1. **Introduction**

Following the successful launch of the Spitzer Space Telescope and the continuous acquisition of spectacular data from the three focal plane instruments, it has become necessary to define a scientific data and publications policy for the results obtained with the Infrared Array Camera (IRAC). This policy will apply to publications defined in the broad sense of any release of IRAC data outside the IRAC Science Team prior to delivery to the Spitzer Science Center (SSC) public archive. This includes but is not limited to press releases, popular and professional articles, whether refereed or not, books, circulars, computer files, text, and graphics, and lecture content and materials based on information not previously released.

The IRAC Program Scientific Data and Publications Policy is designed to meet these essential requirements: IRAC publications must be accurate, fair credit must be given to the authors and other contributors, and collaborators outside the IRAC project should also be fairly treated. Moreover, the documentation and data products must be produced on schedule, and scientific discoveries should be encouraged. While it is difficult to make a policy which anticipates every possibility, it is our intention to give recognition and acknowledgment to all contributors to the mission while ensuring that those who have given especially generously are especially recognized. This document therefore summarizes the right and responsibilities of the IRAC Science Team members and their employees and collaborators in the area of data analysis and publication.

2. **Membership**

The IRAC Science Team consists of the IRAC Instrument Team plus additional personnel who have worked extensively to support the instrument and science program:
IRAC Instrument Team: Principal Investigator (PI): Giovanni G. Fazio; Deputy Principal Investigator: Gary Melnick; Team Members: Lori Allen, Matt Ashby, Pauline Barmby, Peter Eisenhardt, Lynne Deutsch, Bill Forrest, Joe Hora, Bill Hoffmann, Jiasheng Huang, Steve Kleiner, Massimo Marengo, Craig McCreight, Tom Megeath, Harvey Moseley, Mike Pahre, Brian Patten, Judy Pipher, Howard Smith, Zhong Wang, Steve Willner, and Ned Wright.

Affiliated Team Members are those people who are employed by or work with members of the IRAC Instrument Team, or who formerly made significant contributions to IRAC. These members currently include: Rick Arendt, Mark Brodwin, Dale Fixsen, Dan Gezari, Bill Glaccum, Varoujan Gorjian, Danny Krebs, Mike McKelvy, Bob McMurray, Craig McMurty, Bill Reach, John Stauffer, Dan Stern, and Eric Tollestrup.

IRAC Instrument Support Team are members at the Spitzer Science Center (SSC) who support the IRAC data processing and serve as the interface for IRAC to the astronomical community. Leader: Bill Reach; Members: Bidushi Bhattacharya, Sean Carey, Bill Glaccum, Mark Lacy, Seppo Laine, Patrick Lowrance, Brant Nelson, Jason Surace, and Gillian Wilson.

External Collaborators: Those not categorized in the above classes but are collaborating with the IRAC Instrument Team on a given project or projects.

The category of team membership is important for questions of access to the IRAC GTO data (data rights) and of authorship on resulting publications. The PI will determine the category of team membership for a given individual.

Graduate students of IRAC Science Team members may participate in a GTO effort, but the IRAC PI should be informed of their participation.

3. **Data Rights**

Full data rights: This is unlimited access to all data of the IRAC GTO Program. Members of the IRAC Instrument Team have full data rights to all data of the IRAC GTO Program. Team members are responsible for protecting the scientific integrity of the IRAC GTO data and the data rights of other participants.

Limited data rights: This is limited access to IRAC GTO data for a given project or projects. Such data shall be channeled through the Principal Investigator or a member of the IRAC Instrument Team and is expected to be limited to the defined projects. The Principal Investigator should be
notified in writing before such data is distributed and must approve the data transfer. Participants receiving this data must protect the scientific integrity of the IRAC GTO data and the data rights of the IRAC Instrument Team.

IRAC Instrument Team members will have full data rights while at their current institutions and limited data rights when they leave.

Affiliated Team Members, IST, and External Collaborators will have limited data rights to IRAC GTO data.

4. Publications

The highest priority of the IRAC team is to get high quality papers published in a timely manner. It is more important to publish a few high quality papers rather than numerous inferior ones.

A list of all proposed and published publications by the IRAC team shall be maintained on the IRAC MO&DA Bulletin Board web site.

All publications should be submitted to the Principal Investigator at least one week before submission for publication. The papers will be circulated among the relevant IRAC Instrument Team members for comments before publication.

The initial instrumentation paper published in the Ap. J. Letters issue will be led by the Principal Investigator and will contain the names of all of the IRAC Instrument Team members, Affiliated Team members and IRAC Instrument Support Team members who contributed significantly to the instrument testing, integration, and launch.

The first author on IRAC GTO papers is expected to be the team member who actually performed the data reduction, scientific analysis, and writing of the manuscript. Any IRAC Science Team member may request his/her name be added to the list of co-authors with the presumption that permission will be granted if the person has been engaged intellectually in the work and has made some significant contribution to that research project. Examples of such contributions include: (1) contributions at the early stages of a GTO program, such as in sample definition, selection, or scientific rationale; (2) served as an aggressive internal referee and/or editor for the team; (3) performed important data reduction, analysis, or calculation for a paper or formulated significant theory interpretation or quantitative model for interpreting the data; (4) contributed non-IRAC ancillary data (or their analysis) that were used in the paper; (5) wrote portions of the text of the paper; and (6) performed literature searches, or
analysis of literature data, that were significant in the interpretation of the IRAC data. Co-authors should understand the science if their name is on a paper and take personal responsibility for it. They should feel comfortable giving a talk on the research in the paper.

Instrument Team Members interested in starting new projects or adding new individual collaborators not already on the team should consult first with the Principal Investigator. In general, expertise will be sought within the team before an outside collaborator is added. When outside collaborators are added they should be informed of the IRAC/Spitzer Data and Publication Policies.

If there are disputes among team members or collaborators on authorship, the Principal Investigator shall rule on these cases.

All publications should include an acknowledgment of support. See “General Spitzer Observing Rules/Publication and Dissemination of Spitzer Results” on SSC web site.

5. **Collaborations Outside the IRAC Team**

In cases where the IRAC Instrument Team is collaborating with a large outside team, e.g. MIPS, IRS, or a survey team, this team will be asked to name a point of contact, who will coordinate activities within their team. The collaboration should state explicitly what data will be exchanged and what paper(s) will be worked on, what the schedule should be and what resources are needed. Regular telecons shall be established to coordinate this collaboration.

When collaborating with an outside team, the outside team should suggest an order of authorship among their members. First authorship of papers with an outside collaborator shall be based on which team made the primary contributions to the paper. Cases of disputed authorship should be resolved by the PI and the point of contact (or the PI of the team) as necessary.

IRAC GTO data are only to be made available to outside collaborators with permission of the IRAC PI, and with a written description of who will use the data and the use to which they will put it. When accepting proprietary data from collaborators, the GTO team leader and the leader of the collaborating team will jointly produce a written agreement of who is permitted to use the data and the uses IRAC will make of it.

6. **Presentations at AAS Meetings and Conferences**
Conference talks involving IRAC GTO data need to be approved by the IRAC PI in advance. An abstract, author list and short description of the GTO data to be presented and how it will be used should be submitted to the IRAC PI.

7. **Press Releases**

Proposed press releases involving IRAC GTO data should be submitted first to the IRAC PI. Such press releases require the necessary clearances from SSC, JPL, and NASA Headquarters and need to be coordinated with the CfA public relations office (David Aguilar).