

REsolved ALMA and SMA Observations of Nearby Stars (REASONS): Survey Guidelines

This document briefly outlines a set of guidelines for all REASONS team members to follow in order to set up a positive collaborative environment for everyone to benefit from, and allowing us to maximize the survey output.

1 – Data delivery, calibration, and shared access

REASONS was born as a survey to benefit the debris disk community at large; the idea is to provide a repository of calibrated MS files ready for continuum imaging, as well as images themselves and fitting results (delivering basic parameters such as radii, widths, and geometries) for everyone to be able to access. ‘*Everyone*’ here includes all the team members (see list at end of document) until completion of the project, and the whole community beyond this time. Completion of the project is nominally achieved when the last survey paper detailing the complete survey results is accepted for publication.

Upon delivery by the NAASC (ALMA) or the Radio Telescope Data Center (SMA), the data will become available to the PI with a proprietary period of 12 months. The PI or Project Leader (see point 3) will test the quality of the delivered data, recalibrate/combine datasets if necessary, and generate data products (calibrated MS files, CLEAN images, and later visibility fitting results) to be made available to the team. The PI will strive to create quick-look products to be shared privately on the survey website (<http://www.cfa.harvard.edu/~lmatra/reasons>) within 15 days of delivery for ALMA (where no re-calibration should nominally be needed) or 30 days for the SMA (where manual calibration by the PI is required). Calibrated CASA MS files will be provided by the PI or Project Leader to the team members upon request.

2 – External data use, and affiliate team members

Distribution of any datasets and related products before the end of the proprietary period or before a first publication, whichever comes last, is only allowed under particular circumstances. Such circumstances are to be discussed with the team members, but ultimately distribution requires permission **from the PI and the Project Leader**. This includes presentation of unpublished REASONS results at science talks, conferences, proposals etc. Permission for talks/presentations should be requested at least 1 week in advance of the presentation.

The inclusion of affiliate team members is to be put forward to the team and agreed upon by the PI. Inclusion of junior members (undergraduate and graduate students, as well as postdocs) is highly encouraged, and priority will be given to them in the assignment of projects to Project Leaders. Inclusion of senior members is only to be allowed in special circumstances to be put forward to the team and agreed upon by the PI. An email should be sent to the PI for requesting affiliate inclusion, with a justification.

3 – Projects and Project Leaders

The PI will delegate leadership for projects focusing on single targets / groups of targets and/or particular aspects of the program, to be discussed with the team in light of quick-look data products. The assigned **Project Leader** takes responsibility for the project and the publication of data in the literature, and agrees to:

- Finalize review of data calibration and imaging in concert with the PI
- Produce deliverables discussed in 1) for the team and later for the community
- Plan+execute analysis, and present results in a journal article, **in a timely fashion**.

A priori prediction of the timescale involved for a given project is of course difficult; nonetheless, **the primary goal is to publish first results including all the final data during the 12-month proprietary period**. To meet such goal, a nominal timescale beginning with data delivery is:

- <15 days: PI delivers quick-look products to the team.
- <1 month: Project Leader assigned
- <3 months: Final data products delivered to team and ready for (later) public distribution
- <7 months: Analysis completed
- <9 months: Complete draft article distributed to co-authors
- <12 months: Article in review stage / accepted.

Commitment to such a schedule is important, and **team members should not volunteer as Project Leaders if they cannot commit** (within reason) to such schedule and place REASONS work at the top of their independent research priority list.

Any team member may put herself/himself forward as a Project Leader, by emailing a brief description of their draft plan and science idea to the PI (leading to publication of a particular target / set of targets). The PI will share and discuss this with the team, and make a final decision which will take into account factors such as, but not limited to, previous experience with a target / set of targets, juniority, feasibility, priority/conflict with respect to other projects, etc.

4 – Publication Policy and Timelines

The survey will maintain standard practice – the Project Leader (doing most of the work on that specific project) shall be the lead author of that specific project, and determine the order of the authorship list based on contribution to the project. If any disagreements cannot be resolved by the Project Leader, the PI shall make the decision.

All original team members should be **asked** to be co-authors of any article related to the program. Affiliates shall only be asked for projects that they were brought in to provide a

contribution for. The minimum amount of work expected for authorship is a thorough review of a completed draft manuscript on a reasonable timescale. Co-authors have **14 calendar days** to comment on the first full circulated draft version – if they do not respond, they will not be included in the author list. After internal revision by the lead author, co-authors will have **7 calendar days** for further comments. The article shall only be submitted when all authors approve. After receiving a referee response, and following review by the Project Leader, co-authors will have **7 calendar days** to provide further comments. Co-authors should keep to these timescales except for extenuating situations in which case they should request extra time to the Project Leader or the PI.

5 – Follow-up Work

Similarly to the publication policy, proposals written to follow-up any aspect of REASONS work should be circulated to the entire list (see below) of REASONS team members. Only members that provide a thorough review of the proposal within **7 calendar days** shall be included as co-Is.

Team members (26):

Matrà, L. (PI)
Absil, O.
Augereau, J.-C.
Booth, M.
Carpenter, J.
Davies, C.
Del Burgo, C.
Dent, B.
Draper, Z.
Ertel, S.
Greaves, J.
Holland, W.
Kennedy, G.
Lawler, S.
Lestrade, J.-F.
MacGregor, M.
Marino, S.
Marshall, J.
Matthews, B.
Milli, J.
Öberg, K.
Schieven, G.
Wahhaj, Z.
Williams, J.
Wilner, D.
Wyatt, M.