New rules for the listing of publications and talks
in the Scientific Annual Report of DESY

1. Any contribution enters only once in the publication database. It appears in the listings of all groups with participating authors (see below).
   Otherwise there will be problems with the assignments.
   For the reference numbers (Kennzahlen) every contribution counts only once.
   Multiple assignments of large scale facilities (Großgeräte), HGF programs etc. should be made only for explicitly interdisciplinary contributions.
2. Only publications/talks contribute where either
   a) one author is from DESY or
   b) it is based on experimental results, which are achieved with DESY resources.
   Conc. a) Contributions from non-DESY-experiments (e.g. at RHIC) with a co-author from DESY are only accepted if this author is directly involved and there is an official collaboration agreement. A co-author from DESY is a prerequisite but not sufficient.
   For new employees this holds for all publications of the current year.
3. General or popular scientific publications/talks are accepted only if they are related to DESY (e.g. on the benefit of basic research).
4. Which talks enter/count for the publication database (PubDB), the annual scientific report (WJB) and the reference numbers (Kennzahlen - KZ)?

	PubDB	WJB[*]	KZ
Lectures	+	+	+
Conferences, Workshops	+	+	-
Invited external talk	+	+	-
Collaboration meeting	o	-	-
Special events (e.g. Nacht des Wissens)	o	-	-
Internal seminars	o	-	-
Internal committees (e.g. MAC, PSC)	o	-	-

+: enters (PubDB-literature-type: Conference Presentation)
   (in the future dedicated PubDB-literature-types for
   • Lectures
   • Invited External Talk)
o: can enter (PubDB-literature-type: Other Talk)
-: does not enter

5. Contributions to the DESY and HASYLAB annual reports should not enter the PubDB.
6. For journal publications the corresponding full-text should be up-loaded to the PubDB unless it is prohibited by copy-right .

Validity:
These rules are obligatory from 2009 on.

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[*] the scientific annual report contains in addition talks held at DESY (e.g. DESY-collquium, Öffentliche Abendvorträge) from the DESY datebook (dbook).

Examples:

Entries in the publication database:

The annual report lists: ‚Conference Presentation' and ‚Poster'.
There will be additional categories ‚Lecture' and ‚Invited External Talk'.

Talks which are not listed in the annual report can be added to the publication database as ‚Other Talk'.

Assignment of groups:

`Division / Group on site involved`
> Will be changed to: `Author(s) from Division / Group on site`
> In the annual report the contribution will be listed for all groups (see point 1. above)

`Large Scale Facility / Beamline`
> Will be changed to: `Research Area / LSF / Beamline involved`
> Important for reference numbers (Kennzahlen) (e.g. Programmübergreifend)

E.g.

Talk by ZEUS on behalf of H1 and ZEUS
Division / Group: ZEUS
Large Scale Facility: H1, ZEUS

M-report (only M-authors) conc. XFEL
Division / Group: M
Large Scale Facility: Facility XFEL

mixed (authors from M and FLA)
Division / Group: M, FLA
Large Scale Facility: Facility XFEL, Facility FLASH

Only theorists from Zeuthen
Division / Group: ZNP
Large Scale Facility: HGF program ET

PITZ (together with M)
Division / Group: ZNP, M
Large Scale Facility: HGF program P.N.I.

Max-Planck-Gesellschaft (only AG für strukturelle Molekularbiologie) together with
HASYLAB (if possible specify beamline explicitely, for new beamlines contact L)
Division / Group: MPG, HASYLAB
Large Scale Facility: HASYLAB Beamline without reference