# Things You'll Need to Know:

# Publishing
# Sea Grant-Sponsored
# Work

# Contents

Congress has mandated that all researchers who receive federal funds from NOAA's Office of Sea Grant must publish research results and distribute them to as wide an audience as possible. In addition, these results must be reported to the federal government, which maintains a library of all Sea Grant-funded publications at the University of Rhode Island. As the Office of Sea Grant says, if a work isn't listed with the library, "it isn't a Sea Grant publication." That is, neither the investigator nor the Sea Grant program that supported the project gets credit for the publication, and, thus, the investigator's research appears less productive than it is.

It is one of the functions of Oregon Sea Grant Communications to help your project be as productive as possible. To support your work, we pay a portion of the page charges or publication fees for articles published in a refereed journal, and we buy reprints of articles you publish in journals and trade magazines. When appropriate, we publish your research ourselves.

In the following pages, we discuss how you can meet the publication requirements of the Office of Sea Grant as easily and efficiently as possible. If you have any questions not answered here, please call the managing editor, Rick Cooper, at 541-737-0793.

## Reporting Research Results

Sea Grant Communications must send to the National Sea Grant Library a copy of everything you publish as a result of your Sea Grant-funded research. First, of course, you have to let us know that the publication exists.

We require 13 copies of every journal article you have published on Sea Grant-funded research. In the case of other publications, the number varies.

Our office keeps 3 copies of each publication for its files. The rest go to libraries, databases, the National Sea Grant Office, and the Sea Grant Library.

Because we order your journal reprints for you, we can acquire the necessary copies ourselves. Occasionally, though, you will be the only one with access to a publication, and it will be your responsibility to see that our office receives copies.

### *Journal Articles*

We will pay a portion of the page charges (hard copies) or publication fees (digital files) for articles appearing in professional journals. And we will buy up to 100 reprints of an article, 13 of which we keep for mandatory mailing and our files. The rest of the copies are yours. If you want more copies, please tell us, and provide us with another account number to cover any reprints over the allotted 100. For articles available only digitally, we will need a copy of the digital file. Please do not order reprints on your own. Rather, follow the procedure outlined in this section under "How to Order Reprints."

#### How to Qualify for Assistance

An article in a journal or trade magazine qualifies for payment from the publication fund if it is the result wholly or in part of research supported by Sea Grant, and it acknowledges Sea Grant funding.

*(Journal Articles cont.)*

## How to Acknowledge Sea Grant

If your paper was funded solely by Sea Grant, we ask you to use the following acknowledgment:

> This report was prepared by Oregon Sea Grant under award (grant) number _____ (project number _____) from the National Oceanic and Atmospheric Administration's National Sea Grant College Program, U.S. Department of Commerce, and by appropriations made by the Oregon State Legislature. The statements, findings, conclusions, and recommendations are those of the authors and do not necessarily reflect the views of these funders.

If some other agency or group has also supported the research, the following wording should be used:

> This report was partially prepared by Oregon Sea Grant under award (grant) number _____ (project number _____) from the National Oceanic and Atmospheric Administration's National Sea Grant College Program, U.S. Department of Commerce, and by appropriations made by the Oregon State Legislature. The statements, findings, conclusions, and recommendations are those of the authors and do not necessarily reflect the views of these funders.

Following is a list of award (grant) numbers since 1985. Use the award (grant) number for the most recent year in which your Sea Grant research was supported.

| | |
|---|---|
| 1985–86 (FY86) | NA85AA-D-SG095 |
| 1986–87 (FY87) | NA85AA-D-SG095 |
| 1987–88 (FY88) | NA85AA-D-SG095 |
| 1988–89 (FY89) | NA85AA-D-SG095 |
| 1989–90 (FY90) | NA89AA-D-SG108 |
| 1990–91 (FY91) | NA89AA-D-SG108 |
| 1991–92 (FY92) | NA89AA-D-SG108 |
| 1992–93 (FY93) | NA89AA-D-SG108 |
| 1993–94 (FY94) | NA36RG0451 |
| 1994–95 (FY95) | NA36RG0451 |
| 1995–96 (FY96) | NA36RG0451 |
| 1996–97 (FY97) | NA36RG0451 |
| 1997–98 (FY98) | NA76RG0476 |
| 1998–99 (FY99) | NA76RG0476 |
| 1999–2000 (FY00) | NA76RG0476 |
| 2000–01 (FY01) | NA76RG0476 |
| 2001–06 (FY02–06) | NA16RG1039 |
| 2006–10 (FY06–10) | NA06OAR4170010 |
| 2010–14 (FY10–14) | NA10OAR4170059 |
| 2014–18 (FY14–18) | NA14OAR4170064 |

Your project number, on the other hand, is the number assigned to your project in the original institutional proposal (for example, R/BT-30). If you don't know your project number, please call us.

