

Title	Version	Last consented
Platform Paper Task Force Policy	1.0	9 February 2022
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Abstract		
This policy describes how task forces should be deployed to manage the process of writing IBL platform papers.		

Background

Experience with the first two IBL collaboration-wide papers suggested that developing platform papers generally benefit from a small group of individuals ('task force') who take on primary responsibility for their success early in the project. Results from a [June 2020 IBL-wide survey](#) suggested that such a task force approach was supported by many.

The following policy describes how task forces should be deployed to manage the process of writing IBL platform papers.

Guidelines

Each platform paper should have a task force: a small group dedicated to shaping the project through writing the paper and publication. This includes defining the scope and composition of the project, assigning and / or performing the required work (including follow-up experiments, data analysis, preparing the figures, etc), and ensuring that the paper is completed in a timely fashion. These individuals will take responsibility for obtaining all necessary GA approvals and making sure that the process is consistent with the publications policy. Note that the task force will not generally do every task for the paper - they can assign specific work to relevant

researchers - but they are responsible for ensuring that this work is completed to the highest standard.

Each member of the task force becomes a corresponding author on the resulting paper and assumes the duties associated with this role [as detailed by the ICMJE](#). This includes communicating with journals throughout the manuscript submission, peer review and publication processes; fulfilling specific journal administrative and policy requirements such as reporting co-author details and disclosures; and remaining available after publication to respond to questions and critiques or fulfill requests for sharing data or materials. As such their status is denoted by a star (or other special character, as consistent with the policy of the journal in which the paper is published). IBL is the first author on the paper, and task force members are interleaved in the alphabetized author list with any other authors. This applies to all members of the task force, researchers and PIs.

The task force should be convened at the time that the paper is initiated, often early in a project life cycle. The task force recruitment process is driven by the group initiating the paper (e.g. a relevant Working Group or the Scientific Milestones Working Group).

The first round of recruitment should be an open call for anyone interested in joining. A second round should involve active recruitment, to balance expertise and interest as well as to encourage gender and geographic diversity.

Typical structure of a task force

- 2+ PI leaders who actively manage the group
- 1-2 Staff members
- 4-5 Researchers, typically comprising at least:
 - 2 experimentalists and 2 theorists

Changes in task force responsibilities and membership over the course of the process:

- An initial meeting should be called by the PI leaders as soon as recruitment is completed.
- At this meeting, members should jointly define the scope of the project and the responsibilities of its members, to set expectations.
- A membership list should be created in the Task Force's share drive and updated regularly during the lifetime of the task force. This list can also serve as a mechanism for tracking task force member contributions.
- The scope and responsibilities of task force members may change over time, as the platform paper develops.
- If a task force member (researcher or PI) is unable to complete their responsibilities, they should resign (or be asked to resign), so they can be replaced by another member.
- In the case of a member who resigns prior to completion of the paper or joins late in the process, decisions about corresponding authorship status should be determined by discussion between the member and current task force members, led by the PIs.

- Decisions about authorship can be modified until the final version of the paper is accepted for publication.
- New members can join a task force by making a request to the PI leaders and taking on a share of the task force responsibilities.
- All IBL members are welcome to attend task force meetings, but attendance alone does not confer membership in the Task Force.
- Any conflicts that arise regarding scientific communications will adhere to the IBL [Conflict Resolution Policy](#), with the Publications Working Group as the relevant working group.