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NRAO Library Publication Support Policy

PREPARED BY	ORGANIZATION	DATE
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Change Record

VERSION	DATE	REASON
1.0	07/14/20	Draft
1.1	07/21/20	Minor revisions
2.0	10/07/24	GBO re-integration, typographic revisions
2.1	01/16/26	Grant use clarification
3.0	09/18/26	Invoicing updates

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I INTRODUCTION

The NRAO and GBO provide publication support upon request for authors at other U.S. scientific or educational institutions when the paper reports original scientific results using ALMA, GBT, VLA, and VLBA data. NRAO and GBO staff qualify for support of their publication charges for published work beyond NRAO and GBO instrument-based papers. In all cases, support will be awarded as the percentage of qualifying authors on qualifying papers.

2 QUALIFYING PAPERS

Publication support will only be provided when all the requirements outlined in this policy are met. Authors should apply for support before production of a final, published paper so there is adequate time to comply with the program requirements. The requirements apply to facility acknowledgements, author affiliations, arXiv cross-posting, and use of secondary NRAO accounts as additional payment.

3 REQUIREMENTS

3.1 Facility Acknowledgements

3.1.1 NRAO and GBO Acknowledgement

The publication must include, as a footnote or acknowledgement, the following statement:

"The National Radio Astronomy Observatory and Green Bank Observatory are facilities of the U.S. National Science Foundation operated under cooperative agreement by Associated Universities, Inc."

3.1.2 ALMA Acknowledgement

Additionally, publications making use of ALMA data must include the following statement in the acknowledgement:

"This paper makes use of the following ALMA data: ADS/JAO.ALMA#2011.0.01234.S. ALMA is a partnership of ESO (representing its member states), NSF (USA) and NINS (Japan), together with NRC (Canada), MOST and ASIAA (Taiwan), and KASI (Republic of Korea), in cooperation with the Republic of Chile. The Joint ALMA Observatory is operated by ESO, AUI/NRAO and NAOJ."

Substitute the place-holder project code 2011.0.01234.S with the actual code of the data used. If data from multiple projects are used, specify this as "This paper makes use of the following ALMA data: ADS/JAO.ALMA#2011.0.01234.S, ADS/JAO.ALMA#2011.0.02345.S, ADS/JAO.ALMA#2011.0.03456.S. ..."

3.2 Author Affiliations

3.2.1 Adjuncts

NRAO and GBO Adjunct scientific staff must note their affiliation with the Observatory as, "[AUTHOR'S NAME] is also an Adjunct Astronomer at the National Radio Astronomy Observatory" or "[AUTHOR'S NAME] is also an Adjunct Astronomer at the Green Bank Observatory."

3.2.2 Jansky Fellows

Non-resident Jansky Fellows should list National Radio Astronomy Observatory as their first institutional affiliation and their host institution as their second affiliation. All Jansky Fellows must include a footnote stating "[AUTHOR'S NAME] is a Jansky Fellow of the National Radio Astronomy Observatory."

3.2.3 Reber Fellows

Reber Fellows must use the acknowledgement: "Support for this work was provided by the NSF through the Grote Reber Fellowship Program administered by Associated Universities, Inc./National Radio Astronomy Observatory."

3.2.4 Students

Students and summer students must show their affiliation with NRAO as "[AUTHOR'S NAME] is a [student] / [summer student] at the National Radio Astronomy Observatory" or GBO as "[AUTHOR'S NAME] is a [student] / [summer student] at the Green Bank Observatory."

3.2.5 NRAO and GBO Staff

NRAO and GBO staff requesting publication support must list "National Radio Astronomy Observatory, [Their Location]," or "Green Bank Observatory, [Their Location]," in their affiliation on the paper. This applies equally to staff who have a dual or adjunct appointment to another institution or who are on sabbatical in addition to those who list NRAO or GBO as their primary affiliation.

