

Sea Grant Publication Type Definitions/Guidelines

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The end product of scientific and engineering research is information, and Sea Grant research results are not realized until they are available to users in the marine community. To further the use and development of marine and coastal resources, NOAA encourages wide dissemination of the results of Sea Grant research and other activities. A major part of that dissemination occurs in the form of publications and other communications documents and products aimed at Sea Grant's various audiences. [From the Green Book guidelines]

A bona fide Sea Grant publication meets the following criteria:

- (1) It is presented in the form and through the medium or media most appropriate to the subject and to the audience(s);
- (2) It is sponsored entirely, or in part, by a Sea Grant program;
- (3) It is intended for widespread public dissemination.

Examples of partially sponsored documents may include those works that:

- (1) are supported with Sea Grant funds, regardless of the amount;
- (2) display a Sea Grant logo or other Sea Grant acknowledgement;
- (3) are produced but not actually published with Sea Grant funds;
- (4) are edited or written by a researcher/author whose time was funded by Sea Grant

Publications are classified by the National Office and the NSGL in the following categories:

(1) **Technical Reports, Surveys** are usually more detailed than journal articles and written by the investigators who did the work. Their potential usefulness varies with the subject, rigor of review, quality of writing and editing, and method of distribution. Surveys are detailed works that analyze, evaluate, or critically examine a subject or situation.

(2) **Conference, Symposia or Workshop Proceedings & Summaries** are records, proceedings, summaries, or highlights of professional symposia, conferences, webinars or meetings. Their quality is controlled by the choice of topics and speakers, and their usefulness depends upon promptness of publication, adequate distribution, and content. Individual papers and posters presented at these events are included under the non-peer-reviewed reprint category.

Please note: Programs do not need to send flyers, web announcements or other promotional tools that publicize conferences and other events. However, if a website is used initially to market an event, but is later used to post presentations and power points from the conference, then this website could be submitted as a document.

(3) **Brochures, Fact Sheets, Posters, Extension Reports, Research Summaries** include general advisory/extension, communication, and research summary documents, reports, and products that convey information on specific issues, topics or research highlights to the public. These are designed for particular user groups, may be quite specialized, and are readable by non-scientists and the general public. They may be written and produced by the project investigator, extension specialists and/or communications staff. These documents are frequently based on Sea Grant research but are not limited to this source.

(4) **Books & Monographs** vary from scholarly books, on specific subjects, to syntheses of entire resource or problem areas. They may be published by the Sea Grant programs, university presses, or commercial publishers and represent major investments of time and money. Their usefulness varies by subject, rigor of review, quality of editing and production, and method of distribution. Many grantees arrange for publication of books through their university presses which produce and market the works through special agreements.

(5) **Peer-Reviewed Reprints** include journal articles that have undergone a thorough peer-review process. Book chapters, proceedings papers, and periodical articles that have been peer-reviewed also fall under this category. These refereed documents are subject to rigorous peer-review and are usually written by the investigators for use by other scientists. Their quality is generally high and they represent an important scholarly contribution to the wise use and development of marine resources. However, their usefulness to lay audiences may be limited in this form.

Please note: Other reprints from books, conference proceedings, periodicals and other sources, that are not peer-reviewed, but written by Sea Grant investigators and reprinted for distribution, now receive a different NSGL classification code and are addressed under the non-peer-reviewed reprint category.

(6) **Non-peer-reviewed Reprints** include reprints from books, conference proceedings, periodicals and other sources, which are not peer-reviewed, but written by Sea Grant investigators and reprinted for distribution. These may include chapters, conference/workshop paper/poster presentations, newsletter articles, or any other reprint that appears in a document (print or electronic) intended for public distribution. While many of these are peer-edited, they have not been subjected to the rigorous peer-review process that most journal reprints and other scholarly articles undergo.

Please note: Full papers are required, except in cases where only an abstract is published in the proceedings or other conference results document. Abstracts from a conference program intended only for conference attendees should not be submitted.

(7) **Educational Documents** may encompass a variety of materials such as curricula, study guides, lesson plans, posters, laboratory guides, videos and other classroom resources. These are generally designed for teachers and/or students and usually for designated grade levels. Documents and other products related to marine/ocean-related careers and career development are also included in this category.

