

The Sea Grant Collection

At the NOAA Central Library

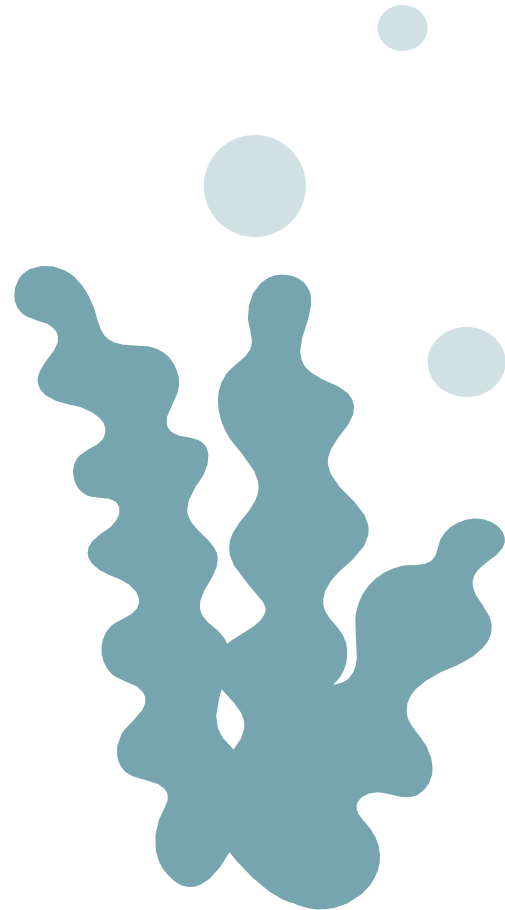
Sea Grant



Publications Submission Training
January 6, 2022
oar.seagrant-pubs@noaa.gov

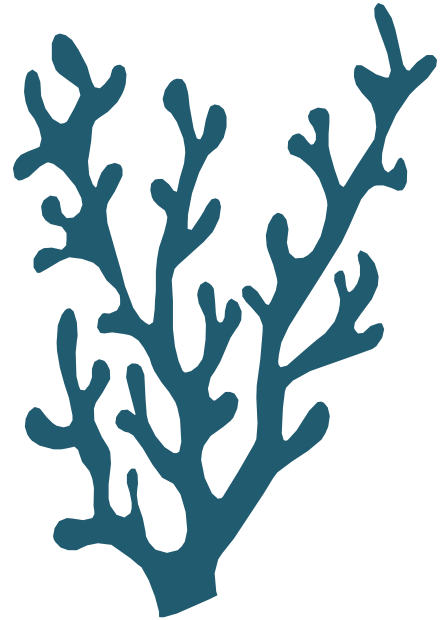
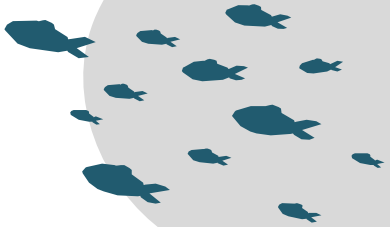
Agenda:

- Submission Process Overview
- How do I know which submission method to use?
- Demo: Submitting a non-peer-reviewed publication
- Library Resources: Manuscript versions, Section 508, and More
- Upcoming training schedule

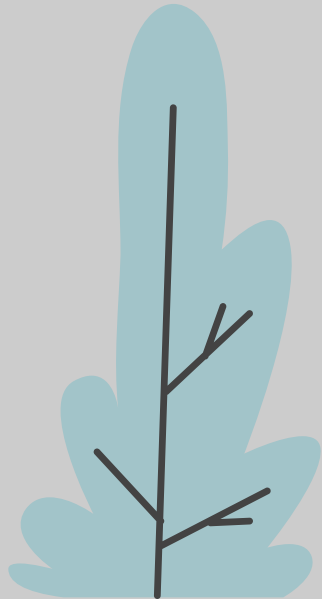


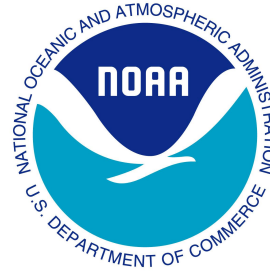
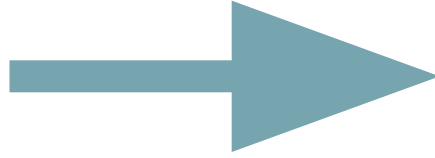
Thank you to our Testers!