*(Journal Articles cont.)*

**Hard Copies:** *How to Order Reprints and Pay Page Charges*
After you receive a reprint order form from the journal publisher, follow this procedure:

1. Make a photocopy of the title page and the acknowledgments page.
2. Bring or send the two copies, the original order form (leave it blank), the price list, and a note letting us know the number of pages in your paper to our office, 1600 SW Western Blvd., Suite 350, Corvallis, OR 97333. Ask for either the publications distribution coordinator (Linda Larsen, 541-737-2716) or the managing editor (Rick Cooper, 541-737-0793).
3. Let us know how many reprints you would like.
4. If you have been billed for page charges, include a copy of that form as well. Sea Grant will pay at least a portion of the page charges.

*(We'll provide you with up to 100 copies of the paper; the 100 copies will include any free reprints offered by the publisher. Because Sea Grant Communications needs 13 copies of the publication, we will take our copies from the 100 we order for you. However, if the publisher offers free reprints, we will take our 13 copies from the free reprints. If you want more copies, give us an account number of your own and we'll order them.)*

After we receive the reprint order form from you, we will process the form through OSU's purchasing office and send it directly to the journal publisher. We try to process requests immediately.

The reprints are shipped directly to Sea Grant Communications. From this shipment, we send you the number of copies you requested.

**Digital Files:** *How to Pay Publication Fees and Order Copies*

1. Send any digital file ordering information you receive to the publications distribution coordinator (Linda Larsen, linda.larsen@oregonstate.edu, 541-737-2716) or the managing editor (Rick Cooper, rick.cooper@oregonstate.edu, 541-737-0793).
2. If reprints (hard copies) will be made available later, following the ordering procedure listed above.
3. If you have been billed for publication fees, send that information as well. Sea Grant will pay at least a portion of the publication fees.

*(Sea Grant Communications needs 13 copies of the publication. We will need a copy of the digital file in order to download and print 13 copies.)*

After we receive the ordering information from you, we will process the order. We try to process requests immediately.

# Technical Reports

Sea Grant prefers that research results be published in professional journals. Sometimes publication in such journals is not possible or is inappropriate. Consequently, under certain conditions, Sea Grant will publish the results of research as a technical report and will distribute the publication.

### Requirements for a Technical Report

We will consider publishing your research as a technical report if

- it is the result of research that was funded wholly or in part by Sea Grant
- your paper cannot be published in an appropriate journal or trade magazine because a full description of your work requires more space than a journal or magazine is likely to give to a single article
- the paper is an interim report—necessary, but not conclusive enough for journal publication
- publishing the results of your research in a journal or a trade magazine would involve delays that could reduce the value of your contribution

### How to Submit a Technical Report

If you think your material is appropriate for a technical report, contact the managing editor. If the project is of interest to Sea Grant, the managing editor will ask you to submit the Communications Assistance Request form found on the Web at http://seagrant.oregonstate.edu/faculty-and-staff-resources/communications-assistance-form. If you don't have access to the Internet, call us and we'll send you the form. After your request has been approved, and if you have not begun writing, we'll discuss the probable length and format of the report, its intended audience, and the number of copies needed. If you've written the first draft of the manuscript, we'll discuss what changes may be required to make the material conform to the technical report series.

After we receive a workable draft of the material, we'll send out the manuscript for review.

When the reviews come back, we'll decide what revisions you need to make before publication. Then we'll edit the manuscript for readability and consistency and send it to you for approval. When you return the manuscript to us, we'll prepare it for publication and oversee printing and distribution.

# Online Publications

We create digital, fully accessible versions of most Oregon Sea Grant publications for distribution on the Web, many free of charge, even when we charge for hard copies. We are exploring options for developing e-pubs/e-books and mobile apps as well.

We also encourage Sea Grant authors to consider novel methods of distributing their own work, including blogs and social media, in order to reach both broader and more targeted audiences.

Timing of online publication will depend in part on available staff time to convert and upload the publication.

Some works might be candidates for Web-only publication. They are

♦ technical reports and bulletins that serve a limited or specific audience, where paper publication and distribution might not make economic sense

♦ works that, although substantially complete and reviewed for accuracy, need to be made available to client groups now and may change before a final, paper edition is published

♦ publications with a limited life span, where online publication makes sense in terms of the potential audience, timeliness, or relative economy of cost (for example, interim reports)

Publishing for the Web and other digital applications generally requires the same editorial standards as print publishing—with a few noteworthy exceptions, most of them mandated by OSU's institutional standards:

♦ Writing for the Web is typically shorter and less academic than writing for print.

♦ OSU websites adhere to the Associated Press Stylebook.