Please note: Individual lesson plans designed for a particular class are not required unless your program plans to distribute them in some format (handbook, CD, website, etc.) to a larger audience beyond that classroom.

(8) **Maps, Charts, Atlases** are representations, usually on a flat surface, of a hydrographic feature or area. They are occasionally produced by Sea Grant staff for boaters, researchers and others in order to provide specific information (such as the location of an artificial reef, etc.). Charts are often used to provide tidal current information and may serve as navigation aids.

(9) **Handbooks/Manuals/Guides** represent concise reference documents that provide specific information about a particular subject or place or instructions on how to accomplish a particular task (e.g. *How to Mend Nets*) or identify fish/animals (e.g. *Guide to Marine Mammals*).

(10) **Bibliographies, Directories** refer to reference documents that are usually comprised of lists of documents, specialists or organizations/companies (e.g. *Directory of Marinas*). Also included here are the program directories issued by individual programs to describe their work and projects. They are often arranged alphabetically and/or by subject category.

(11) **Theses, Dissertations** are funded regularly by Sea Grant programs. Ph.D. dissertations may be available from the library of the institution at which the degree was earned or from commercial services such as University Microfilms International. Master's theses are generally on file at the department in which the student did the research or in the granting university's library.

Please note: The NSGL only requires an abstract of each thesis/dissertation, along with the PDF of the entire work that the NSGL can archive and make digitally available. However, the NSGL will gladly accommodate the entire thesis/dissertation and facilitate lending it to interested parties if hard copies are provided to NSGL. Some programs prefer to forward requests for these items to the NSGL where they know a loan copy is available.

(12) **Newsletters, Periodicals** serve to report on the activities of Sea Grant and related programs and present information on a wide array of marine resource topics of interest to lay audiences. Newsletters, magazine-style documents, and other periodicals are usually produced by extension/advisory service or communication staffs and vary in content and format. Because they are usually produced to disseminate information quickly, accuracy is dependent upon extension/advisory and communications staff.

(13) **Program Management Reports** include publications such as annual/biennial reports and strategic and implementation plans. Annual or biennial reports describe the activities pursued and the progress made toward long-term objectives of the Sea Grant program. Like an annual report of a corporation to its stockholders, a Sea Grant annual or biennial report describes the institution's objectives and achievements during the reporting period. Also included in this category are program strategic and implementation plans. Strategic plans represent the collective concerns of the program's marine community (including governmental and non-governmental agencies and organizations, citizen groups and educational units) and intend to highlight priority issues/thematic areas that will be the focus of activity for the program for the next few years. Implementation plans provide details of the specific activities required to achieve the goals and objectives set forth in the strategic plan reports. These plans usually coincide with the program's grant period.

(14) **Topical Websites, Blog Sites** refer to specialty websites and blogs related to particular subject areas or topics. Programs should submit a hardcopy of the home page to the NSGL, along with the URL, when the site is first established. Because these sites are expected to evolve as they are updated and new information is gathered, they only need to be resubmitted to the NSGL following a major upgrade. The NSGL will consider this to be a revision of the document and a new document number will be assigned that will reflect the year of the major revision.

Please note: General program websites are not required as part of the distribution. Also, if changes are made to any URL, please notify the NSGL so that the link can be updated in the NSGL database.

(15) **Non-print Formats** include videos, CD's, DVDs, MP3s, computer software, videotapes, radio broadcasts, podcast series, television documentaries and other future audio-visual or digital formats. They are designed to convey information about specific topics or issues to the public or to identify user audiences. They are generally produced with full or partial support from Sea Grant communications staff

in cooperation with researchers and marine advisors. Usefulness depends upon breadth of subject, quality of production, careful audience identification, and appropriate distribution.

(16) ***Other*** includes those documents and products intended for public distribution that don't quite fit into other categories. These include, but are not limited to, patents, radio scripts and other items, such as certain types of displays/exhibits.