**We sincerely appreciate
your participation and
feedback**

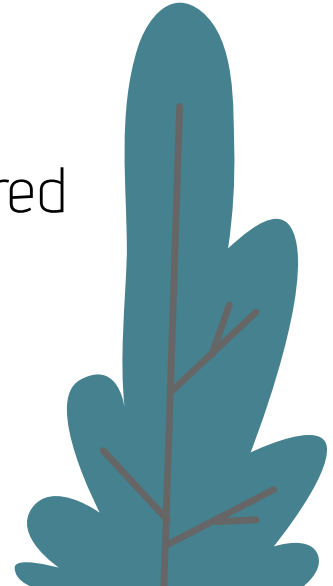


Submission Process Overview





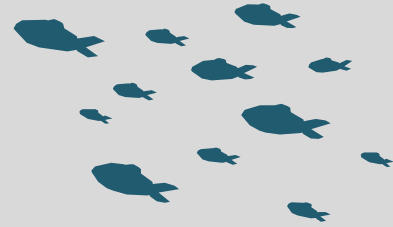
- Ongoing transition from the University of Rhode Island to NOAA
 - Specific documents for 2020 Reporting Period will be requested from PoCs
- Hard copies of publications no longer required with submissions
- New submission processes based on document type



Three Submission Methods



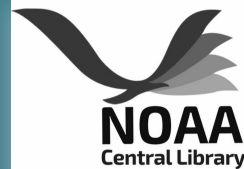
Program Documents



Peer-Reviewed Journal Articles

Section 508-Compliant Accepted Documents

All Other Documents (i.e. videos, photos, brochures)



Sea Grant Journal Article Submission

This form serves as a method for Sea Grant Programs to submit their Journal Publications for the current reporting period. All required fields are denoted with an asterisk (*). The NOAA Institutional Repository is only able to accept peer-reviewed articles published after October 1, 2015. If you are looking for non-peer-reviewed publications (reports or white papers), please use our other form: <https://forms.gle/9RWB2ybSCucNSdnn7>.

Preprints are not accepted by the NOAA Institutional Repository.

A document is required for all submissions. Due to copyright restrictions, submitted journal articles should be the accepted manuscript (post-refereed, pre-publication) version of the publication. Open Access journal articles will be accepted in their final published form.

submitter@university.edu [Switch account](#)

 Draft restored

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email *

Your email

Are you submitting a single document or multiple (batch) documents? *

Single submission

Batch submission

[Next](#)

[Clear form](#)

Submit Publications Individually or as a Batch

Batch Publication Submission

Please use the spreadsheet found here (https://library.oarcloud.noaa.gov/noaa_documents.lib/OAR/NCRL/SG_Batch_Template.xlsx) for batch submissions. Batch submissions require you to submit the spreadsheet to us, but we also ask that it is included in the Google Drive folder, who's URL you will provide here.

Batch Submission Spreadsheet File Upload *

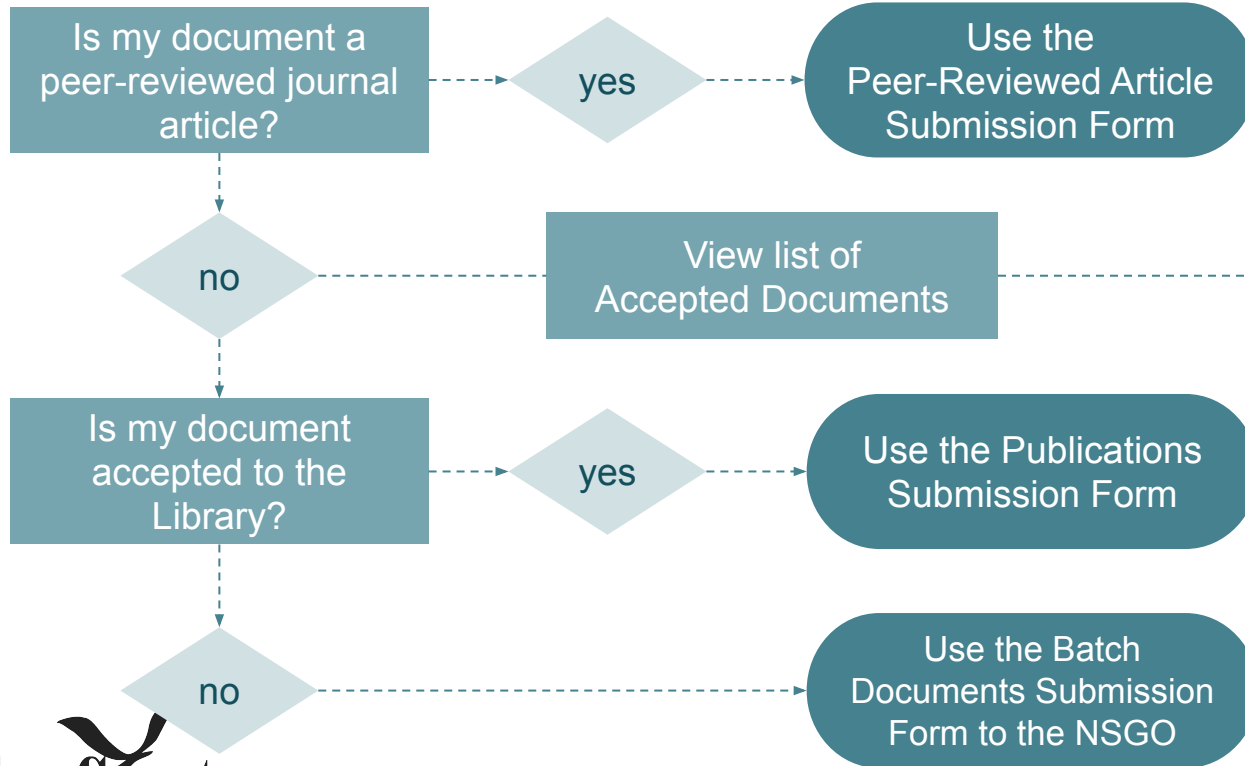
 [Add file](#)



