



# Publication Policy and Requirements

For Principal Investigators Funded By  
The Mississippi-Alabama Sea Grant Consortium

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## *Introduction*

The end product of scientific and engineering research is information, and Sea Grant research results are not fully 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, as well as its education and extension activities. A major part of that dissemination occurs in the form of publications and other communications products aimed at Sea Grant's various audiences. The Communications and Extension sectors of each Sea Grant program are charged with taking this information and conveying it to those audiences that the information can best serve.

The Mississippi-Alabama Sea Grant Consortium (MASGC) has published this *Publication Policy and Requirements* booklet to spell out the requirements for all MASGC-funded Principal Investigators (PIs) regarding the publishing of their research work. This booklet also details the types of publications that fall under this policy and the responsibilities of MASGC Communications Program in assisting PIs with disseminating information about their research projects.

## *Requirements for Principal Investigators*

Each person receiving any federal funds from NOAA's National Sea Grant College Program is required to 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 depository of Sea Grant-funded publications at the National Sea Grant Library located at the University of Rhode Island. If this is not done, 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. This requirement extends to all principle investigators of all Sea Grant-funded projects.

## *Reporting Research Results*

Sea Grant publications are meant to inform people of the research, education, and extension activities resulting from public investment in the National Sea Grant College Program. A variety of audiences benefit from these publications:

scientists gain knowledge of related work; educators add new findings to curricula; and extension staff pass relevant findings on to their constituencies.

Successful distribution assures that publications get to appropriate audiences and abstracting/indexing services to ensure visibility now and in the future. This is best achieved by a partnership involving an author, local program director, and communications staff.

As part of its initial distribution, Mississippi-Alabama Sea Grant Communications is required to distribute copies of each publication to several pre-selected libraries and data bases including the National Sea Grant Office, National Sea Grant Library, National Media Relations Project, NOAA Central Library, and the National Technical Information Services. In addition, MASGC also keeps several copies as inventory for future publication requests.

**To properly handle the initial distribution and inventory demands, MASGC requires each funded Principal Investigator to supply MASGC with 25 copies of each publication that the PI has printed or is published that refers to his/her Sea Grant-funded research.**

When possible, a submission of an electronic copy of the publication to MASGC will allow the communications staff to print out additional copies of the publication once the inventory is depleted. Also, if a principal investigator's publication is put on a web site, please inform MASGC so we can make reference to the web site as an option for those requesting the publication.

***How to  
Acknowledge  
Sea Grant***

Each publication relating to a Sea Grant-funded project must contain the following four elements:

1. **MASGC Sea Grant Logo.** This logo, whenever possible, should be located on the front cover of the publication. Secondary locations are inside the front cover, on the title page or on the back cover. MASGC's communications staff can provide a high-resolution electronic copy or printed copy; or the PI can download a high resolution copy off the MASGC web site.
2. **Acknowledgment Statement.** This required statement, which appears below, acknowledges the NOAA/Sea Grant support. Non-journal publications that result from Sea Grant-supported projects must contain this acknowledgment on the inside front cover or other appropriate location on the publication.

*This publication was supported by the National Sea Grant College Program of the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Grant (insert grant number), the Mississippi-Alabama Sea Grant Consortium and (insert your university and any other cooperative sponsors you wish to credit). The views expressed herein do not necessarily reflect the views of any of those organizations.*

Upon request, the MASGC communications staff will provide the PI with the grant number pertaining to a specific publication submission. It's essential that the rights of the U.S. Government and MASGC are reserved to reproduce and distribute □ for governmental purposes □ any publication that results from Sea Grant support, regardless of copyrights.

3. **MASGC Publication Number.** All informational products that report results from MASGC-supported projects must have a MASGC publication number that should appear on the front cover. Request a publication number from the MASGC communications staff.
4. **Publication Abstract.** If the publication being submitted doesn't already contain an abstract, the principal investigator is asked to provide a brief (one paragraph) abstract when submitting a publication to MASGC.

### ***Publications Costs***

Estimated cost of publications must be included in the proposal budget of the individual project. In developing this figure PIs should include the following in their proposed budgets: Page charges, reprint costs for journals (including 25 copies for MASGC), and production and printing costs for non-journal publications and other information products.

### ***Publication Descriptions***

Various types of publications result from Sea Grant-supported projects. The following list describes all publications that qualify for distribution through MASGC's Communications Program. If a Principal Investigator is unsure of a publication's classification, the Investigator should contact MASGC's communications staff for clarification.

**Technical Reports** are similar to, but usually contain more detail and data than journal articles.

**Proceedings** are records of professional symposia, workshops, or conferences. This includes both printed and CD-ROM formats.

**Extension/Advisory Service Reports, Brochures, Fact Sheets, etc.** are designed for particular user groups, may be quite specialized, and are generally attractive and readable by non-scientists. They are frequently based on Sea Grant research, but are not limited to this source.

**Books and Monographs** vary from scholarly books on specific subjects to syntheses of entire resource or problem areas.

**Journal Reprints, Book Chapters, Proceedings Papers** are mostly subject to rigorous peer review and are usually written by the investigators for use by other scientists.

**Educational Materials** encompass a variety of materials including curricula, study guides, lesson plans, posters and laboratory guides, slides, movies and videotapes. These are generally designed for teachers and/or students and usually for designated grade levels.

