

DELVE Policy Guidelines

Version 1.0

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Membership and Onboarding

The DECam Local Volume Exploration (DELVE) Survey is an NOAO community survey started in 2019A. The DELVE Collaboration consists of members of DES, SMASH and other community astronomers. Any member of DES and/or SMASH is welcome to participate in DELVE projects and to write papers using DELVE data. One does not have to be listed as a co-investigator on the initial DELVE proposal in order to get involved.

DELVE welcomes new members. New members may join DELVE either as junior participants (undergraduate students, graduate students, or postdocs) working with more senior DELVE members, or through the approval of the DELVE Management committee. The process for senior members joining DELVE is as follows:

- Candidate members are asked to submit a biosketch and brief statement of interest for consideration by the DELVE management committee
- The management committee reviews the application and provides feedback to the applicant.
- The candidate incorporate feedback into an application that the Management Committee forwards to the entire collaboration and requests feedback.
- Any concerns will be raised to the management committee, who will make a final judgement on new membership applications.

Relationship Between DELVE, DES, and SMASH

There are two broad categories of DELVE projects for which different sets of policy guidelines apply:

1. Projects that use only DELVE data (no proprietary DES or SMASH data) must follow the policies listed in this document.
2. Projects that combine DELVE data with proprietary DES and/or SMASH data must follow the policies outlined in the approved [DES-SMASH MoU](#) in addition to the policies described here.

Working Groups

The DELVE collaboration consists of several subgroups. The initial scientific subgroups will be associated with the wide-area survey (WIDE), Magellanic Clouds survey (MC), and the deep fields (DEEP). Additional scientific and/or infrastructure subgroups may be proposed and approved by the Management Committee. Each subgroup will be responsible for keeping a list of approved projects. Subgroup coordinator terms will be no longer than two years.

Management Committee

The goal of the DELVE management committee is to provide scientific direction, set collaboration policy, and arbitrate disputes that may arise within the collaboration. The Management Committee will consist of at least five DELVE members, and will be initially comprised of the PI, the subgroup coordinators, and an early-career representative. Positions in the DELVE management committee will be ex-officio, with the exception of the early-career representative. The early-career representative will have a term of 1 year, with the possibility of renewal for an additional term.

Publication Process

Declaring a project:

1. Projects involving DELVE data and associated publication plans should be discussed within the relevant subgroup as early as possible to facilitate cooperation between DELVE members.
2. The project leads will assemble a short document describing the project and circulate it to the relevant subgroup.
3. Assuming no concerns are raised, the subgroup coordinators will circulate the project description to the full DELVE collaboration and (again assuming no concerns are raised) add the project to the list of projects managed by each subgroup.
4. As project analyses advance, details should be shared with the group via DELVE telecons and by posting results to the Google drive.

Publishing a paper:

1. Lead authors should periodically circulate paper drafts to the relevant subgroup while paper drafting is in progress.

2. After circulating a complete draft, allow at least a two-week period for paper review and author sign-up, unless there are special circumstances (e.g., specific time pressure from external competition). The planned submission date should be announced to the group.
3. The lead authors on a paper may optionally designate an internal referee to provide critical feedback on the draft.
4. The lead authors should keep the group up-to-date on submission, journal referee comments, and while preparing responses.

Additional details:

1. Papers should include the acknowledgements [listed below](#).

Authorship on Papers

DELVE uses an opt-in, two-tiered authorship system. The first tier consists of authors that have directly contributed to a particular paper. The second tier consists of authors that have made general contributions to the DELVE project (i.e., “Builders”), and appear in alphabetical order after the first-tier authors. The lead authors on a given paper will have primary responsibility for determining authorship and author order within the first tier (with consultation of DELVE leadership if needed).

Please add, and keep up to date, your author information (e.g., publication name, affiliation) on the master author spreadsheet:

https://drive.google.com/open?id=1ZTR0pYQdqu1o1M7Wu9A4vIMAgYwTrU-Su9iH9z6cV_s

This list contains author information for all members and is not specific to any single paper. The author list for specific papers will be assembled from this information.

Builders

DELVE members can earn “builder status” by making concrete and identifiable infrastructure contributions to the DELVE project comparable to a month of full-time effort.

Example activities that would count towards builder status (not an exclusive list):

- Observing
- Contributions to observing tools and observing strategy
- DECam data processing
- Object catalog creation
- Photometric calibration
- Validation and characterization of object catalogs (e.g., identifying artifacts, evaluating object detection completeness, star-galaxy separation, astrometric precision)
- Organizational responsibilities
- Scientific input via telecons or email
- Supporting simulations
- Follow up-observations
- Editorial feedback on papers

Members are encouraged to discuss their contributions to the project with the DELVE leadership to ensure that their efforts are properly recognized.

Talks Involving DELVE Data

Unpublished DELVE scientific results should not be presented or discussed beyond the DELVE group prior to obtaining approval from the group.

Published DELVE results may be freely included in conference talks, seminars, and colloquia (with appropriate citations). Presenters are encouraged to advertise their slides to the relevant subgroup for feedback prior to the talk, and to post final versions of their slides as a resource for others.

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