

NOAA Institutional Repository

- **White House Office of Science and Technology Policy issued memo in Feb. 2013**
 - Requires agencies that conduct >\$100M in research annually to create a Public Access to Research Results (PARR) Plan to make results of research available to the public
- **NOAA Plan for increasing Public Access to Research Results (NOAA PARR)**
 - Issued Feb. 2015 (by NOAA Research Council)
 - Covers public access to environmental data and publications
 - Requires a NOAA publications policy and a NOAA Institutional Repository (IR)
- **Public Access Policy for Scholarly Publications (NOAA Publications Policy)**
 - Issued as a memo in Sept 2015 (to NOAA Research Council)
 - Requires submission of certain publications and documents to the NOAA IR within 12 months of publication

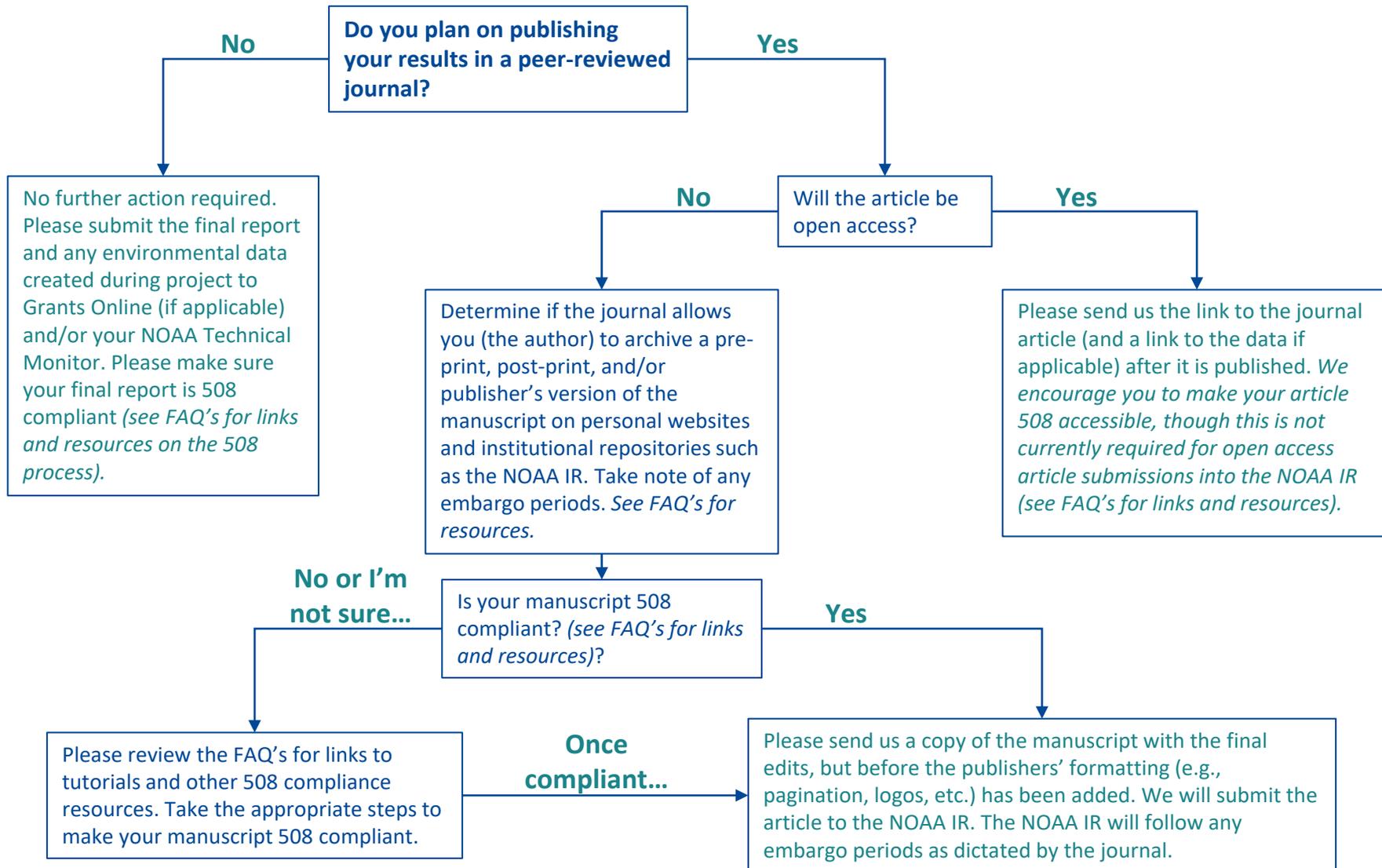
NOAA Institutional Repository

The NOAA Institutional Repository (IR) is a digital library of NOAA-produced and NOAA-funded research, managed by the NOAA Central Library.