♦ All digital content—including downloadable .pdfs and audio-visual content—must meet federal and institutional standards for disability access, as laid out at http://ds.oregonstate.edu/web-accessibility-guidelines. These are not difficult to meet, and the communications team can help.

If you have questions about our Web guidelines or if you have special needs regarding online publications, please contact our Webmaster, Pat Kight, at pat.kight@oregonstate.edu.

## Theses

We cannot use the publication fund to pay for preparing or publishing theses. However, you are required to send an abstract of each graduate thesis supported under your project to our office. If a digital version of the full thesis is available, we would like to receive a copy of it also. We in turn will let interested persons know of the work that has been done.

## Proceedings

Occasionally, Sea Grant Communications will provide financial and editorial assistance for the production of conference proceedings. If you would like such assistance, contact us as far in advance of the conference as is possible.

## Assistance with Illustrations and Editing

Sea Grant Communications will pay for illustrations (photographs, line drawings, charts, graphs, maps, and so on) if they are intended to be part of a manuscript you

are submitting to a journal or trade magazine or to us as a technical report. Submit bills for artwork to our office. If the costs for any one paper are expected to be more than $150, you will need prior approval from the managing editor.

# Web References in Sea Grant Publications

We recognize that many people, including Sea Grant authors, use the Web as a significant information source and find it easier to both locate and cite information by Web links (URLs) than via conventional print literature citations. However, links are subject to change far more often (and without notice) than print sources, and keeping links up-to-date in our publications, print or online, is difficult and time-consuming. Dead Web links are also frustrating for the reader and make publications seem old and out-of-date. Sea Grant's reputation, and your own, are enhanced by providing accurate and timely information. In order to further this objective, Sea Grant Communications has established the following guidelines for publishing Web references:

## *For Initial Publication*

We recommend being prudent in the use of Web references in publications, and, instead of including long lists of links in the publication, providing a more complete or thorough set of reference links in a more dynamic medium, such as an author-maintained Web site or blog.

♦ When including Web links in a Sea Grant-published work, please recheck them during the final proofreading before publication and correct any that have changed.

♦ To avoid mistakes when adding a link to your publication, please copy and paste the entire URL directly from your Web browser rather than typing it into the text.

♦ Links should appear, along with conventional print references, in an appendix (Bibliography, Other Resources, etc.) at the end of the publication, not interspersed throughout the text. Consider using citations within your text referring the reader to the sources in your bibliography, rather than including URLs within the text.

♦ All links should carry the standard "last accessed on (date)" citation to indicate to readers how "fresh" they are (for example: Oregon Sea Grant. Things You'll Need to Know: Publishing Sea Grant-Sponsored Work. http://seagrant.oregonstate.edu/sgpubs/onlinepubs/h14002.pdf [last accessed 2 October 2014]).

♦ For long lists of Web-based resources in print publications, please create a Web page or blog to hold the links. Include a single link in the publication itself (for example, "Web sites for additional reference"), pointing to that page. This will allow you to check the links periodically

and update or remove them if they change. If the URL to this page changes, please notify us so we can update that link in your publication.

♦ If you don't have the ability to create a Web site or blog, Sea Grant Communications can show you how, or in selected cases may be able to create and maintain the page. You will remain responsible for keeping the information current and accurate by notifying us of the new URL when a link needs updating.

### *Updating*

It is the author's responsibility to check and update links to resource/bibliography material. When your Sea Grant publication comes up for revision, you will be expected to recheck all Web links and correct or delete those that have changed.

♦ For selected publications—those intended as "how-to" guides, those that involve changing legal or regulatory environments, and those meant as reference works or resource lists—you should recheck links more often than the text is revised. Ideally, you should do this at least annually. We will periodically remind you to do so.

♦ If a publication's links are left unchecked and become useless, Sea Grant Communications may remove the links or declare the publication out-of-print.

## Distribution

We maintain a mailing list of people who have expressed interest in Sea Grant publications and to whom we send an abstract of every work (including journal reprints) resulting from Oregon Sea Grant-funded research. However, we also rely on the author's knowledge of a publication's user groups and welcome help with marketing.

In addition, copies of Oregon Sea Grant publications are sent to various libraries, databases, and periodicals, among them the National Sea Grant Library and the National Technical Information Service.

## What Sea Grant Won't Pay For

The publication fund can't cover all expenses. Some publishing projects are simply too expensive; others aren't appropriate. Costs we won't pay include those for

♦ the preparation of artwork that is not for use primarily in a publication
♦ the preparation and publication of theses
♦ the typing of correspondence or of preliminary drafts associated with publication
♦ equipment and supplies, such as drafting equipment, computer software, photographic equipment and supplies, or other equipment directly or indirectly used in preparing material for publication
♦ the preparation of classroom materials

This is not a complete list. If you have further questions, contact the managing editor.