Collaboration Policy

Membership, Best Practices, Data product, Publications, Code of conduct

1. Membership Category

Names are current as of 12-Jun-2025
Project leaders:
Philippe Salome**, Megan Donahue**, Pierre Guillard (** co-PIs of JWST Cycle 3 proposal).

Core Collaborators (proposal members still active in astronomy):

Ricarda Sylvia Beckman
Francois Boulanger
Rebecca Canning*
Francoise Combes*
Megan Donahue*
Yohan Dubois*
Alastair Edge*
Andy Fabian*
Gary Ferland (*remote)
Pierre Guillard*
Nina Hatch*
Matthew Lehnert*
Brian McNamara*
Valeria Olivares*
Guillaume Pineau de Forets
Helen Russell*
Phillippe Salome*
Grant Tremblay (*remote)
Mark Voit*
*Attending workshop 16-20 June 2025

Supported Scientists (Postdocs and students not on original proposal):

McKenna Leichty* - MSU grad student, working on MRS data, 3 yrs (MD)
Ivana Beslic* - also ALMA lead – Obs. Paris, funded by CNES. 1.5yr left. (PS, PG)
Osase Omoruyi* - Abell 2597/Cycle 2 investigator (GT)
Clemente Riesco-Bravo - PhD @ Obs. of Paris & IAP, supervised by P. Salomé & P. Guillard, starting Oct. 1st 2025 > interpretation of MRS data + multi-wave data.

External members (e.g. ancillary data, do not need access to the JWST data) :

David Turner - MSU postdoc, soon to be UMBC/GSFC as of Aug 2025 not JWST supported but submitted xray followup

Definitions and roles:

Project leadership : approve new members, regulate data access, resolve disputes or questions, with the exception of disputes involving themselves. Additional collaborators for the collaboration team (of various categories) may be proposed to the leadership team along with the rationale for inclusion.

Core members : proposal cols who are still active in astronomy (two original co-Is may have left the field). Core members will be offered the opt-out option for first papers (the option to decline co-authorship if they wish), opt-in option for follow on papers; core team members may be tapped for dispute resolution in cases where there may be conflicts of interest with leadership team members

Collaboration members : group with some degree of data access, includes core members and supported scientists (e.g. students and postdocs of core members). Non-core collaboration members will be included on papers in which they directly contribute but these individuals will not automatically be offered authorship on all papers.

External members: non collaboration members, with no data access but who may make contributions in other ways (e.g. proposing for and acquiring other data); these individuals would have authorship rights similar to those of non-core collaboration members, but who are generally only involved in a very limited way on one project. Leadership team approval is required to become an external member.

Temporary/provisional members (group with short-term access). Temporary or limited collaborations (e.g. for one paper or for one proposal call) are welcome if the leadership team feels the individual brings substantial value to a given specific and time-limited investigation.

In general, a new team member should represent a major asset gain for the team, not an incremental one, according to the leadership team. Additional collaborators can be considered for membership if they meet one or more conditions:

- they bring in a skill set not well represented on the team and/or
- they bring access to scientific resources the current core team does not already provide (telescope access, unique instrumentation, computational facilities, proprietary simulation/data analysis software) and/or
- they are graduate students under the direct supervision of a core team member and they will be working with the JWST data or in the science areas of the JWST project and/or
- they are post doctoral researchers supervised by core team members and those postdocs will be working on the science or data of the JWST project.

Students and post-docs who leave the supervision of a collaboration member may apply for permission to continue as a member of the collaboration. Permission to continue as a member in the collaboration shall be considered by the team leaders on an individual case basis. In general, students with short-term appointments (e.g. semester or summer interns) must agree that access to data does not come with broad permission to share or to publish the data outside of the collaboration before having access to proprietary data products or other collaboration science products.

All collaborators, whether core, external, or time-limited are subject to the same expectations of the publication and ethics policy.

2. Collaboration activities

The first key group work projects will be defined at this June 2025 meeting. A shared document for a list of projects, participants in the working groups will be posted on Google Drive. It is expected that the working groups will communicate internally informally through email/slack/discord, but will share their progress and paper intents through the shared document. Anyone on the collaboration can join any working group.

During the next year, the collaboration members will aim to meet as a collaboration on-line once per month to share results and news. These meetings will be a forum for presenting and discussing preliminary results pre-publications. All of the results discussed in these meetings should be considered to be for your eyes only unless otherwise attributed, not just because they could be wrong but because premature release could lead to bad science, bad publicity, and misattribution of credit.

Collaborators shall keep the group up to date on the work they are doing by maintaining their project topic and status on the team shared document visible to all collaboration members, and by contributing updates to monthly group videoconferences.

