

## **Johnson Biosignatures Lab (JBL) - Safety plan**

After 8 PM, GU students, faculty, and staff can use the SafeRides system, which provides rides within the designated zone at no cost. Vans are driven by GU campus security/community workers.

- Saferides link: <https://police.georgetown.edu/campus/saferides/>
- Call 202-784-RIDE

PI: let campus security that some of your students are getting out/working late

- Buddy system through Slack -- either with one of our lab members or through the Regents-wide channel: contact Jasper Nijdam to be added:  
Jasper.Nijdam@georgetown.edu
- Excel spreadsheet location of people?

## **Johnson Biosignatures Lab (JBL) - Field Work Code of Conduct**

**This code of conduct outlines the expected and unacceptable behavior for participating in the \_\_\_\_\_ field team. By signing below, you agree to the following code of conduct and accept the expressed consequences for violating them. This may include the termination from the project and review by the code of conduct committee.**

This code of conduct should be reviewed by the code of conduct committee and each team member and read out loud as a group. To participate in science activities in a remote setting (hereby termed “fieldwork”), each team member should sign the document and have access to the signed copy through the length of the field season. This document should be amended to the needs and goals of the field team.

### Expected Behavior

By signing this document and participating in the \_\_\_\_\_ field team, you agree to adhere to the following expected behaviors. These expectations are designed to promote professionalism within the group to ensure a positive group experience and to facilitate the formation of a community dynamic where we respect and support each other.

### Team Interactions

- Be accepting of diverse viewpoints and allow all team members to express their opinions openly without judgment, if viewpoints are not discriminatory. Scrutinize ideas, not individuals. Respect and be considerate of others without prioritizing some knowledges, such as western science, over others, such as local and Indigenous

knowledge

- Allow all team members to partake in decision making and do not exclude others from meetings.
- Be honest and accountable. If you violate any forms of misconduct or fail to meet expectations in some way, be open with the team members, admit fault, and strive to do better.
- Avoid knowingly making false or misleading statement(s) (or engaging in activities) that could be or be viewed as offensive or defamatory to a team member, group, or organization.
- Be able to recognize and avoid machismo (overly aggressive or chauvinistic actions). Avoid promoting a culture where “roughing it” is seen as a rite of passage.
- Ask for help when you need it and respect those who ask for help. Recognize that people have different strengths and some disabilities are invisible.
- Be aware of, and address your positionality, power, privileges, and values. This includes recognizing the colonial histories, cultural biases, and structural marginalization that may have led to your position within the field team.
- Respect the landscape where you are staying, including the land, water, plants, and animals that live there. Recognize that you are a guest and reduce your impact by following “Leave No Trace” principles. This includes making your best effort to leave the landscape how you originally found it.
- Respect the culture and community of the people that live on this land. Make efforts to learn the culture and value the knowledge that the residents hold from their deep-rooted experience with this environment. This includes respecting Indigenous and traditional knowledge holders and explicitly asking permission to take photographs of people and use their stories, ideas, and information. Make efforts to share data with the community and build relationships for future collaborations.

### Safety and Health issues

- Do not engage in any activities that endanger yourself and others.
- The field team should have a designated leader/coordinator, and this person is responsible for developing a safety plan that includes known hazards in specific field settings as well as contingencies in the event of an emergency.
- Inform the field work coordinator of any medical or food allergies you might have as well as health issues they should be aware of, including specific personal, cultural, or religious practices that can result in a reduced time or potential accommodations required during fieldwork.
- Be mindful of dangers and issues specific to the field site, including weak/loose rocks, slippery walking surfaces, rough terrains, insect-borne diseases, dangerous wildlife, private property boundaries and rights, geothermal outgassing, and inclement weather. It can be particularly useful to use bright-colored cones or caution tape to highlight dangerous areas or demarcate sample collection sites versus dangerous or limited access sites.
- Use the buddy system. All participants should wear bright safety vests when in the field. Communicate with others if you are moving out of sight or field of view, and for how long so that other participants are aware of your presence.

- Be mindful of proper protocol and procedures for sample collecting, organization, handling, processing, and shipping, especially if fieldwork is being conducted internationally. Special permits are often required when samples are being transported across borders, and official documentation is needed to ensure that the samples can properly travel between destinations.

