



To all LHCb Newcomers

On behalf of LHCb let me welcome you to the collaboration. We hope that your time as an LHCb member will be enjoyable and productive one, and we look forward to working with you.

The purpose of this letter is to clarify in a condensed form the rules that govern the way that we work as a collaboration. Full details can be found in the constitution and the various documents of working procedures approved by the Collaboration Board.

When in the collaboration:

1. All analyses carried out on LHCb data should go through the process of working group approval and collaboration approval before they are made public.
2. All results arising from the analysis of LHCb data are to be kept internal to the collaboration until they are made public through the release of a preprint (*i.e.* arXiv posting) or conference report, or are first shown at a conference or workshop under the authorisation of the Physics Coordinator. Internal results should not be discussed with non-LHCb members.
3. A PhD student or senior member of the LHCb collaboration becomes an author by default 6 months after they enter the collaboration. Affiliate members are made authors on papers through the process of exceptions to the author list. The chair of the Editorial Board should be contacted regarding this.
4. It is possible to take your name off the author list of a paper. However, this is a very rarely used process and should be discussed with the chair of the Editorial Board in good time before the publication is approved for submission to the journal.
5. Abstracts should not be submitted to conferences for talks presenting LHCb data without the prior approval of the Speakers' Bureau chair.
6. If you receive invitations directly from conference organisers to speak on an LHCb topic or a subject related to LHCb activities, the invitation should be forwarded to the Speakers' Bureau chair before accepting. Stand-alone seminars given on the basis of a personal invitation do not require approval; talks at events at regional level, involving participants from one or a limited group of states, are under the responsibility of the relevant institute leaders. Ask the Speakers' Bureau if in doubt about a given event.
7. A practice talk should be organised by the Speakers' Bureau for any talk given on behalf of the LHCb collaboration.
8. Conference proceedings from talks presented on behalf of the collaboration should be approved before submission.
9. Members of the collaboration may independently publish papers relating to LHCb only if they refer to previously published data, and involve no use of software that has involved significant investment from the rest of the collaboration (such as the full Monte Carlo simulation, or reconstruction code).
10. Independently published papers that include projections for LHCb performance or sensitivity, should be sent to the Physics Coordinator for comments prior to being posted on the arXiv or submitted to the journal.
11. Computing resources that are controlled by the LHCb collaboration (any CERN login using an lhcb account and any grid usage with the LHCb Virtual Organisation) should predominantly be used for research leading towards LHCb papers.

12. Discrimination on grounds of gender, sexual orientation, ethnicity, disability, creed, cultural background or other factors are not acceptable within the collaboration. See the [Early Career, Gender and Diversity Office](#) for details.

When leaving the collaboration:

13. LHCb data and results derived from unpublished LHCb data may not be used for further analysis and publications.
14. Access to LHCb data, LHCb computing accounts and LHCb mailing lists will cease. Exceptions to this rule for limited periods of time may be granted (*e.g.* for completing an analysis) by the Spokesperson.
15. PhD students and seniors will by default stay on the author lists of papers for 12 months after they have left. For affiliate members, the authorship is governed by the rules regarding exceptions to the author list.

Do not hesitate to ask me should you have any questions on the above regulations or related matters.

Guy Wilkinson
LHCb Spokesperson