Submitting Sea Grant Publications

Guidance for FY2022

Contents

About 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.

Sea Grant Collection and Annual Reporting Guidance

Sea Grant-funded documents are submitted by Sea Grant programs to the Sea Grant Collection at the NOAA Library on an ongoing basis. This process, described below in detail, replaces the previous practice of submitting documents to the National Sea Grant Library at the University of Rhode Island.

To be included in a Sea Grant program's annual report, documents are due to the Sea Grant Collection (or the National Sea Grant Office for documents not accepted to the NOAA Library) at the same time that other annual report components are due in PIER. The Sea Grant Collection will track the number of peer-reviewed publications as well as other accepted publications and products resulting from Sea Grant-funded work. More information about reporting and evaluation can be found on Inside Sea Grant.

Three Submission Methods

Previously, Sea Grant publications were submitted to the National Sea Grant Library at the University of Rhode Island. Beginning January 1, 2022, publications will instead be submitted to the Sea Grant Collection at the NOAA Central Library. Documents not accepted to the Sea Grant Collection may be submitted to the National Sea Grant Office for reporting purposes. *Please note this is an interim solution for FY2022 to allow the National Sea Grant Office to evaluate these documents and plan for a more permanent solution.* During this interim period, these other documents will not be made available to the public. Sea Grant programs should utilize systems within their institutions to make such documents available to local audiences.

Submitters will utilize three submission methods for all Sea Grant program documents, based on document type. Peer-reviewed journal articles are submitted to the Sea Grant Collection 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, websites, videos, other ephemera) cannot be included in the Sea Grant Collection at the NOAA Central Library, and should instead be submitted as a batch to the National Sea Grant Office for FY2022. Submitters can refer to the [Sea Grant Collection's guide to Accepted Documents]() for additional information and examples.

A summary of the three submission methods is as follows:

A. [Peer-Reviewed Journal Article Submission to the Sea Grant Collection]()

Peer-reviewed journal articles are submitted to the NOAA Institutional Repository for inclusion in the Sea Grant Collection. Submitters should use the manuscript version of the article (often called the *post-refereed, pre-publication manuscript*). Articles may be submitted individually or as a batch, utilizing the required spreadsheet for batch submissions.

B. [Sea Grant Publication Submission to the Sea Grant Collection]()

Other publications (not peer-reviewed journal articles) should be submitted to the NOAA Central Library for inclusion in the Sea Grant Collection. Submitters should consult the guide to [Accepted Documents]() to confirm that the publication can be accepted to the NOAA Library. Publications should be [Section 508 Compliant](), and may be submitted individually or as a batch, utilizing the required spreadsheet for batch submissions.

C. [Sea Grant Document Submission to the National Sea Grant Office](#)

Documents that are not accepted to the Sea Grant Collection should be submitted as a batch to the National Sea Grant Office for reporting purposes. This is an interim solution for FY2022, and will allow the National Sea Grant Office to evaluate such submissions to determine the best solution for maintaining this collection.

Refer to [Figure 1](#) for an overview of the submission process. Submitters can access extensive resources for publication submissions on [Inside Sea Grant](#).

Before You Submit

Tips to ensure you have all necessary information and files before submitting your publications.

- ➢ Identify which version of a document you have, and whether a manuscript version needs to be obtained instead.
- ➢ Ensure you have all relevant metadata, including the author(s), funding information, and date of publication.
- ➢ Determine whether you want to include a Sea Grant Publication number. The NOAA library will not assign one automatically, and if a Sea Grant Publication number is desired, it should be assigned by the Sea Grant Program prior to submission. Sea Grant Publication numbers are not required for submission to the Sea Grant Collection or the National Sea Grant Office.
- ➢ Determine whether you want to submit items individually or as a batch. Batch submissions may streamline processes and enable simpler tracking on the program side. Submitters may opt to do one batch submission of each method per reporting period, or submit throughout the year as publications are obtained. Submitters should fill out the required spreadsheet before initiating a batch submission.

How to Submit

To submit Sea Grant publications and documents, simply follow the instructions in the submission form. If a spreadsheet is required (for batch submissions), download the spreadsheet from the submission form and fill out all required fields. Resources for submitters (i.e. manuscript versioning, Section 508 resources, etc.) can be found on [Inside Sea Grant](#). Questions about submissions or publications should be directed to oar.seagrant-pubs@noaa.gov.