URL of your Google Drive Folder you are sharing with us. (Please make sure you make the folder openly accessible and that it includes the spreadsheet for batch submissions (https://library.oarcloud.noaa.gov/noaa_documents.lib/OAR/NCRL/SG_Batch_Template.xlsx)) *

Your answer

Batch submissions require a completed spreadsheet and a Google Drive folder (or similar) for access to files

How do I know which submission form to use?



Documents Accepted to the Sea Grant Collection

The Sea Grant Collection at the NOAA Central Library serves as a comprehensive collection of Sea Grant-produced publications from across the country. The Collection supports the Sea Grant mission by ensuring that Sea Grant publications are made accessible to researchers, students, teachers, policy makers, and other audiences. Publications are submitted to the collection through one of two routes, based on document type. Peer-reviewed journal articles are submitted for inclusion in the [NOAA Institutional Repository](#), while other publications are submitted for inclusion in the [NOAA Central Library Catalog](#). Some document types (i.e. posters, brochures, directories, other ephemera) cannot be included in the Sea Grant Collection at the NOAA Central Library, and should instead be submitted as attachments to projects in [PIRE](#) or archived by individual Sea Grant Programs.

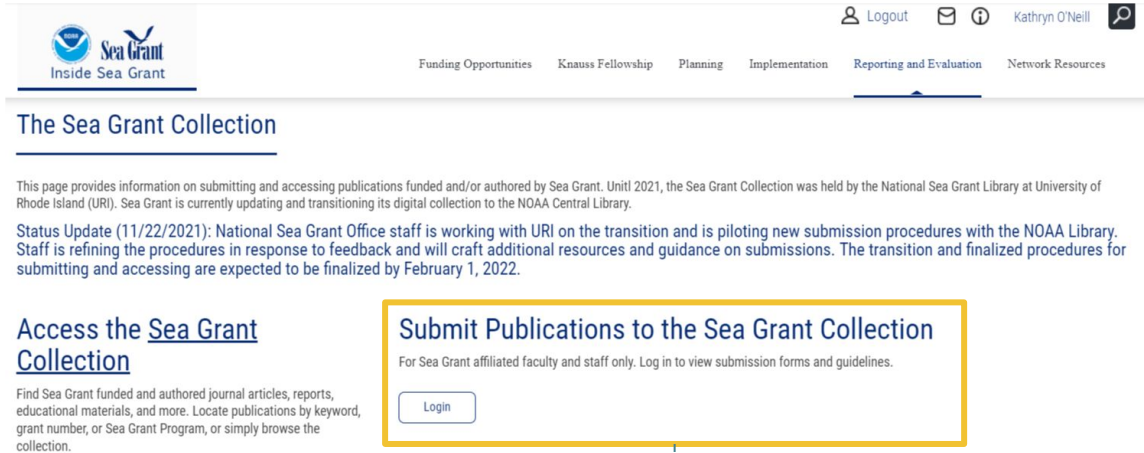
Listed below are the types of documents (in addition to peer-reviewed journal articles) accepted to the Sea Grant Collection, along with corresponding examples.

Document Type	Document Title (with hyperlink)
	BP Deepwater Horizon Restoration & Recovery: Implementing the RESTORE Act in Texas
Conference Proceedings/ Workshops	Research Needs for the Sustainable Management of Crustacean Resources in the South Atlantic Bight



Where do I find all these forms?