### Respecting Personal Boundaries

- Believe victims of misconduct through all stages of the reporting process, take seriously the impact of that misconduct, and respect their anonymity through the reporting process if they desire.
- Ask permission to take photos or record team members in any way, and only post photos or video on public platforms if consent has been given
- Follow the rules laid out by the station manager including respecting the property and facilities.
- Respect the safety of others.

### Unacceptable Behavior

- Misconduct that will result in termination of fieldwork includes:
  - Physical or verbal abuse, harassment, or assault
  - Intimidation or bullying
  - Coercion/Manipulation
  - Threats (including but not limited to threats of violence, professional discreditation, unwarranted decreases in responsibilities, and public embarrassment.)
  - Gender, race-based, age-based, ability-based, or sexual harassment
  - Sexual misconduct including the inappropriate use of nudity and/or sexual images in a public space.
  - The use of hate speech directed at a minority group including comments about a person's gender, gender identity, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
  - Behavior that endangers the mental or physical health and safety of oneself or others
  - Stalking
  - Tampering with the proceedings of a misconduct report, including actions to inhibit, discredit, stop, or falsify the investigation of a misconduct case
  - Retaliation against a person or group reporting code of conduct violations
- Misconduct that will result in review by the code of conduct committee and possible termination from fieldwork includes:
  - Acting as a bystander and not reporting misconduct
  - The use of illicit drugs or excessive use of alcohol during field operations or while in town
  - Furnishing alcoholic beverages to any person under the legal age in the locality or distribution of illicit drugs
  - Dangerous driving

- Disregard for the personal property of others
- Loud and obnoxious behavior
- Disregard for quiet hours
- Repeatedly disregarding responsibilities
- Use of social or mainstream media to target team members in a way that could harm their privacy and/or reputation
- Deliberately mis-characterizing a person's gender identity, including through the use of a name or pronoun that the person has rejected
- All team members have the responsibility to report all instances of unacceptable conduct as defined above to the appropriate party and see that the issue is reported to the outside contact personnel. All instances of misconduct require reporting no matter the severity.
- Team members should follow an “Ask Once” policy when it comes to consensual sexual advances or “asking someone out” during field activities. An “Ask Once” policy ensures that all team members can only “ask out” an individual once. Asking out includes flirting, expressing interest, and/or making advances towards an individual. If at any point that individual states that they are not interested, brushes off the advance, or does not reciprocate in a positive way, the team member must not continue to ask out the individual. If the team member continues to pursue the individual, it is considered harassment.

### What to Do if You Have Experienced Inappropriate Behavior

Each situation is unique. You are entitled to the following (not exhaustive):

- Talk to anyone about your experience
- Change your mind about talking to anyone about your experience at any time
- Report to any of the reporting options listed below
- Bring someone with you to provide support during reporting or any resulting discussions
- To seek reasonable accommodations to ensure the success of your work
- To seek medical assistance

### Reporting an Incident

Multiple reporting avenues are available to individuals at **Georgetown University**. Below is a list of individuals who you can confidentially disclose an incident you observed or experiences. This list includes individuals who can maintain communications throughout the field season and includes individuals in the field, at the home institution, and at the relevant research station. Code of conduct committee members, who are responsible for enforcement of the code of conduct, are identified by an asterisk (\*). This list includes people of multiple genders. [this section will be completed for each field expedition prior to distribution to the team and based on the research station and team members. Each institution with participating members on the field team will be asked to identify points of contact specific for their institutions for distribution to the team.\*\*This section will be completed later on after we asked each institution to identify their POC

- Primary outside contact: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_
- Institutional contact: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_

- \_\_\_\_\_  
Outside medical contact: Dr. \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_
- \_\_\_\_\_  
\*Team safety lead: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_
- \*Chair of code of conduct committee: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_
- \*Code of conduct committee member: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_
- \*Code of conduct committee member: \_\_\_\_\_, Affiliation: \_\_\_\_\_, Contact information: \_\_\_\_\_

### Response to Reporting Code of Conduct Violation(s)

Concerns and reports will be addressed promptly by the code of conduct committee. First, the committee will ensure that immediate safety concerns have been addressed. Secondly, committee members will recuse themselves if there are strong conflicts of interest that would bias their decisions. A meeting amongst committee members will be arranged as soon as it is practical where neither the alleged harasser or target is present. Before or after the meeting, committee members will find more information about the incident, including but not limited to interviewing the alleged harasser (if safe) or interviewing witnesses. The committee will choose a response that best protects the community from future harm. This may include:

- Termination from fieldwork
- Remove responsibilities, privilege, or access
- Temporary ban from team spaces
- Permanent ban from team spaces
- Recommendations for firing or demotion

Adverse action against a person or group as a result of a report will not be tolerated, and are subject to the consequences as outlined above.