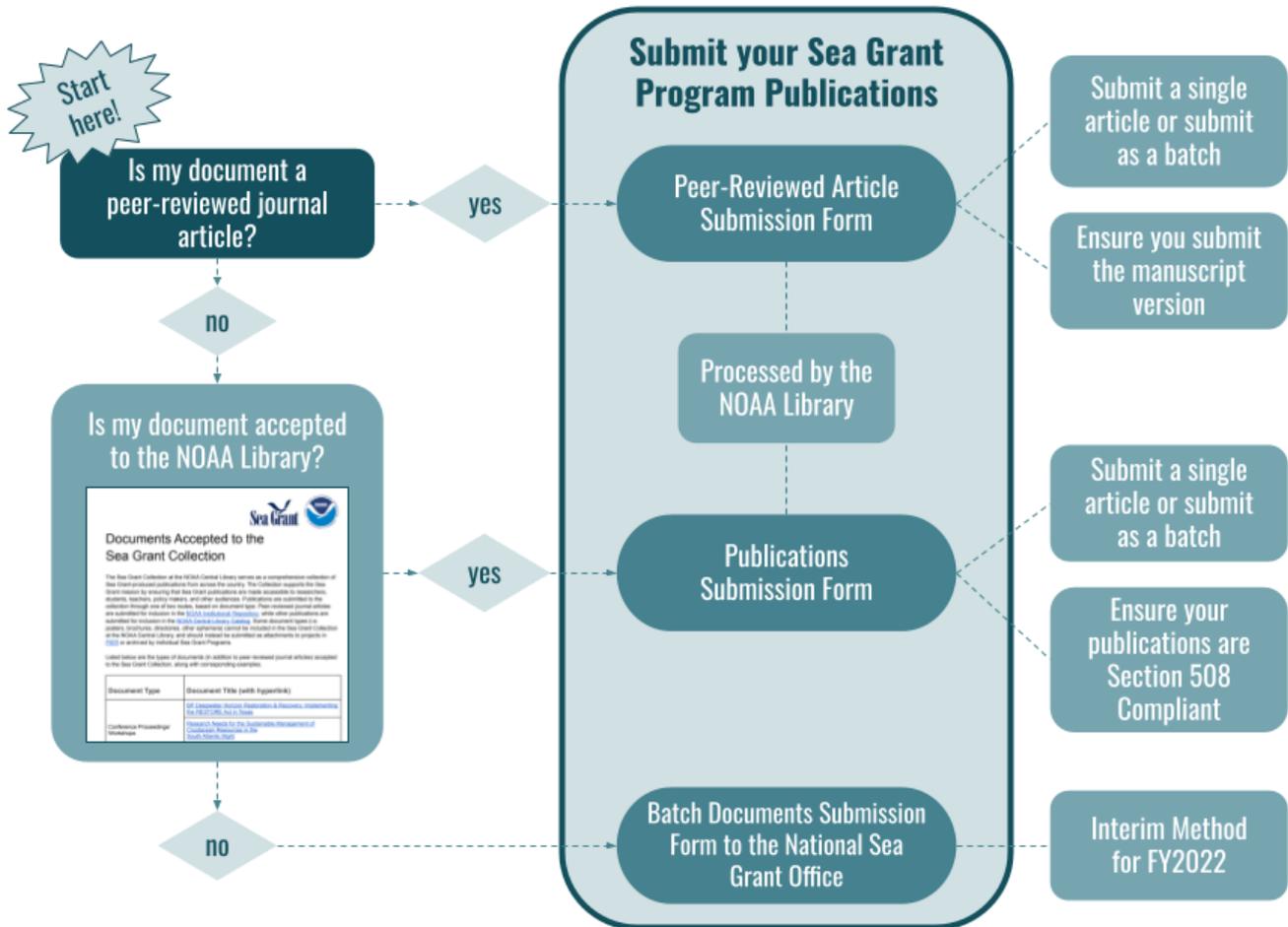# Determining which Submission Method to Use

Figure 1. The above flowchart provides an overview of how to determine the correct submission method for Sea Grant program publications. A text version of this image can be found below.

Text Version of Figure 1:

1. Is my document a peer-reviewed journal article?
    a. If yes, use the Peer-Reviewed Article Submission Form.
        i. Submit a single article or submit multiple as a batch.
        ii. Ensure you are submitting the manuscript version of the article.
        iii. Submissions will be processed by the NOAA Library for inclusion in the Sea Grant Collection.
    b. If no, proceed to step 2.
2. Is my document accepted to the Sea Grant Collection at the NOAA Library?
    a. If yes, use the Publications Submission Form.
        i. Submit a single article or submit multiple as a batch.
        ii. Ensure your publications are Section 508 Compliant.
        iii. Submissions will be processed by the NOAA Library for inclusion in the Sea Grant Collection.
    b. If no, proceed to step 3.
3. Submit other documents to the National Sea Grant Office using the Batch Documents Submission Form.