Concepts for papers should be openly discussed within the team (e.g. the monthly video meeting) to avoid conflicts and misunderstandings about who is working on what. Special attention and care shall be paid to papers being led by junior collaborators, because these individuals need visibility.

Conference talks are expected and encouraged. The collaboration will encourage the sharing of material among the team. Team members should inform the collaboration, preferably in advance, when they present results from the project.

3. Data Access

Permission to access the data does not imply permission to share the data beyond the collaboration. The team leaders can expand the access to data when necessary, on a case by case basis.

There are four classes of data products. Below are listed the groups of people who are in charge of deciding who gets access to each class of data product. (The first two classes have limited usefulness except to people who want to re-run the calibration pipelines.)

Raw proprietary data
- team leaders

MAST pipeline proprietary data products
- team leaders

Collaboration enhanced data products
- Team leaders, who will give access to collaboration members willing to provide the collaboration with high-level data products and/or tools. Collaboration members should submit simple proposals for these projects to the team leaders.

High-level science products, including sofware, notebooks.
- Core collaboration members and supported members

Access to individual datasets may be granted to external collaborators with approval by the leadership team. Collaboration policies for publication, co-authorship, and data sharing apply to external collaborators. Any users of these products shall follow the team citation and authorship policies, in order to appropriately acknowledge the contributions and work of team members.

4. Publication

Paper co-authorship:

Anybody who has significantly contributed to the results in a paper based on the project's JWST data must be allowed to be an author on that paper.

Significant contributions to papers include but are not limited to:
- providing key unpublished data or observations
- providing data analysis infrastructure or software, including optimized pipeline
- providing original intellectual contributions to the analysis or interpretation
- providing a critical reading of a manuscript draft with extensive detailed feedback

NOTE: a quick read of a draft + minimal comments does not in general count as a significant contribution.

Co-authorship policy shall conform to any policies required by the journals.

The first paper submitted by any collaboration team member, by default, include all core team members as co-authors. This policy is known as "opt-out", so core team members will have the option to decline co-authorship if they wish.

The lead authors on any paper will be those who have done the work.

Any team member may lead a paper.

Authorship of subsequent papers submitted by a core team member (that is, after they have already been a first author on one paper with the opt-out authorship policy applied) can be limited to those who worked on that specific paper. However, a core team member can request to be added as a co-author as long as they make a significant contribution to that paper. (That is, there is an "opt-in" policy after the first paper by any core collaboration member, with the proviso that a significant contribution has been made by that member.)
Papers led by non-core members or external authors should include all the people who contributed to the paper in a significant way, plus an invitation must be extended to all core collaboration team members to join ("opt-in").

Paper Submission:

Papers should be submitted to the full team at least two weeks prior to submission to a publication.

5. Reporting Disputes and Potential Consequences for Violating Collaboration Policy

- For disputes not involving the leadership team, the leadership team will consider the dispute and decide the outcome.
- For disputes that involve the leadership team, an independent (unconflicted) group will be convened from the team membership to hear the situation and recommend a resolution.
- Consequences for violating collaboration data, publication, and ethics policy may take several forms depending on the severity of the violation. For minor, inadvertent violations, a letter of reprimand and warning may be given, with the expectation that the behavior will not be repeated. For repeated and/or major violations, consequences may include such steps as exclusion from data access and collaboration meetings, revocation of collaboration membership (including publication credit and the privilege to represent the collaboration at scientific meetings), reporting the matter to the appropriate professional society, publication editorial board, employer, and/or funding agencies.

6. Code of Ethics

We have adopted and made very minor adaptations of the behavior policy described in the Ethics Statement of the AAS Code of Ethics. (https://aas.org/policies/ethics for the original version).

Every astronomer is a citizen of the community of science. Each of us shares responsibility for the welfare of this community. We endorse the statement of the American Physical Society that "science is best advanced when there is mutual trust, based upon honest behavior, throughout the community." All scientists should act ethically in the conduct of their research, in teaching and education, and in relations with both members of the public and other members of the scientific community. The maintenance of a set of ethical standards for work-related conduct requires a commitment to a lifelong effort: to act ethically in one's professional activities; to encourage ethical behavior by students, postdocs, colleagues, and employers; and to consult with others as needed regarding ethical problems and concerns.

Conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Conduct Toward Others

All people encountered in professional life should be treated with respect. At no time is abusive, demeaning, humiliating, or intimidating behavior acceptable; abuses of power are unacceptable. Scientists should work to provide an environment that encourages the free expression and exchange of scientific ideas. They should promote equality of opportunity and fair treatment for all their colleagues, regardless of gender, race, ethnic and national origin, religion, age, marital status, sexual orientation, gender identity and expression, disability, veteran status, etc. Scientific ability must be respected wherever it is found.