Name: \_\_\_\_\_

Medical allergies: \_\_\_\_\_

Dietary restrictions, preferences, & allergies: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

I have read and understand the expected and unacceptable behavior for participating in the \_\_\_\_\_ field team.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Definitions**

- **Bullying:** Abusive conduct involving threatening, humiliating, or intimidating behavior directed at one or more people by one or more perpetrators that interferes with ability to

work and is intended to cause physical or psychological harm.

- Coercion: The use of threats or one's positionality or power to persuade someone to do something.
- Harassment: Defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, gender identity, and protected genetic information that is so objectively offensive as to alter the conditions of the individual's employment. Harassment unreasonably interferes with an employee's performance and can create an intimidating, hostile, or offensive work environment.
- Retaliation: Adverse employment, academic or other actions against anyone reporting a violation of this code.
- Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is made as a condition of employment and when the conduct creates an intimidating, hostile, or offensive working environment.
- Stalking: Defined as repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.

## **Johnson Biosignatures Lab (JBL) - Code of Conduct**

⇒ to be printed and taped/displayed in the lab

### **Overview**

We value the participation of every member of our community and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of the Johnson Biosignatures Lab (JBL) are expected to show respect and courtesy to others at all times. We create our culture and our culture is inclusive.

Please note that this code of conduct is not a legal document, supplementing, but not trumping, Department- and/or [university-level code of ethical conduct](#) for your level of employment or study.

### **Inclusivity and diversity**

Enjoyable, high-quality research can only be conducted when you feel safe, secure, and supported. All group members are thus dedicated to a harassment-free experience for everyone, regardless of gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and/or religion. We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following Code of Conduct:

- All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual language and imagery is not appropriate at any time.
- Be kind to others and do not insult or put down other group members.

- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate and are a violation of the code of conduct. Be aware of, and address your positionality, power, privileges, and values.
- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
- Participants asked to stop any harassing behavior are expected to comply immediately.
- Contribute to discussions in meetings with a constructive, positive approach
- Be mindful of talking over others when discussing in groups, and be willing to hear out the ideas of others.

In addition to making group members feel safe and secure, diversity and inclusivity has numerous benefits to us all. Put simply, the greater the mix of people in our group, the greater the mix of skills, experiences, perspectives, and ideas we can collectively draw on. But the benefits of diversity and equality cannot be fully achieved without creating an inclusive environment.

Sarah will discuss the Code of Conduct with lab members who violate these rules, no matter how much they contribute to the JBL, or how specialised or needed their skill set. If inappropriate behaviour persists after this initial discussion, formal processes, in line with Georgetown's work practice policies, will commence. To report an issue, please contact Sarah; all communication will be treated as confidential. If you do not feel comfortable contacting Sarah directly, please feel free to contact Anne Rosenwald or Heidi Elmendorf (members of the Department's Committee on Graduate Students and Studies), Ronda Rolfes or Gina Wimp (members of the Department's Committee on Graduate Students and Studies), a member of your graduate committee, or assistant research professor Alexandra Pontefract\*\* (TBC).

### **Mental Health**

There is increasing evidence that certain attributes of academic research, including PhD-level studies, may challenge your mental health. Specific factors driving this include:

- Low pay and quality-of-life issues, particularly as a function of living in an expensive city as DC
- Feelings of isolation in your research; e.g. everyone has their own topic and it can often feel as if you are working on your own
- Uncertainty in your research, although it should be noted that, in research of all kinds, it is not just the outcomes that are uncertain, but the questions themselves!
- Uncertainty in your post-PhD career
- So-called "negative results"; i.e. at some point in your research it is likely that certain questions will be more challenging to answer than anticipated, or that you will feel you have spent days/months/years toiling with little to show
- Burnout; i.e. feeling the need to work endless hours to make up for the above issues, and the subsequent exhaustion