<https://seagrant.noaa.gov/insideseagrant/SeaGrantCollection>

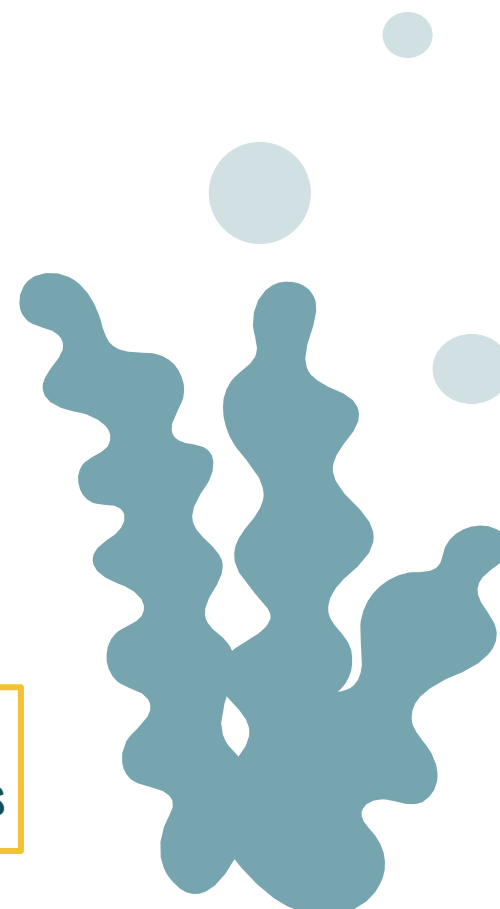


The screenshot shows the 'Inside Sea Grant' website. The top navigation bar includes 'Logout', 'Kathryn O'Neill', and a search icon. Below the navigation bar, there are links for 'Funding Opportunities', 'Knauss Fellowship', 'Planning', 'Implementation', 'Reporting and Evaluation', and 'Network Resources'. The main heading is 'The Sea Grant Collection'. Below this, there is a paragraph of text: 'This page provides information on submitting and accessing publications funded and/or authored by Sea Grant. Until 2021, the Sea Grant Collection was held by the National Sea Grant Library at University of Rhode Island (URI). Sea Grant is currently updating and transitioning its digital collection to the NOAA Central Library.' This is followed by a 'Status Update (11/22/2021): National Sea Grant Office staff is working with URI on the transition and is piloting new submission procedures with the NOAA Library. Staff is refining the procedures in response to feedback and will craft additional resources and guidance on submissions. The transition and finalized procedures for submitting and accessing are expected to be finalized by February 1, 2022.' Below the status update, there is a section titled 'Access the [Sea Grant Collection](#)' with a sub-heading 'Collection'. The text below this section reads: 'Find Sea Grant funded and authored journal articles, reports, educational materials, and more. Locate publications by keyword, grant number, or Sea Grant Program, or simply browse the collection.'

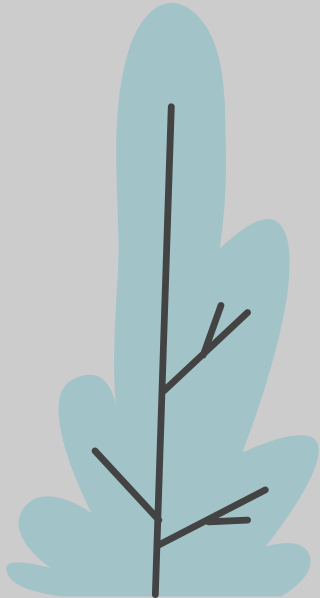
Submit Publications to the Sea Grant Collection
For Sea Grant affiliated faculty and staff only. Log in to view submission forms and guidelines.

Login

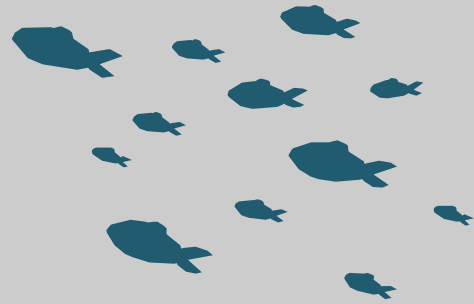
Username: sg.pubs
Password: publications



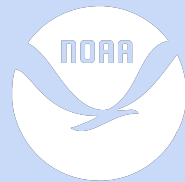
Demo: Submitting a Non-Peer-Reviewed Publication



Upcoming Trainings



JANUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6 Info Session 3-4pm EST	7	8
9	10	11	12 Office Hours 1-2pm EST	13	14	15
16	17	18	19 Office Hours 4-5pm EST	20	21	22
23	24	25	26 Section 508 1-2pm EST	27	28	29
30	31					



Questions or Comments?

oar.seagrant-pubs@noaa.gov

