

NATIONAL CLIMATE ASSESSMENT FORMATTING GUIDANCE FOR TECHNICAL INPUT

FORMATTING AND SUBMISSION PROCESS

There will be a web-site, with a web-form, to upload your technical input. This will be available around February 20th and you will receive an e-mail with the URL.

There will be additional information required associated with the upload (including your Expression of Interest reference number, author names, point of contact, and some information about peer review of your input as well as several other fields).

WRITING/TEXT

Text Documents

Please submit text documents in MS Word (strongly preferred). PDF documents will also be accepted.

References

All text documents should include full and complete references. Submit references in formats consistent with high quality science journals (e.g. Science/Nature), or Chicago Style or APA

You are strongly encouraged to upload an additional separate reference file, preferably in a commonly-used reference management software format (Endnote files preferred).

IMAGES

Format

In order for figures to be used in the assessment, they should be at least 300 dpi at 100% of the intended publication size

You are encouraged to upload image files separately (web form will be provided) and high resolution vector formats are preferred:

- Encapsulated Postscript (.eps)
- Postscript (.ps)
- Adobe Illustrator (.ai)

Other formats such as JPEG, PNG, GIF are also acceptable at 300 dpi or higher.

Embedded low resolution figures in the MS Word are acceptable; however these figures are insufficient for print reproduction.

Sources

Within the report please note that we will be looking for each figure to include (preferably in the caption) source information, e.g.:

- Original figure
- URL
- Publication citation
- And please note if modified from originals

Captions & Titles

All figures should have clear and concise captions and titles

Source Data

The data source for all figures should be accessible (See DATA below)

Copyright/Permission

If figures are reproduced from a journal or other source, you will be asked to note whether:

- copyright permission has been requested and is granted or pending
- no copyright permission has yet been requested

Please note we will not be able to use figures that do not have copyright permission at the time of formal review and we strongly encourage you to seek this as soon as possible

DATA

Accessibility to Existing Data

Source data for your technical input need to be accessible.

If source data are not original (i.e. they come from an existing dataset), we will need:

- Publication citation
- Archive location
- URL

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| | This information should be noted in the body of the report where data are used (in figure captions, or to support statements etc). If access to source data is not provided, it is possible that findings or figures will not be used in the National Climate Assessment | |
| Original Data | <p>If data are original and/or are not archived, please plan to provide original data or work with the NCA to ensure permanent access to these data.</p> <p>The size and nature of the dataset will determine how this is handled.</p> <p><i>Please let us know as soon as possible, if you anticipate using data that are not yet archived, documented or publicly available, by using the contact e-mail below.</i></p> | <input type="checkbox"/> |
| Proprietary | <p>If data are proprietary, or you do not have permission to share the data, <i>please also let us know as soon as possible.</i></p> <p>It is likely that use of proprietary data will be limited unless we can provide access to the data in aggregated form, and that collection methods are well-documented and reviewed.</p> | <input type="checkbox"/> |
| INFORMATION QUALITY AND OTHER GUIDANCE | | |
| | <p>See [http://www.globalchange.gov/what-we-do/assessment/nca-activities/guidance] for guidance on Information Quality considerations, preferred future climate scenarios, risk framing and handling uncertainty/likelihood.</p> <p>Consider this guidance carefully in order to maximize utility of your input to the National Climate Assessment</p> <p>There will be further information regarding the URL for uploading your input around February 20th. In the meantime, if you have any questions, please contact input@usgcrp.gov.</p> | <input type="checkbox"/> |