More senior members of the profession, especially research supervisors, have a special responsibility to facilitate the research, educational, and professional development of students and

subordinates. This includes providing safe, supportive work environments (e.g., free from bullying or harassment), reasonable and fair compensation, appropriate acknowledgment of their contribution to any research results, as well as respect for them as individuals and protection of their academic freedom (e.g., freedom to disagree with or dispute wider community-held positions without fear of retaliation). In addition, supervisors should encourage the timely advance of graduate students and young professionals in their career aspirations, be they in or out of the academic career track.

Outlined below in more detail are examples of unacceptable behaviors, such as bullying and unlawful harassment, sexual or otherwise. We recognize these behaviors, either in-person or online, as examples of scientific misconduct, given their impact on scientific practices and the ability of individuals to conduct science. The behaviors described may be intentional or unintentional. However, where an allegation is made, it is important to resolve the situation in a way that ensures that the behavior has been appropriately addressed.

Harassment

Harassment because of race, religion, color, gender, age, national origin, disability, marital status, sexual orientation, gender identity expression, or any other protected class, violates the our Code of Ethics.

Behaviors that, if engaged in because of race, religion, color, gender, age, national origin, disability, marital status, sexual orientation, gender identity expression, or any other protected class, may give rise to a hostile work environment in violation of Title VII of the Civil Rights Act of 1964 or other applicable laws. These include, but are not limited to, the following: verbal harassment (e.g., comments that are offensive or unwelcome, including epithets, slurs, teasing, and stereotyping), nonverbal harassment (e.g., obscene gestures; distribution, display, or discussion of inappropriate written or graphic material or material that ridicules, denigrates, insults, belittles, or shows hostility or disrespect toward an individual or group), or physical harassment, including unwelcome, unwanted physical contact (e.g., physical assault or violating an individual's personal space).

Sexual Harassment

Sexual harassment is defined as unwanted conduct of a sexual nature. There are generally two types of sexual harassment:

"Quid pro quo" harassment, where submission or refusal to submit to unwelcome sexual attention, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature affects decisions such as preferential treatment, hiring, or promotions.

"Hostile work environment," where the harassment creates an offensive and unpleasant working environment. Hostile work environment often includes sexually oriented conduct that is sufficiently pervasive or persistent so as to unreasonably interfere with an individual's job performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. A hostile work environment can also result from a single egregious act.

Sexually oriented conduct can include verbal sexual harassment (e.g., innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks), nonverbal sexual harassment (e.g., the distribution, display, or discussion of sexually oriented written or graphic material), or physical sexual harassment (e.g., unwelcome, unwanted, unrequested, or uninvited physical contact)[1]. Such behaviors may also give rise to a hostile educational environment for students, in violation of United States Title IX of the Educational Amendments of 1972.

Bullying

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Bullying behavior is most often aggressive, persistent, and part of a pattern, but it can also occur as a single egregious incident. It is usually carried out by an individual but can also be an aspect of group behavior. Exercising appropriate authority, directing the work of others pursuant to their job responsibilities, and respectful scientific debate are not considered bullying behavior.

Examples of bullying behaviors include, but are not limited to, verbal bullying (e.g., threatening, slandering, ridiculing, or maligning a person; making abusive or offensive remarks), physical bullying (e.g., pushing, poking, assaulting, threatening assault, or damaging a person's work area or property), gesture bullying (e.g., nonverbal threatening gestures), or sabotaging an individual's work.

Research

Data and research results should be recorded and maintained in a form that allows review, analysis, and reproduction by others. It is incumbent on researchers involved in studies (especially publicly supported ones) to make results available in a timely manner. The fabrication, falsification, or selective reporting of data with the intent to mislead or deceive is unethical, unacceptable, and fraudulent, as is the appropriation of unpublished proprietary data or research results from others without permission and attribution. Data obtained from public databases should be cited in accordance with the guidelines and recommendations of the source from which they are obtained.

It should be recognized that honest error is an integral part of the scientific enterprise. It is not unethical to be wrong, provided that errors that could be misleading are promptly acknowledged and corrected when they are detected.

Publication and Authorship

As implicit conditions for publishing in journals of the AAS or other journals, authors are expected to adhere to basic standards of professional ethics and conduct that are common across all areas of scholarly publishing. Authors, editors, and referees should be aware of the professional and ethical standards that have been adopted for the science journals. Authors affirm that their work is original and has not been published elsewhere.

All persons who have made significant contributions to a work intended for publication should be offered the opportunity to be listed as authors. This includes all those who have contributed significantly to the inception, design, execution, or interpretation of the research to be reported. People who have not contributed significantly should not be included as authors.