

## User Publication Policy

- 1) The Principle Investigator (PI) and the Main Proposer of a user experiment identify the persons from the proposing team that have contributed actively to the experiment—including organization, preparation, and data analysis—and hence must be listed as co-authors of the publication. It is understood that article processing charges (APCs) that occur during the publication process will be paid by the institution(s) of the corresponding author(s) in case there is no third-party funding available.
- 2) The Scientist in charge at HiLASE Centre, in collaboration with the local contact from the experimental station, identifies the persons from HiLASE Centre and other parties who have contributed significantly to the particular experiment and should be added to the co-author list.
- 3) The PI and the leading scientist agree on the final list of the co-authors.
- 4) The PI and corresponding author should cite the fundamental and relevant papers describing the instrumentation of the facility. The Scientist in charge at HiLASE Centre shall identify these publications.
- 5) The publications must include an acknowledgment for the help and support by the staff of HiLASE Centre:

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- 6) Further requirements for specific acknowledgments related to HiLASE Centre third-party funding and user consortia will be communicated by the Scientist in charge and User Liaison Office.
- 7) Publications related to raw data and metadata from experiments carried out at the HiLASE Centre must cite the persistent identifier of the beamtime data in their publications.
- 8) Information on any planned publications should be provided to the User Liaison Office ([user.office@hilase.cz](mailto:user.office@hilase.cz)) as soon as a paper is accepted.

NOTE: Beamtime at the HiLASE Centre is free of charge, but keeping track of publications is of paramount importance for our funding and governing bodies in order to assess the scientific output enabled by our facility. This ensures sound conditions for developing user access for the future.

- 9) Topics that are potentially suitable for press releases, homepage news, social media or other PR activities, for instance resulting from high-profile publications shall be communicated to the User Liaison Office ([user.office@hilase.cz](mailto:user.office@hilase.cz)).
- 10) The User Liaison Office, RI Open Access Manager and Scientists in charge of HiLASE Centre will assist or guide in solving any remaining queries that users might have.