- What does this mean for NOAA Marine Debris Program (MDP)-funded partners?
 - If you are a NOAA MDP-funded partner or grantee and you plan to publish your work (that resulted from NOAA funding) in a peer-reviewed journal, the manuscript also needs to be submitted to the NOAA IR.
 - Timing will be important. Please review the flow chart on the next slide for a list of considerations when drafting your manuscript.
- To explore the NOAA IR, visit: <https://repository.library.noaa.gov/>

NOAA Institutional Repository: Flow Chart for NOAA Funded Grantees and NOAA Partners

This Flow Chart provides guidance and the necessary steps required to submit a manuscript to the NOAA Institutional Repository (IR).



NOAA Institutional Repository

FAQ's

- **What is in the NOAA IR?**

- A digital library of scientific literature produced and/or funded by the Agency. The publications included range from technical memorandum and journal articles to lesson plans and images. Results of research produced by NOAA funding, published October 1, 2015 or later, are required to be submitted.

- **Who needs to submit publications to the IR?**

- NOAA authors and recipients of NOAA funding are required to submit their work to the institutional repository.

- **How do I submit manuscripts to the NOAA IR?**

- For now, please follow the flow chart to ensure all steps are complete, then send a copy of the final manuscript* (in PDF format) to your NOAA MDP Technical Monitor. For tracking purposes, we will submit the manuscript to the NOAA IR.

- **Please see information on the next slide regarding publishing in open access and paywalled journals.*

- **For more information, go to <https://sites.google.com/a/noaa.gov/noaa-library-ir/os>**

NOAA Institutional Repository FAQs

• What if I publish in an open access journal or pay to make the article open access?

- Submitting open access articles into the NOAA IR is very easy. When the article is published (with final formatting including issue, volume, page numbers, etc.), please send the journal article link to your NOAA MDP Technical Monitor. We will submit the article link to the NOAA IR. Please include a link to the project data if applicable.
- Open access articles will be accepted in their final published form and made available immediately.

• What if I publish in a paywalled journal?

- Manuscript submissions to paywalled journals will require more coordination between the project PI and the NOAA MDP Technical Monitor. First, determine what journal you will submit your manuscript to and what its manuscript 'sharing' policies are. For instance, does the journal allow the author to archive a pre-print, post-print, and/or publisher's version of the manuscript on personal websites and institutional repositories such as the NOAA IR? The SHERPA/RoMEO website has information for many journals (<http://www.sherpa.ac.uk/romeo/search.php>). If no information is available for the journal you are submitting to, please reach out directly to the journal to determine their policies.
- Journal articles that are submitted to the NOAA IR must be manuscripts with the final edits, but before the publisher's formatting (e.g., pagination, logos, etc.) has been added. Essentially, send us a copy of the manuscript after you have incorporated any reviewer comments. These files will be made available 12 months after their publication date or after the embargo period ends as determined by the journal.

• What if my article is already published?

- Please send us the link to your published article. If open access, we can submit it to the NOAA IR. If paywalled, we will make note of the article and potentially provide the link to the article (from the journal website).

• For more information, go to <https://sites.google.com/a/noaa.gov/noaa-library-ir/os>

NOAA Institutional Repository

FAQs: 508 Compliance Resources

• Why does the document need to be 508 compliant?

- All federal agencies are mandated to make their electronic and information technology (including publications and websites) accessible to people with disabilities. More importantly, we want the results from the projects we fund to be available to anyone and everyone.
- Please ensure that the manuscript is 508 compliant prior to submitting the final version of the manuscript to the journal. See below for resources on how to make the document 508 compliant.

• How do I make a document 508 compliant?

- A document can be made 508 compliant in Microsoft Word and/or Adobe Acrobat Pro for PDF documents. There are some good resources and tutorials available on the NOAA Central Library website:
 - <https://noaa.libguides.com/Section508>
 - <https://noaa.libguides.com/Section508/CreatingDocs>
 - <https://noaa.libguides.com/Section508/Brown-Bags>
- The NOAA IR requires five key accessibility elements (<https://noaa.libguides.com/Section508/CreatingDocs>):
 - **Tagged content:** The PDF is a tagged PDF. Auto-tagging is acceptable. If this step is not done, no other elements will pass since they rely on tagging elements.
 - **Bookmarks:** Bookmarks are present on documents over 20 pages and illustrate the structure of the document. If a Table of Contents is present, bookmarks should reflect this.
 - **Alternative Text:** Alt text is present for all figures, charts, maps, etc.
 - **Logical reading order:** The reading order of the elements is logical and follows the flow of the document.
 - **Document properties:** Title and Language are present.