**Audio-visual Presentations** include slide shows, films, videotapes, radio broadcasts and/or scripts, television documentaries, and all other future formats.

**Maps, Charts, and Atlases** are representations, usually on a flat surface, of a hydrographic feature or area.

**Bibliographies/Directories** refer to reference documents that are usually comprised of lists of documents, specialists or organizations/companies.

**Handbooks/Manuals/Guides** represent concise reference documents on a particular subject.

**Computer Programs/Documentation** refers to computer programs and associated documentation written for scientific/educational purposes for a specific audience. CD-ROMs, DVDs and future software formats are included here.

**Electronic Publications** refers to digital documents that are available only over the World Wide Web. Web sites on particular topics that are produced and maintained by a Sea Grant program are also included. Programs are required to send the National Sea Grant Depository an abstract, including the URL, of any document/Web site that is only available electronically. *Note: If a Principal Investigator's document is moved from one Internet location to another, please notify the MASGC communications staff, who will in turn, notify the National Sea Grant Library so that links to that site can be updated.*

**Theses/Dissertations (Abstracts only)** Furnish one copy of the complete thesis or dissertation and one copy of the thesis or dissertation abstract to the MASGC Office.

**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.

**Management Reports** include annual and biennial reports, and strategic and implementation plans.

***Publicizing the  
Principal  
Investigator's  
Work***

Principal Investigators are encouraged to provide MASGC's Communications Program with information about their project so that it can be used to write press releases and articles for the general media, as well as included in MASGC's *Sea Briefs* newsletter. Information should be sent to:

Tim Reid  
Communications Coordinator  
Mississippi-Alabama Sea Grant Consortium  
P.O. Box 7000  
Ocean Springs, MS 39566-7000

## ***Requirements for MASGC Communications Staff***

The Communications Staff also has its requirements and responsibilities regarding publications generated by MASGC-funded researchers.

### ***Communications Staff Available to Help Investigators***

MASGC's communications staff is available to assist principal investigators in the production of their publications and in the promotion of their work. The staff can assist in the writing, editing, and designing of publications and information products. Depending on the editorial and design needs of the principal investigator, there may be some cost involved in this assistance. The staff will also do its best to promote the work of PIs by writing articles and press releases, and creating promotional pieces when appropriate.

### ***Publications Records***

MASGC will maintain a control list of publications resulting from each Sea Grant project and a record of distribution by the MASGC Office. MASGC will periodically publish and distribute listings of these publications, as well as list them on its web site. The MASGC will effect timely submission of its publications to the National Sea Grant Library and any other distribution outlet required by the National Sea Grant Office.

### ***Sale of Publications***

Specific guidelines have been prepared for the sale of materials compiled or resulting from MASGC-supported projects. No commercial or for-profit publication of materials that have resulted from an MASGC-supported project should be undertaken without prior approval of the MASGC Office. Legal restrictions exist concerning sale of materials published with federal or state funds.

Most of the publications that MASGC distributes have been published with funds from Principal Investigators' projects. While acceptable quantities of these publications remain in inventory, MASGC will only charge a postage/handling fee to those requesting these publications.

However, MASGC reserves the right to charge a fee to fill requests for publications that MASGC has had to either purchase from other Sea Grant programs, or for publications which Sea Grant has had to produce because the inventory of the publication had become depleted. In these cases, MASGC will charge both a publication fee and a postage/handling fee to recoup its expenses.

Any time a request incurs a publication fee (printing and/or postage/handling) that exceeds \$5.00, the person requesting the publication will be sent a postcard stating the dollar amount due to MASGC before the request will be filled.

*Note: MASGC will also try to notify those requesting publications of the availability of those publications that can be downloaded from the Internet.*

***Submission of Manuscripts for Review***

Many Sea Grant reports, research papers, extension bulletins and fact sheets are subject to peer review and the author may be asked to modify the manuscript in response to comments. Technical papers are not peer reviewed. Some academic departments have their own review process which authors are encouraged to use. This process contributes to the quality control of the work, and in some cases might eliminate the need for further Sea Grant review. For university faculty and for Sea Grant extension faculty, there is usually a built-in review process by the department or unit. It is the author's responsibility to ensure that this process is followed and that their submission is cleared for publication through the appropriate channels (e.g., dean, department chair, or department publications review committee).

***MASGC Reviews All Publications***

Regardless of any external review process, all publications must be reviewed by the MASGC Communications Coordinator for grammatical accuracy and style before those publications are printed. Since any publication resulting from a MASGC-funded project is viewed as a "Sea Grant Publication," MASGC feels it is prudent for its Communications Coordinator to review that publication before the Sea Grant logo and acknowledgement statement are attached to it. This process is strictly to make sure that the publication meets the standards of Sea Grant; it is not a review of the project or to alter the way the PI wishes to present his work in the publication. This process will be done in a timely manner so that the publishing process is not delayed.

***News Releases***

News releases are prepared by the MASGC Communications Coordinator from information received through researchers and other sources. News releases, written or video, are distributed to news media in Mississippi and Alabama as well as to certain national news media. When issuing a news release independent of Sea Grant communications, or when being interviewed by the press, researchers and Sea Grant extension agents are encouraged to indicate that the research is funded by or affiliated with MASGC, as appropriate. Please provide a copy of each printed news release or video clip to the MASGC Communications Coordinator.