All PhD students and postdocs come across most of these issues at some level. It is strongly encouraged that everyone in the group to take an active and pre-emptive approach towards the maintenance of their mental health. Rest assured that you have the time and resources needed for a highly successful PhD or postdoc. If there is anything that is placing undue stress, or preventing you from performing at your potential, please do not hesitate to let Sarah or any of the contacts in

the department, listed above, know how we can help. You should also be familiar with resources on campus: <https://studenthealth.georgetown.edu/mental-health/>. Every effort will be made to help you access the right support networks.

### **Outputs, publication expectations and standards, and open science**

Authorship on any manuscript or presentation will be openly discussed in group meetings and should, if possible, include everyone who has made a significant contribution to the work. A “significant contribution” can include but is not limited to, interpretations of primary data and development of ideas presented in the work; it need not include data curation or financial contribution to the work undertaken. The order of authors on a manuscript or presentation should be dictated by the relative contribution made by each author (see [here](#) for further information); in the case these contributions are equal, authors should be listed alphabetically by surname. Where conflict arises, Sarah will facilitate discussion to help resolve this. I encourage an open dialogue about this matter, ideally via authorship ‘check-ins’ that will likely occur several times over the lifetime of the study. To help inform Editors, reviewers, and readers of our papers, we will include an [author contribution statement](#) as part of a paper.

Papers must be shown to and receive formal approval from **all co-authors (both inside and outside of Georgetown) prior to submission**; this is consistent with guidance provided by the Committee on Publication Ethics (COPE), who state that all authors must approve submission of work bearing their names. Please give co-authors at least one week to comment on paper drafts; at busy times of the year, they may need longer. We also strongly suggest that the paper receives reviews from at least two colleagues prior to submission to your supervisors; this will help improve the final product, as well as providing a training opportunity. Explicit permission must be sought for **every** paper; i.e. images approved for use in one paper may not be approved for a different paper. If you require any guidance regarding paper submission, please speak to Sarah. Upon acceptance (or rejection) of your paper, you must inform **all** coauthors of the outcome as soon as possible and ensure **all** co-authors get a chance to look at and comment on page proofs (N.B. many errors can be introduced into manuscripts by the journal at this stage). Note that after paper acceptance, final text and graphics files must be sent, in raw format (e.g. .docx, .ai.) to **all** co-authors for their records/use **within 14 days**, with an accepted version (the so-called ‘Author Accepted Manuscript’ or ‘AAM’).

All computers should be backed up, weekly, to at least one location external to your main PC (e.g. external hard drive). In addition, at-least monthly backups can be made to an off-site, ‘cloud’-based storage system such as [Google Drive](#) or [Georgetown Box](#).

Upon completion of a project and where data confidentiality allows, all data should be placed on an appropriate repository with a DOI (unless otherwise instructed by granting institution or placed in an embargo period); in the case of publication, these data should be published alongside the manuscript on a repository such as [figshare](#). A curated version of all datasets used during a project should be provided or made available on Georgetown Box, in addition to being provided to Sarah on a hard drive. The quality of the curation should be verified with Sarah.

### **Conferences**

*Logistics*



You will be supported (financially and otherwise) to attend and participate in conferences related to your PhD research. You can either pay conference and travel fees and be reimbursed, or direct Sarah towards any bookings you need. In either case, you are encouraged to register for the conference as a student and in advance to obtain discounted registration fees. When possible, you are encouraged to fly economy class and book the cheapest accommodation possible. You are encouraged to share hotel rooms with your labmates and colleagues, though prior understanding of the accommodation agreement should be met prior to booking. You should book no later than 1 month in advance of the conference, and preferably earlier to obtain the lowest cost travel costs and accommodations.