3.3 arXiv Posting

To qualify for publication support, authors must post their paper to arXiv, <https://arxiv.org/>. If the terms of acceptance for a paper stipulate the paper may not be posted to arXiv prior to publication, the authors will receive a conditional support award and payment of publication charges will be held until the paper appears on arXiv after publication.

3.4 New Scientific Results

Papers qualify for support when they make use of NRAO/GBO telescope data and the analysis of that data presents new scientific results. NRAO/GBO telescope data include archival data and surveys. Papers that include data only by citing their use in a previous paper, with no new analysis, do not meet the new scientific results requirement. Papers covering the technical, instrumentation, or computing aspects of an NRAO or GBO telescope are not counted as telescope papers unless the paper analyzes new or reanalyzes old telescope data as proof of change or improvement.

4 ADDITIONAL FUNDING

NRAO or GBO staff using grant funds or other NRAO or GBO funding in conjunction with NRAO/GBO publication support must include that information in their request for support. NRAO/GBO require single invoice processing to make certain we are billed for the correct percentage of publication charges. The library will need the accounting codes for the grant being billed as well as the percentage to be paid by the added source. If no author of the paper has approval authority for the grants being billed, the library will require approval for the use of those funds from an authorized staff member via email.

5 SUBMITTING PUBLICATION SUPPORT REQUESTS

A corresponding author of a paper must submit their request for publication support using the online publication support form at <https://library.nrao.edu/pcform.shtml>. Use of the form is mandated for fair distribution of support funds and for audit compliance. The submitting author must fill in all required fields as instructed on the form.

6 INVOICE REQUIREMENTS

Author publication charge (APC) invoices submitted to NRAO without an approved support request will not receive NRAO/GBO publication support. Authors need to apply for publication support in advance of being invoiced by a publisher. Other invoice requirements apply as listed below.

6.1 Addressing Invoices

Invoices for APCs must be billed to NRAO at the address provided in the support award email and shipped to the author team or lead author. Invoices must be sent electronically to pubsupport@nrao.edu and NRAO will only pay for the percentage we agreed to support. Making arrangements for invoice amendments so they are addressed properly and splitting invoices to match the percentage NRAO agreed to support are the responsibilities of the author team to coordinate with the publisher.

6.2 Splitting Invoices

When authors choose to submit an article to a journal for which the APCs will not be split by the publisher, the first author's own supporting institution will be expected to cover the initial total cost of the publication. That institution is then responsible for the subsequent distribution of fractional billing of the APCs incurred.

Upon receipt of such a fractional bill from the first author's host institution, NRAO will reimburse that institution up to the usual NRAO-supported portion of the publication charges, as described earlier in this publication support policy. NRAO will not be responsible for the initial payment and splitting of invoices among the other payers in such cases.

6.3 IOP Invoice Payment

By agreement with IOP Publishing, the NRAO library processes their invoices for APCs in monthly batches. The invoices received in each month are approved by the library and sent to our Fiscal department for payment at the beginning of each new month. Invoices for publication charges from all other publishers are processed immediately upon receipt.

7 INSTRUMENT NAMES

The full, formal name of an instrument may be used on first reference followed by the appropriate acronym in parentheses. Subsequent references to the instrument can then use the appropriate acronym. The NRAO instruments and their acronyms are listed below.

Atacama Large Millimeter/submillimeter Array (ALMA)
Robert C. Byrd Green Bank Telescope (GBT)
NSF's Karl G. Jansky Very Large Array (VLA)
Very Long Baseline Array (VLBA)

It is understood that the use of full names and acronyms is a matter of choice by the authors of a paper. NRAO/GBO encourages the use of the full name then acronym convention, but this is not enforced as a matter of policy or a requirement for publication support.

8 CONTACT US

Please address all correspondence regarding author publication charges to pubsupport@nrao.edu. Your request for publication support submitted via the required online form is sent to this address as well as digital invoices received from publishers.

If you have any questions while submitting your form or after you receive the email notifying you of the support you are eligible to receive for your paper, please continue to include the pubsupport@nrao.edu address in your correspondence. Any requests for exceptions to these policies must be approved by the AD responsible for the charged budget project.