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Publications Policy

California Sea Grant College Program



Prepared by the Publications Policy and Review Committee

September 1980

A California Sea Grant College Program Publication

The California Sea Grant College Program is a statewide multi-university program of marine research, education, and advisory services, administered by the University of California Institute of Marine Resources. Sea Grant-sponsored research contributes to the growing body of knowledge about our coastal and oceanic resources and to the solution of contemporary problems in the marine sphere. Through its Marine Advisory Program, Sea Grant transfers information and technology developed in research efforts to a wide community of users in California, the region and the nation. Sea Grant also supports a broad range of educational programs for university students, public school teachers and students, and the general public so our coastal and oceanic resources may be understood and judiciously used by this and future generations.

Publications Policy

California Sea Grant College Program

Report No. R-CSGCP-002

**Prepared by the
Publications Policy and Review Committee**

**California Sea Grant College Program
Institute of Marine Resources
University of California
La Jolla, California**

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Introduction

This booklet was prepared by the California Sea Grant College Program Publications Policy and Review Committee to assist project leaders in preparing and disseminating written reports that result from their Sea Grant funded efforts. If you have a publications related question that is not answered here, please contact the communications coordinator at (714) 452-4444.

Comments and suggestions for improvement of this booklet are welcome. Please direct your comments to the committee chairman at: California Sea Grant College Program, A-032, University of California, La Jolla, California 92093.

Policy

Goals

It is the goal of the California Sea Grant College Program to publish useful information resulting from the research it supports and to disseminate it to all segments of the marine community in a timely fashion. It is also the goal of the program to serve as a marine information broker in the state by publishing and disseminating information that is responsive to the needs of the marine community and the general public.

Purpose

The product of research sponsored by Sea Grant is information. The overall goal of Sea Grant-supported research is not fully realized until the information generated through research activities is made available to people who can use it.

The Sea Grant Program is concerned that only high quality publications that provide useful information to identified audiences be published under its aegis. To ensure this, a Publications Policy and Review Committee has been established to assist in the process of selecting, reviewing, and distributing publications. This committee is comprised of Sea Grant subject area coordinators (in animal aquaculture, plant aquaculture, coastal resources, fisheries, new marine products, ocean technology, and marine affairs), the Marine Advisory Program coordinator, the assistant program manager, the assistant to the program manager, one member at large, and the communications coordinator, who acts as chairman. Functions of the committee are discussed throughout the "Procedures" section of this document.

Types of Publications

The California Sea Grant College Program strongly encourages project leaders to publish results of their research for the scientific community in established professional journals in their respective fields. Sea Grant does not prescribe guidelines for preparation of journal articles or for their review. However, project leaders must inform the Sea Grant office when articles are accepted for publication so reprints can be ordered for required distribution. (See "Journal Article Reprint Guidelines" on page 2.)

Many potential beneficiaries of Sea Grant-supported research, however, get their information from sources other than professional journals. Consequently, project leaders and staff are also encouraged to consider alternative means of disseminating information resulting from their work.

The California Sea Grant College Program publishes three Report Series: Technical, Educational, and Reference. These are described in more detail on page 4. Masters theses and PhD dissertations are not published by Sea Grant. Project leaders considering publication in one of these series should refer to "Production and Distribution" and "Acknowledgments" below and "Procedures" on page 2 of this booklet.

Project leaders also should contact the public affairs offices on their campuses, when appropriate, to disseminate information on their research through the news media. Articles for popular magazines, written by project leaders, trainees, students, or others associated with the project, are also an appropriate means of disseminating information on Sea Grant research.

Sea Grant, through the Publications Policy and Review Committee, may also solicit manuscripts for potential publication on topics that are particularly important or timely.

Production and Distribution

The Sea Grant office in La Jolla is neither staffed nor equipped to provide editorial and production services for all of the projects it supports. Consequently, project

leaders should arrange for production through their department, organized research unit, or laboratory, whenever possible. Sea Grant will, however, finance production of reports by project leaders if the following conditions are met:

1. The Publications Policy and Review Committee has recommended the manuscript for publication and the program manager has approved.
2. The manuscript has been reviewed according to the guidelines and criteria on page 3.
3. Acknowledgment of Sea Grant support is included (see "Report Guidelines for Research Project Leaders" on page 3).
4. The communications coordinator has been consulted throughout the process.

The Sea Grant Marine Advisory Program, headquartered on the UC Davis campus, does have access to the editorial and production services of the Cooperative Extension Service. Advisory publications, therefore, are all produced through CES printing channels. These publications, of course, are also subject to the above guidelines.

All Sea Grant publications are stored and distributed from the Marine Advisory Program office at UC Davis. Sea Grant requires at least 150 copies of any publication it funds for mandatory distribution. Additional distribution should be suggested by project leaders.

