

# Sea Grant Publication Type Definitions/Guidelines

Updated July 2017

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; and
- (4) Can be defined by one of the publication categories below:

## *Publication Categories (NSGL and NSGO classifications):*

(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 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 presented at these events are included under the peer-reviewed and non-peer-reviewed reprint categories, depending on whether the conference papers were peer-reviewed.

*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 the conference record.*

(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.

*Please note: Brochures, posters, etc. that are produced to advertise or promote other Sea Grant documents/websites should not be submitted.*

(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. Because these are generally more expensive to produce, programs should plan for distribution expenses prior to publication to ensure that the NSGL receives the number of copies needed. Unless the book is "online only", the NSGL generally requires 1-2 copies of books/monographs, depending on the copyright/permissions status (please see distribution notes following the distribution table for help in determining how many to send).

(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.

If the journal article is published online first, the program may choose to submit either the online or the print version to the NSGL, providing the citation reflects the version sent.

*Please note: The NSGL will not make journal reprints digitally accessible unless they are from an "open access" source or we have permission from the publisher.*

*Please note: If the program submits a PDF of the reprint to either electronically archive or access online (for "open access" reprints), the NSGL no longer requires that hard copies be distributed. The NSGL will print a copy of the reprint to lend to patrons upon request. If the program does not send a PDF, then the required distribution will continue to be two copies.*

*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 below under the non-peer-reviewed reprint category.*

(6) **Non-Peer-Reviewed Reprints** include reprints from books, conference proceedings, periodicals and other sources that are not peer-reviewed; they are written by Sea Grant investigators and reprinted for distribution. These may include chapters, conference/workshop papers/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: If the program submits a PDF of the reprint to either electronically archive or access online (for "open access" reprints), the NSGL no longer requires that hard copies be distributed. The NSGL will print a copy of the reprint to lend to patrons upon request. If the program does not send a PDF, then the required distribution will continue to be two copies*

*Please note: "Abstract-only" and conference/workshop PowerPoint or poster presentations are no longer accepted. Please provide the entire paper or video presentation link for these presentation items to be considered.*

(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, Indexes** refer to reference documents that are usually comprised of lists of citations, documents, specialists, 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 ProQuest. Master's theses are generally on file at the department in which the student did the research or in the granting university's library; many theses can also be obtained through ProQuest.

*Please note: The NSGL no longer requires hard copy introductory pages/abstract of each thesis/dissertation, providing a PDF of the entire work is submitted that can either be made digitally available and/or electronically archived. The NSGL will make photocopies to lend to patrons upon request.*

(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.

*Please note: Only one online entry needs to be submitted for each newsletter volume. This can be added once the volume is complete for the year OR after the first issue is published, depending on the program's preference. If submitted at the end of the volume, all individual issues need to be attached as "linked media" prior to sending the hard copies (if available in print format). If the online entry is created after the first issue, the program will need to attach subsequent issues (monthly, quarterly, etc.) as "linked media" to the newsletter record as they are published. While you cannot edit a publication record once saved, you do have the capability to add "linked media." Magazine-style periodicals will continue to be added individually.*

(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 complete an online submittal and include a URL to the homepage or blogsite, 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 NSGL 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.

*Please note: While the NSGL does not need to receive a document submission for 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 do not meet the criteria outlined above and should not be submitted:***

- Internal reports (*generally these are not intended for wide or public distribution*)
- Pre-proposal requests/call for proposals (RFPs)
- Program proposals
- Job announcements
- Websites, flyers, posters, etc. advertising other documents or upcoming conferences/workshops (*we only need the conference results, proceedings or workshop summary that follows the event*)
- Proof or draft copies: please wait for the final published print or online version (*if it doesn't get officially published it could possibly be reformatted into a technical or white paper if you still wish to distribute*)
- 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 on SG research or a SG researcher, written by a staff reporter*)
- Papers written for a class assignment, unless the research was funded by Sea Grant (*such as in the case of theses and dissertations*)

