications Fermilab produces are part of the annual DOE scorecard reports, which we are graded on.

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What does this apply to?

Scientific/Technical Publications

- Preprints intended for publication in a peer-reviewed journal
- Conference reports
- Technical memos documenting equipment or other technology
- Physics notes - short papers not intended for journals or conferences



Conference Reports vs Publications

Most conferences publish a proceedings of reports submitted to the conference. If you are attending or submitting a report to a conference, you need to request a **CONF** report number.

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Conference Reports vs Publications

Some conferences offer the option of also submitting a separate longer scientific/technical publication to a peer-reviewed journal. If you choose to do this, you need to request a **PUB** report number for this separate publication so that Fermilab can accurately report the statistics to DOE.





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Acknowledgement

This acknowledgement must be on all scientific/technical publications:

Either:

This manuscript has been authored by Fermi Research Alliance, LLC under Contract No. DE-AC02-07CH11359 with the U.S. Department of Energy, Office of Science, Office of High Energy Physics.

Or:

This document was prepared by [COLLABORATION NAME] using the resources of the Fermi National Accelerator Laboratory (Fermilab), a U.S. Department of Energy, Office of Science, HEP User Facility. Fermilab is managed by Fermi Research Alliance, LLC (FRA), acting under Contract No. DE-AC02-07CH11359.

It is also listed on Fermilab's Technical Publications website
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Copyright Agreements

Scientific/technical publications come under the DOE classification of "work for hire" and all copyright forms must be signed by the Technical Publications Office.



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Copyright Agreements

This is a DOE contractual obligation and gives Fermilab the right to freely host the publication on our website without breaking U.S. copyright laws. This also protects Fermilab's intellectual property rights.



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Electronic Copyright Forms

Publishers and conferences are increasingly using electronic copyright forms instead of paper copyright forms. Copyright forms must be signed by Fermilab's authorized representatives - Kathryn Duerr or Heath O'Connell.



Electronic Copyright Forms

Peer-reviewed journals have electronic copyright forms that **cannot** be signed by the authors. Please forward the publisher's email to Fermilab's Technical Publications Office for assistance
techpubs@fnal.gov

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Electronic Copyright Forms

IEEE journals use an electronic copyright form that has a box to check stating that you do **not** have authority to sign the form. Please check this box, enter this information – Kathryn Duerr
techpubs@fnal.gov and IEEE will automatically forward this form for signature.



Electronic Copyright Forms

Creative Commons Attribution licenses -also known as "CC BY". These licenses are used by unrestricted Open Access peer-reviewed journals and some conference proceedings, such as JACoW. Copyright is not transferred to a journal or a conference and authors **may** sign these forms themselves.



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Electronic Copyright Forms

Please make a copy of the signed CC BY form and email it to techpubs@fnal.gov We collect these signed forms to prove intellectual property ownership.



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The Prime Contract stipulates all scientific/technical publications must undergo Patent review.

This review is to determine if a patent is necessary and to protect intellectual property ownership. DOE is notified of any patent/record of invention.

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Proper protection of Intellectual Property prior to publication ensures:

- Due credit to the inventor(s) and the Laboratory
- Potential follow-on research (WFOs, CRADAs, etc.)
- Potential follow-on license(s) and royalty stream(s)
 - Royalties can be a flexible source of funding for any of our mission responsibilities (purchase equipment, roll funds over to next year, use on new programs, etc.)

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- All scientific/technical publications must undergo Patent review.
- Disclosure of Intellectual Property (IP) is an employment contract requirement.

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- Early IP disclosure will expedite Patent review of publications.
- For all IP questions contact the Office of Partnerships and Technology Transfer (OPTT), WH2W, ext. 5178
<http://partnerships.fnal.gov/>
- Copyright agreements cannot be signed until the scientific/technical publication has passed Patent review.
- IP may be disclosed at any time.



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Export Control

Research conducted in the United States in collaboration with non-U.S. Citizens can be subject to export controls administered by either the Department of Commerce via the Export Administration Regulations (EAR) or the Department of State via the International Traffic in Arms Regulations (ITAR).

All scientific/ technical Publications undergo Export Control. This review is a DOE contractual requirement. Copyright agreements cannot be signed until the scientific/technical publication has passed Export Control.

<http://directorate-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=52>



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Technical Review

All scientific/ technical Publications undergo Technical review to ensure that the information is accurate. This review is a DOE contractual requirement.

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Technical reviewers are assigned by the Directorate based on the content of the publication. If the reviewer deems that corrections are necessary, these must be made and the publication re-uploaded

<http://ccd.fnal.gov/techpubs/index.html>

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Approved Scientific/Technical Publications are posted on Fermilab's Technical Publications webpages:

<http://ccd.fnal.gov/techpubs/tech-pubs-search.html>





arXiv.org

- arXiv.org is a widely used repository of electronic preprints of scientific papers that includes the fields of physics, astronomy, and computer science.
- Once you have requested a Fermilab report number and uploaded your publication, if you wish to also submit it to arXiv.org you are encouraged to do so.



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What about Theses?

We collect Bachelors, Masters and Ph.D. theses as the information contained in a thesis can be very useful and they are cited in other scientific/technical publications. Theses are not peer reviewed. All national laboratories report the number of theses collected to DOE as part of their annual reports.



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If you have any questions regarding this training contact:

Kathryn Duerr
 Technical Publications & Records Administrator
 WH3SW #358
techpubs@fnal.gov
 (630) 840-5693



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This concludes your Technical Publications training.

[Click here](#) to take the Technical Publications test. You will receive TRAIN credit after successfully completing the test.



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