Acknowledgments

Because the California Sea Grant College Program supports research on so many campuses throughout the state, it is important that both Sea Grant and the project leader's university, college, organized research unit, laboratory, or department are appropriately acknowledged for support of the research. (See "Report Guidelines for Research Project Leaders" on page 3 and "Examples" beginning on page 6.)

Procedures

Every attempt will be made by the communications coordinator to identify potential publications early in the grant year from information contained in project proposals and through interviews with project leaders. The Publications Policy and Review Committee will consider this information in publications planning. Any questions concerning publications should be directed to the Sea Grant communications coordinator at (714) 452-4444.

Journal Article Reprint Guidelines

1. When submitting an article to a journal on research that has received Sea Grant support, the following acknowledgment must appear at the end of the article:

"This research was sponsored in part by NOAA, National Sea Grant College Program, Dept. of Commerce, under Grant #_____, Project #_____ through the California Sea Grant College Program. The U.S. Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation that may appear hereon."

If your project received state funds, the California State Resources Agency's support also must be acknowledged here. Call the Sea Grant office in La Jolla for answers to questions about the grant number and state funding. Without such acknowledgment, No. 3 below does not apply.

2. As soon as your article has been accepted for publication in a journal, notify the Sea Grant office in La Jolla.

3. The Sea Grant office will normally pay for up to 200 reprints of which 50 are supplied to the project leader at no charge, contingent upon proper acknowledgment as explained in No. 1 above. The remaining 150 copies should be sent to the Sea Grant Marine Advisory Program for distribution.

Report Guidelines for Research Project Leaders

1. See "Sea Grant Report Series" on page 4 of this booklet for a description of the types of publications the California Sea Grant College Program publishes. Identify the audience(s) you hope to reach through your publication and select the most appropriate style, format, and series. Contact the communications coordinator for recommendations and advice.
2. Submit **two** copies of the manuscript to the communications coordinator with a cover letter containing the following information:
 - a. intended audience and how the report will be useful to it;
 - b. approximate size of the audience;
 - c. suggested reviewers; and
 - d. who will produce the report.

The manuscript must include appropriate acknowledgment of Sea Grant support on the copyright page. See "Examples" beginning on page 6 for samples of a report cover, inside front cover, title page and copyright page, including the appropriate acknowledgment paragraph. If you are unsure of the grant number or whether your project received funding from the State Resources Agency, contact the Sea Grant office in La Jolla.

3. One copy of the manuscript will be filed in the Sea Grant office in La Jolla. The other will be sent to the Publications Policy and Review Committee member representing the most appropriate subject area, who will review it and recommend additional reviewers, if necessary. If the Publications Policy and Review Committee recommends publication, the chairman will send review copies to at least three of the recommended reviewers. Review criteria are:
 - Appropriateness to Sea Grant—Does the topic of the manuscript complement existing Sea Grant research or advisory activities? Does it support or enhance subject areas in which Sea Grant is developing programmatic expertise? If neither of these criteria is met, are there other compelling reasons for Sea Grant publication of the manuscript?
 - Usefulness—Does the manuscript respond to information needs of users in the marine community, including scientific, technical, commercial, or general audiences? Does it provide new information or data that are not available elsewhere? Is the print medium the most appropriate format for dissemination of the information contained in the manuscript?
 - Timeliness—Is the information contained in the manuscript timely? If the topic is particularly timely, would a format other than a publication or report be more appropriate?
 - Favorable Peer Review—Has the author or his organized research unit or department obtained favorable and sufficiently critical peer reviews? If so, are additional reviews necessary? Do reviewers recommend publication on the basis of accuracy and quality of content as well as on criteria defined above? Does the subject area coordinator representing the subject the manuscript addresses feel the reviews obtained are from recognized authorities in the field?

Articles submitted to refereed journals, conference proceedings, news articles or series, ephemeral literature, and required institutional reports are exempt from formal external reviews.

4. After a positive review process and approval of the program manager, arrange for production of the manuscript, either through your department, organized research unit, or laboratory, or through the Sea Grant office in La Jolla.
5. Send at least 150 copies of the published report to the Sea Grant Marine Advisory Program for distribution, retain 50 copies for response to requests you may receive, and send one copy to the Sea Grant office in La Jolla. When your supply is exhausted, refer requests to the Sea Grant Marine Advisory Program. When the entire supply is exhausted, people requesting copies will be referred to the National Technical Information Service (to purchase) or to the National Sea Grant Depository (to borrow and to photocopy, if desired). Copies of your report will be stored at UC Davis for one year, at which time remaining copies will be returned to you.

