



What is this List?	2
Further Information?	2
Who is Who?	2
What is the process for publication submission?	2
What is the process for travel approval and planning?	2
What are regular working hours in the Zensus Group?	3
What is the deal with the Group Kitchen Area?	3

What is this List?

A selected collection of policies, practices, and expectations in the Scientific Division of Anton Zensus at the MPIfR. Note that all staff should be aware of the general Institute's rules and policies (refer to the Institutes Rules ([german](#) / [english](#))).

Further Information?

The [MPIfR's Intranet](#) provides general institute and staff information, including forms for travel applications etc. (in particular, refer to the [Institute Rules](#)).

Who is Who?

Director: Anton Zensus

Group Secretary: [Siân Ölschläger](#)

Research Coordinator: [Eduardo Ros](#)

Group IT Coordinator: Helge Rottmann

IMPRS Coordinator: Gunther Witzel

RadioNet Manager: Izabela Rottmann

The full list of emails and telephone numbers can be found in the [intranet](#).

What is the process for publication submission?

Approval

All manuscripts with authors from the group need to be approved for publication by the Director **before** submission. The approval process involves internal peer review and electronic approval, following an institute-wide policy. To submit a manuscript for internal review and approval, refer to this page: ["red card"-system](#)

Retro-active approval

If a manuscript has been submitted without prior approval, please submit the review approval request now. This should be an exception. Observe the approval requirement in the future.

Choice of Journal

The regular journal used by the group is Astronomy and Astrophysics.

Submission to astro-ph

or other preprint servers should be made only after acceptance by the journal. See the Research Coordinator or the Director to discuss any exception from this practice.

What is the process for travel approval and planning?

Plan early. This ensures smooth planning and low cost of flights etc.

Fill out the institute **travel form** [Reise-/Dienstreiseantrag](#) and deliver this to the Group Secretariate for Director's approval. **Be aware that there are extensive MPIfR policies** related to travel. See the Group Secretary for any questions you may have. She will also

- make or arrange all airline bookings and special reservations.

- advise on dealing with any special issues such as, e.g., advance conference fee payment

Explain the purpose of your trip. For overseas and other expensive travel include an explanation of why the trip is important.

Do not make any airline bookings yourself.

Be aware of restrictions on combining your trip with personal travel. The Secretary will advise on applicable limitations.

What are regular working hours in the Zensus Group?

Working hours are regulated by a special agreement between the Worker's Council and the Institute. Normally, all employees participate in regulated electronic presence monitoring. A special provision for scientists applies. They have a fixed normal work period that applies normally to all scientists. The occasional need for working late or away from the office (Effelsberg, University) is understood to justify some degree of absence during working hours. However, the Director expects presence of all scientific staff normally during the period 10:00-16:00. In cases of dispute, strict working hours may be prescribed individually by the Director.

What is the deal with the Group Kitchen Area?

The institute maintains a kitchenette area for staff use. **All group members are urged to contribute to keeping this area clean and tidy, for the benefit of all colleagues.** Some rules of usage are posted. **Keep the refrigerator clean!** In particular, please do keep all food items in the refrigerator in appropriate containers and identified with your name and date. Unidentified items, or items beyond the printed expiration date will be removed without notice.