NOAA Coral Reef Conservation Program

Technical publication request form

General information

Title:		**Publication Series:** Choose Series
Author(s):	**Primary Contact** (name, address, email, & phone):	**Series Number:** (CRCP Librarian use only)
		Publication Form: ☐ Hard copy ☑ PDF for Web
Abstract:		
Remarks:		

Approval routing

Potential Policy Implications? (Author's Supervisor use only) ○ Yes ◉ No

Name	Step	Date in (mm/dd/yy)	Date out (mm/dd/yy)	Action (Choose an option from the drop-down menu below)	Signature or initials (See Directions for use of form, step 7)
	Author's Supervisor			make selection	
	Technical Reviewer 1			make selection	
	Technical Reviewer 2			make selection	
	Lead Author			make selection	
John Christensen	Program Manager			make selection	
Nicole Berry	CRCP Librarian			make selection	
Sarah O'Connor	CORIS/ metadata			make selection	

Attachment list

Attachment author	File name	Attachment author	File name

Publication Citation (CRCP Librarian use only)

CRCP technical series publication guidelines

1. Initial document approval is required from Lead Author's line office/supervisor as the first step in this approval routing process to publish in either CRCP technical series. The document should be final (pending technical review and insertion of a technical series number) prior to starting this routing process.
2. Technical memoranda will include data synthesis and reports; technical reports are management products such as policy papers and workshop reports.
3. The CRCP Program Manager has ultimate discretion on whether the proposed document is appropriate in topic/scope for publication in either CRCP technical series.
4. A document may undergo dual publication under two or more NOAA Offices' technical series so long as all Offices approve dual publication (i.e. several existing documents in the CRCP Tech Memo series are joint NCCOS/CRCP Tech Memos).
5. All documents published in the CRCP Technical Series must adhere to layout guidelines which dictate inclusion of the CRCP graphic identifier and text showing the document is part of a CRCP technical series on the cover. The document should also include a statement acknowledging CRCP funding or support. See 'CRCP Tech Series template 5-2011.dotx' for recommended layout, including explanation of the three requirements mentioned above (see comment 1 on the first page of that document).

Directions for use of this form

1. The Lead Author is responsible for initiating this process and ensuring this form is completed.
2. The final approved document must be hosted online by CoRIS (see #6 below). Printing is optional and subject to the available printing budget of the Lead Author's project/office. See 'Publication Form' in the 'General Information' section to select form(s). If desired, hard copy printing may occur only after final approval of a document and is the responsibility of the Lead Author.
3. Standard routing is indicated by the 'Step' fields pre-filled in the 'Approval routing' section. Additional steps may be added to accommodate additional Office or LO requirements for printing in a NOAA technical series, but no steps may be removed.
4. The Lead Author is required to arrange for at least two technical reviews. Qualified reviewers are any individuals, internal or external, that can evaluate the technical merit of the document. At least one of the two peer reviewers should be from NOAA, but any internal or external person may be selected provided they are qualified to review the specific topic of the manuscript. Many CRCP matrix participating offices require internal review for their science documents; if that process has already occurred no additional reviews are required and the reviewers may simply sign this form, as appropriate. Hard or electronic copies of the reviews are to be included as attachments with the routing to document the technical review. The reviewers' recommendation for disposition of the manuscript is accounted for in the 'Action' column of the 'Approval routing' section.
5. The supervisor's and reviewers' recommendations for disposition of the manuscript are accounted for in the 'Action' column of the 'Approval Routing' section. Likewise, all other signatories should indicate the appropriate action by selecting from the drop-down menus in the 'Action' column. Additionally, the supervisor should check the box at the top of the 'Approval routing' section if there are potential policy implications so that the Program Manager is aware of this possibility.
6. Routing the document through CORIS serves as a request to post the final product on the web (All CRCP Tech Memos and Reports must be hosted by CoRIS). See 'CoRIS Metadata requirements for Tech Series.docx' for instructions.
7. The CRCP Librarian assigns the series number, and coordinates with Lead Author to ensure minimum layout requirements are met. A template for recommended layout is available (CRCP Tech Series template 5-2011.dotx) but not required.
8. Initials may be used to electronically sign this form for individuals with no electronic signature on file IF supporting documentation (ie a copy of an email to the Lead Author stating the recommended action) is noted in the 'Attachments' section and attached for the remainder of the routing.

Responsibilities of signatories

Lead Author: The Lead Author ensures completion of this form, arranges for two technical reviews of the document and then indicates that recommended edits provided by the technical reviewers have been incorporated, as appropriate. The Lead Author must also ensure the document goes through any additional approval routing mandated by their Office or LO, deliver the final PDF to the CRCP Librarian and CoRIS, and deliver two hard copies each (if printed) to the CRCP Librarian and the NOAA Library.

Supervisor: The Supervisor reads and approves the manuscript to assure that it is in proper order and appropriate for the selected series. The Supervisor should converse with the Lead Author about any additional routing mandated by their Office or LO. They should also indicate on the form if there are any potential policy implications so that the Program Manager is aware of this possibility.

Technical Reviewers: Technical Reviewers are responsible for carefully reading a manuscript and alerting the Lead Author to serious flaws in the manuscript. The progress of a manuscript through this technical review should not be blocked by legitimate scientific disagreement. Reviewers are asked to execute their review within three weeks of receiving a document that they have agreed to review. The signature of a Reviewer signifies a completed review and recommended action, but does not necessarily endorse the manuscript. The Reviewer's recommendation for action is accounted for in the 'Action' column of the 'Approval Routing' section. Reviewer comments should be attached to this routing form and remain attached throughout the routing process.

Program Manager: The Program Manager indicates final approval/rejection for a document to be printed/published as part of a CRCP technical series by selecting from the drop-down menu in the 'Action' column in the 'Approval routing' section; approval also confirms that it meets the topic/scope guidelines for the requested series.

CRCP Libarian: The CRCP Librarian ensures that a manuscript follows the three required layout aspects described in #5 of the Guidelines above, provides a formatting template for the remainder of the document should the Lead Author request it, and assigns a series number to the publication after Program Manager approval and prior to creation of the final PDF.

CoRIS/metadata: CoRIS staff ensures that the Lead Author has provided all relevant information (See 'CoRIS Metadata requirements for Tech Series.docx' for instructions) and posts the final approved document on the CoRIS Website.