Some conferences that we regularly attend are below (this is by no means exhaustive, and other more specifically, ad-hoc meetings will likely arise):

*Autumn:*

Geological Society of America (GSA)  
Division for Planetary Sciences (DPS) joined every 4 years with:  
EuroPlanet Science Congress (EPSC)

*Winter:*

American Geophysical Union (AGU) Fall Meeting

*Spring:*

Lunar & Planetary Science Conference (LPSC)  
European Geophysical Union (EGU) Spring Meeting

*Summer:*

Astrobiology Science Conference (AbSciCon)  
Astrobiology Graduate Conference (AbGradCon)

*Expectations and requirements*

Conference abstracts must be shown to **all co-authors (both inside and outside of JBL) at least one week before the abstract deadline**. Upon acceptance (or rejection) of your abstract, you must inform **all** coauthors of the outcome as soon as possible. You must also send a final draft of your presentation or poster to **all co-authors (both inside and outside of JBL) at least one week before the date of presentation**. Ideally, a near-final draft should be completed two-weeks before the date of presentation, so that it can be presented to Sarah and your colleagues so that you will be able to receive feedback in a timely manner. Presentation and publishing ethics are similar to those that apply to papers (see above). Note that after material has been presented at a conference, this must be sent, in raw format (e.g. .ppt, .ai) to **all** co-authors and data providers for their records/use **within 14 days**; if appropriate, this material can be uploaded to an appropriate online archive (e.g. BioArXiv, or other archives databases) where it will be assigned a DOI, and will be useable and citable by the scientific community.

**Field Work**

The JBL lab conducts a number of field expeditions with many different institutions. This is one of the more unique features of the lab and can be a tremendously valuable experience for your training in astrobiology. Therefore, PhD students and postdocs are encouraged to conduct fieldwork or collaborate with other lab members or collaborators outside of your institution (within

your network) whose research is field-based. Because the field environment can vary significantly from the traditional lab environment, it is important for students to be aware of some of the safety rules, sample collection etiquette, and team dynamics in the field. This is particularly important when fieldwork is being conducted in remote regions such as Antarctica.

All fieldwork to be conducted is to be negotiated with Sarah. If Sarah cannot join the expedition, a field leader or coordinator will be designated by Sarah who can take on the role and responsibilities of the PI, and who the students or postdocs can report to. Mandatory pre-expedition safety briefing will be required from all participating members of the field (within and outside of JBL). Post-expedition debrief is encouraged to ensure the proper protocol for next steps in terms of sample distribution, handling, organization, and subsequent data analysis and reporting of the results, and to provide feedback on the expedition (e.g. experience with team members outside of JBL)

All members conducting fieldwork must sign and agree to the **JBL Code of Conduct for Field Work**. This Code of Conduct outlines the rules and expected behavior/conduct for when you are in the field as well as other important information regarding the reporting of harassment or violations of the code of conduct. It is not a static document and is not meant to capture every scenario that could take place in the field. However, it helps provide the framework necessary to conduct a safe and productive field experience, and encourages accountability and consequences from individuals or group members that violate the Code of Conduct. The Field Work Code of Conduct is signed by the department chair or another organizational leader prior to the field work to ensure that there is a commitment for a university or institution to investigate and enforce consequences when complaints are lodged against members of their institution that participated in the fieldwork.

### **Conducting Fieldwork on Indigenous Territories and Federal Lands**

The baseline approach to conducting fieldwork on Indigenous Lands is to prioritize respect for, acknowledgement of, and partnership with Indigenous communities and their knowledge. Any research being conducted on occupied lands must be treated with careful consideration and respect, and explicit permission and agreements should be sought with the Indigenous communities prior to planning the fieldwork. Interactions with the local indigenous communities are encouraged so that any materials, data, or discoveries resulting from the field research can be properly attributed to or credited to the communities inhabiting the lands, in addition to the researchers. Some general guidelines are provided and can be found in further details in the Code of Conduct for working with Indigenous and Local Communities by Tropenbos International (Persoon & Minter, 2011):

- Provide information in a language and form understandable to the community
- Encourage participation of all segments of the community in decision-making and (if appropriate) in the research activities
- Provide copies of relevant documents throughout the project (proposal, budget, approval ethics board or government agencies)
- Share findings and include the community in all stages
- Provide a complete copy of the research results, all discoveries, and all derived commercial product to the community
- Ensure that a protocol of acknowledgements, citations, authorship, and inventorship is agreed upon
- Offer anonymity and confidentiality
- Respect the privacy, dignity, culture, traditions, and rights of the community

- Accept that if at any point the project is unacceptable to the community, the research should be suspended
- Ensure that consultations are well-documented
- Acknowledge the sources of all genetic material and knowledge that is obtained, indication the community and geographic origin.