Report Guidelines for Marine Advisory Program Staff

1. Follow Steps 1 through 3 under "Report Guidelines for Research Project Leaders." In Step 3, a copy of your manuscript will be given to both a subject area coordinator on the Publications Policy and Review Committee and to the Marine Advisory Program coordinator.
2. After a successful review process, the Marine Advisory Program coordinator will arrange for publication through normal Cooperative Extension Service channels. Send one copy of the publication to the Sea Grant office in La Jolla.

Sea Grant Report Series

Technical Series (No. T-CSGCP-000)

Reprints of Journal Articles and Professional Papers: Results of scientific research, reported in professional, refereed journals or presented at professional meetings. Sea Grant does not review or produce these types of publications but does provide funds, in most cases, for obtaining reprints for distribution.

Technical Reports: Final scientific and technical reports on research usually too lengthy or otherwise inappropriate for publication in refereed journals. In some cases, outlets for distributing such material, other than a published report, are explored.

Instructive Manuals: Reports for specific audiences in the marine community, e.g., aquaculture industry, fishermen, coastal planners, on how to do or accomplish certain things in their field. Usually written by marine advisors or specialists but may be written by project leaders, trainees, or others associated with Sea Grant.

Technical Data Reports: Collections of data, generally not suitable for journal publication but useful because unavailable elsewhere. (Sea Grant does not actually publish such reports but makes the data available to EDIS or other existing data banks and announces the availability of the data).

Public Policy Papers: Reports on research with public policy implications.

Educational Series (No. E-CSGCP-000)

Reports on Specific Subjects: In-depth reports of medium length on specific topics of importance to California that serve an educational purpose. (*California's Coastal Wetlands* and *California's Salmon Resource* are examples.) Audiences will usually include the general public but also specify certain target audiences, e.g., legislators, educators, coastal planners, or others. Such reports normally present a balanced perspective on the subject addressed and are not limited to coverage of Sea Grant-sponsored work.

Marine Leaflets: Brief topical reports produced by the Sea Grant Marine Advisory Program on specific marine topics for defined audiences.

Newspaper Columns: Series of informative pieces on marine-oriented topics intended for broad dissemination through the print news media to the newspaper-reading public. Subject matter can include Sea Grant-sponsored work but would not be limited to Sea Grant.

Newsletters: Periodical and timely reports to specific or general audiences in the California marine community, e.g., the Marine Advisory Program Newsletter, the Aquaculture Newsletter.

Radio Public Service Announcements: Series of informative pieces, similar to newspaper columns defined above but formatted for radio.

Reference Series (No. R-CSGCP-000)

Directories

Bibliographies

Descriptive Flyers or Brochures: Ephemeral literature describing programs or activities offered by Sea Grant to the public or special audiences.

Required Institutional Reports: Fiscal year reports on project accomplishments and progress required by the National Sea Grant College Program office; annual progress reports to the National Sea Grant Program and the State Resources Agency. The quinquennial report to the State Legislature, institutional reports as required, e.g., IMR Biennial Report, SIO Annual Report, and "Branches."

Conference/Symposium Proceedings: Verbatim reports on conferences, symposia, or forums sponsored by Sea Grant.

Examples

Report Cover, Inside Front Cover, Title Page, Copyright Page

The following examples illustrate the information that should be contained in any California Sea Grant publication.

Example Report Cover



Aquaculture in California
by
John Doe

Report No. (obtained from Sea Grant office)

Department of Aquaculture
University of California, Erewhon

A California Sea Grant College Program Publication

Example
Inside Front Cover

The California Sea Grant College Program is a statewide multi-university program of marine research, education, and advisory services, administered by the University of California Institute of Marine Resources. Sea Grant-sponsored research contributes to the growing body of knowledge about our coastal and oceanic resources and to the solution of contemporary problems in the marine sphere. Through its Marine Advisory Program, Sea Grant transfers information and technology developed in research efforts to a wide community of users in California, the region and the nation. Sea Grant also supports a broad range of educational programs for university students, public school teachers and students, and the general public so our coastal and oceanic resources may be understood and judiciously used by this and future generations.

Example
Title Page

Aquaculture in California
by
John Doe

Department of Aquaculture
University of California, Erewhon

(Date — Month and Year)

Report No. _____

"This work is the result of research sponsored in part by NOAA, National Sea Grant College Program, Department of Commerce, under Grant #_____, Project #_____ through the California Sea Grant College Program. The U.S. Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation that may appear hereon."

**Example
Copyright Page**

Published by the California Sea Grant College Program, Institute of Marine Resources, University of California, La Jolla, California, 19____. A limited number of additional copies is available from Sea Grant Marine Advisory Program, Extension Wildlife and Sea Grant, 554 Hutchison Hall, University of California, Davis, California 95616.

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