## Sea Grant Publication Distribution Table

### Updated July 2017

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 Required hard copy distribution		
	Print/hard copy only (see notes)	Print/hard copy plus digital* (see notes)	Digital-only (no hard copy exists; see notes)
1. <b>Technical Reports, Survey Results, Patents</b>	2	1	0
2. <b>Conference, Symposia or Workshop Proceedings &amp; Summaries</b> (entire work)	2	1	0
3. <b>Brochures, Fact Sheets, Extension Reports, Research Summaries, Posters</b>	2	1	0
4. <b>Books &amp; Monographs</b>	2	1	0
5. <b>Peer-reviewed Reprints</b> (from journals, books, or proceedings)	2 (no PDF)	0 (PDF required)	0
6. <b>Non-peer-reviewed Reprints</b> (from books, proceedings, periodicals and misc. sources)	2 (no PDF)	0 (PDF required)	0
7. <b>Educational Documents</b> (classroom, career, and other teacher resources)	2	1	0
8. <b>Maps, Charts, Atlases</b>	2	1	0
9. <b>Handbooks, Manuals, Guides</b>	2	1	0
10. <b>Bibliographies, Directories, Indexes</b>	2	1	0
11. <b>Theses, Dissertations</b> (hard copy can be either the abstract or entire thesis/dissertation)	2 (no PDF)	0 (PDF required)	0
12. <b>Newsletters, Periodicals</b>	2	1	0
13. <b>Program Management Reports</b> (Annual/biennial, strategic/ implementation plans, etc.)	2	1	0
14. <b>Topical Websites, Blog Sites, etc.</b> (submit once when established and resubmit after major upgrades only)	0	0	0
15. <b>Non-print Formats: Videos, DVDs , CD-Roms, Computer Software, audio files</b>	2	1	0
16. <b>Other</b> (other documents intended for publication distribution that do not fit neatly into one of the above categories)	2	1	0

## Publication Distribution Notes

**National Sea Grant Library (NSGL):** The number of documents to distribute to the NSGL depends on the type of document, which format(s) the document is available in, and whether the NSGL can make the digital copy accessible.

### **Please note:**

**Hard copies of reprints (peer-reviewed and non-peer-reviewed) and thesis/dissertation abstracts are no longer required if a PDF is submitted to the NSGL to either make digitally accessible or electronically archive. If no PDF is submitted, then two copies are still required. For all other publication types, please refer to the following categories to determine how many copies to send.**

*Print/Hard Copy Only:* Send two original hard copies if the item is available in print/hard copy format AND (1) is not available in digital format, and (2) you are supplying a digital copy for archival purposes only and not allowing the NSGL to make it digitally available. One copy will go into the archive collection and the other will be available to circulate.

*Print/Hard Copy plus digital:* Send one original hardcopy if the item is available in both formats and you are supplying a digital copy that the NSGL may make accessible from its website. The hard copy you send will be the archive copy and the digital copy will replace the circulating copy and be digitally accessible from the NSGL website.

*Digital Only:* Programs no longer need to submit printed matter for documents published originally online and not available in print/hardcopy format. A URL, pdf, or other digital file must be provided, however, when submitting the online cataloging form and permission must be granted for the NSGL to make it accessible. If the item is available in print/hard copy from any source (program, publisher, etc.), the number of copies to send the NSGL must be determined by one of the categories above instead.

### **Please note:**

Commercially published documents (including journal reprints from sources that are not "open access") have copyright restrictions that usually prevent us from making them available online. Even though we cannot make these works digitally accessible, programs are encouraged to send a digital file, whenever possible, so that we can digitally archive ALL documents for preservation purposes.

**National Sea Grant Library**  
URI Bay Campus, OSEC Bldg., Narragansett, RI 02882  
phone: 401-874-6114; email: [nsgl@gso.uri.edu](mailto:nsgl@gso.uri.edu)

**National Sea Grant Office (NSGO):** The NSGO is always interested in keeping up-to-date on information from the Sea Grant Network. Since the programs send all materials to the National Sea Grant Library (NSGL), the NSGO no longer needs to receive hard copies of the items sent to the NSGL, but will review the monthly *New Title List* that the NSGL posts on their website. It will then be up to each Program Officer to request hard (or digital) copies for their use.

The NSGO does request that the email address: [oar.hq.sg@noaa.gov](mailto:oar.hq.sg@noaa.gov) be added to all program newsletter and news release email distribution lists. By adding this email address to the distribution lists, the NSGO is assured of getting timely news and program information with minimal effort on the part of the

programs. Please continue to send notice of peer-reviewed publications and other news of national interest to the OAR Communication News email - [oar.sg.news@noaa.gov](mailto:oar.sg.news@noaa.gov). For more guidance on Sea Grant communication please see [Enhancing Sea Grant's Visibility](#).

For questions, please contact Brooke Carney at the NSGO ([brooke.carney@noaa.gov](mailto:brooke.carney@noaa.gov) or [301-734-1086](tel:301-734-1086)) your program officer.

**National Technical Information Service (NTIS)**: Distribution has been optional for the past several years for categories 1-3. If you wish to send these types of items to NTIS, please send one electronic document or a high-quality, legible master copy (camera ready) that they can scan and store electronically.

**NTIS, 5301 Shawnee Road, Alexandria, VA 22312**  
**phone: 703-605-6800; email: [obdinfo@ntis.gov](mailto:obdinfo@ntis.gov)**