In some cases, explicit permits must be obtained for federal lands (e.g. National Parks). Sampling permits must be obtained from National Park Services and proper protocol must be followed prior to planning and conducting fieldwork.

### **Working hours**

Many of you have personal responsibilities and obligations in addition to your PhD studies. I appreciate that, at times, it can be difficult to balance those demands, and that a classic '9-to-5' day may not be optimal. Because of this, the exact hours you choose to work is up to you. Being on campus between 10:00 AM and 4:00 PM most days may, however, help facilitate collaborative working and, we hope, lead to a more fulfilling research experience. Where possible, meetings and events will not be arranged outside these hours to allow participation by all JBL members.

### **Meetings**

Group meetings: Group meetings are typically held at 13:30 in Regents 551 on Wednesday's; all group members are expected to attend if they are not otherwise engaged in other research-related activities. The JBL meeting is an excellent forum for updating colleagues on project progress, developing research skills, and widening our collective understanding. Meetings provide a forum for the presentation of results, such as 'dry-runs' of conference talks, and more informal discussions around research topics arising..

Individual meetings: These will occur on an ad-hoc basis as personal situations require. These will give you an opportunity to discuss your progress and potential administrative issues that you need addressed. You are encouraged to send a short agenda ahead and to come fully prepared for individual meetings; in this way, discussions can be focused such that all concerns are addressed. Individual meetings should be supported by twice-monthly updates to your principal supervisors. These can be short (e.g. 5-10 PowerPoint), but should ideally contain an overview of: (i) what your plans were for the last two weeks; (ii) work undertaken; (iii) issues arising; and (iv) a forward plan for the next two weeks. Such reports are an important way to self-monitor your progress, as well as keeping your supervisor(s) informed of both positive and negative developments. They are particularly important for those who have supervisors based in other institutions.

### **Absences**

Please inform Sarah of holidays or notable absences in advance. Permission for holiday is very rarely required, but please respect key deadlines within the calendar year and the fact we work in a research group. It is important to take holiday, respect weekends (or time in lieu) and establish a sustainable work-life balance and take care of your mental and physical health. It is also important to respect the time and efforts of others, and the contribution of funders, and to note that effective working will improve the quality of your research. Where there are key time pressures, it is important to prioritise work. If you struggle with establishing a sustainable work life balance, please discuss this with Sarah at any time.

### **Communication**

To help with inter JBL group communication and be informed of events (e.g. conferences) and lab related updates, you should be a member of the JBL slack channel: [johnsonbiosiglab.slack.com](https://johnsonbiosiglab.slack.com) as well as the JBL whatsapp group. To keep you informed on everything related to the biology department to which the JBL is part of, you should also be part of the biology department's mailing list. Please remember this group has a large subscriber base, and that emails to the group should be polite, informative and respectful.

### **Journals**

You should be familiar with recently published material relevant to your PhD project. Below are some academic journals that may be of interest:

Astrobiology; Earth and Planetary Science Letters; Journal of Geophysical Research: Planets; Frontiers in Microbiology; Frontiers in Space Technologies; Frontiers in Astronomy and Space Sciences; Nature Geoscience; Nature Astronomy; Organic Geochemistry; Geochimica et Cosmochimica Acta; Planetary and Space Science; Geology; Astronomy & Astrophysics; Environmental Microbiology; Geobiology.

Signing-up to 'mail alerts' from specific journals and more general publication 'feeds' (e.g. Google Scholar) are highly recommended; by doing this, you can be kept informed of newly published literature related to your studies.

### **Holidays**

You are expected to take days off and vacation time throughout the year, beyond bank holidays and the college closure at Christmas. You are strongly encouraged to take this time so you can relax, visit family and friends, and generally unwind from the rigours of PhD study. Although not a formal requirement, it is helpful to inform Sarah in advance when you plan to take holidays or if you will not be present at JBL weekly meetings.

**Thanks, and please enjoy your time in the JBL!**

**This Code of Conduct (CoC) borrows heavily and is modified from three open source CoCs: (i) the Sedimentary Basin Research Group (SBR); (ii) the APECS (Association of Polar Early Career Scientists); and (iii) the Goddard Instrumentation Field Team (GIFT).**