While the NSGL does not need to receive every display/exhibit that Sea Grant is involved with, the NSGL requests that those that are available for public distribution, and can be either purchased, rented, or borrowed, be submitted to the NSGL for inclusion in the collection/database, providing the information in the display can be provided to the NSGL in a format (poster, word document, pdf, interactive website, photograph that can be viewed clearly) suitable for archiving. A few programs have designed large displays/exhibits for long-term use at visitor centers, aquariums, and other public venues and these can be submitted as well, providing they help fulfill the program's mission by making this information publicly accessible AND the full display information can be provided to the NSGL in a format that can be archived. Displays or exhibits designed to be used one time at a conference or other event should not be sent.

The following types of items do not meet the criteria outlined above and should not be submitted to the NSGL:

- Internal reports (*generally these are not intended for wide or public distribution*)
- Pre-proposal requests/call for proposals
- Program proposals
- Job announcements
- Websites/flyers advertising upcoming conferences/workshops (*we only need the conference results, proceedings/workshop summary that follows the event*)
- Preprints: please wait for the published print or online reprint (*if it doesn't get officially published it could possibly be reformatted into a technical or white paper*)
- Author's proof or draft copies (*program should wait for the final or published version before submitting*)
- Press releases
- Conference exhibits/displays, billboards (*unless, however, the program intends to further distribute it afterward or make it available to loan, rent or purchase*)
- Program websites (*only those websites covering a particular topic or subject are needed*)
- Minor updates/revisions of topical websites (*only major updates/revisions or complete redesigns should be submitted and will receive a new NSGL document number*)
- An article that only mentions or reports on Sea Grant research, but is not written, produced or affiliated with Sea Grant (*an example would be a newspaper article that reports on SG research or a SG researcher*)

Sea Grant Publication Distribution Table

Please be sure that all materials and products are intended for *public distribution* and reflect the efforts of your *entire* program, including your extension agents, communicators, education specialists, and researchers.

Document Types *	National Sea Grant Library (NSGL)	National Office (NSGO) **	NTIS ***
1. Technical Reports, Surveys	2	0	1 optional
2. Conference, Symposia or Workshop Proceedings & Summaries (entire work)	2	0	1 optional
3. Brochures, Fact Sheets, Extension Reports, Research Summaries, Posters	2	1	1 optional
4. Books & Monographs	2	1	0
5. Peer-reviewed Reprints (from journals, books, or proceedings)	2	0 (please announce via oar.sg.news@noaa.gov)	0
6. Non-peer-reviewed Reprints (from conference proceedings, periodicals and misc. sources)	2	0 (please announce via oar.sg.news@noaa.gov)	0
7. Educational Documents (classroom, career, and other teacher resources)	2	1	0
8. Maps, Charts, Atlases	2	1	0
9. Handbooks, Manuals, Guides	2	1	0
10. Bibliographies, Directories	2	0	0
11. Theses, Dissertations (either entire work or abstract) ****	2	0	0
12. Newsletters, Periodicals	2	1	0
13. Program Management Reports (Annual/biennial, strategic/ implementation plans, etc.)	2	1	0
14. Topical Websites, Blog Sites, etc. (submit once when established and resubmit after major upgrades only)	2	0	0
15. Non-print Formats (Videos, CDs, DVDs, software, MP3s, and other audiovisual materials.)	2	1	0
16. Other (patents, radio scripts, and other documents intended for public distribution that do not fit in other categories)	2	0	0
<i>Transmittal Summary (including abstract) for items 1-14</i>	1	0	0
<i>PDF, URL or CD with electronic version for items above (if available and approved by program)</i>	1	0	0

Distribution

NSGL: National Sea Grant Library
NSGO: National Sea Grant Office
NTIS: National Technical Information Service

Notes

* **Document Types:** For documents that are not available in print format and are *only* available electronically, please submit 2 copies of the abstract, introductory pages, or homepage (for websites), along with a PDF of the electronic document or its URL.

** **National Office:** The NSGO will forward one copy of books and other pertinent materials produced by the Sea Grant programs to the NOAA Library.

*** **NTIS:** This distribution is optional. For those documents you wish to include in NTIS, please send one electronic document or a high-quality, legible master copy (camera ready) that they can scan and store electronically.

**** **Theses/Dissertations:** Only the abstract for the thesis/dissertation is required; sending entire work is optional; however, sending a PDF or other electronic format of the entire work is requested.