



NAR Publications

Kay Sandoval

Pat Waukau

AGENDA

- Introductions
- Deadlines
- Demonstration
- General Guidelines
- Publications Spreadsheet Review
- Verifying Data/Integrity Checking
- Contact Information
- Questions

Introductions

Deadlines

- August 1
 - List of staff/ASP authors for FY07
- September 1
 - All Publications from October 1, 2006 to August 30, 2007
- September 30
 - Any updates or September pubs

ESSL Pubs Search

- www.essl.ucar.edu
 - Publications
 - ESSL Publications Search
 - www.essl.ucar.edu/publications/index.php

People Information

- Provide information for staff and/or ASP authors for the last fiscal year
 - People spreadsheet
 - U:\ESSL\Public\forms\people
 - Required:
 - First Name
 - Last Name
 - Title
 - Appointment status (staff, visitor, emeritus)
 - Employment status (scientist, postdoc)
 - Laboratory
 - Optional:
 - Middlename (or initial)
 - Start and end dates (if known)

General Guidelines for Entering Data

- Plain Text (ASCII) only, no special characters (i.e. u or ue instead of ü)
- Keep all information in one row
- No periods, or other punctuation, at the end of the entry (field) - these are entered when the data is formatted
- No tabs or carriage returns (“enter”) in the information (check for this if cutting and pasting information)

Publications Information

- Publications Spreadsheet
 - U:\ESSL\Public\forms\publications
- Five sheets
 - Data entry sheet
 - Data requirements (character limits for example)
 - Drop down lists
 - Examples
 - Powerpoint outline (abbreviated)

Fields

- Change Control
- Pub Status
- Pub Status Date
- Pub Classification
- Pub Type
- Pub Title
- Pub Year
- Pub Name
- Pub Volume
- Pub Pages
- Pub Publisher
- Pub Editor
- Pub DOI/ISBN
- Pub URL
- Meet Sponsor
- Meet Date(s)
- Meet City
- Meet State/Province
- Meet Country
- Collaboration
- Author information
 - First Initial , Middle Initial, Last Name, Affiliation

Publication Fields

■ Pub Status (**Required**)

- Drop down list for the status of the publication:
 - submitted, accepted, inpress, published
- Publications for inclusion in the NAR (refereed and non refereed) should have a status of “published”
- ESSL divisions should also include publications with a status of “submitted”, “accepted”, or “inpress” for inclusion in the ESSL publications database

Publication Fields cont.

■ Pub Status Date (Required)

- This is NOT the date used in the citation. It is used to calculate fiscal year and should be just the month and year (mm/yyyy) as close to the actual status date (date submitted, date published) as possible
- If the actual publication date is unknown, please try to match the four digit citation (pub) year
 - For example, if the citation year is 2006, enter a pub status date between 10/2006 and 12/2006; if the citation year is 2007 enter a pub status date of 01/2007- 09/2007

Publication Fields cont.

- Pub Class (**Required**)

- Drop down list for choosing if this is classified as a refereed or non-refereed publication

- Pub Type (**Required**)

- Drop down list:

- Abstract, Book, Cdrom, Encyclopedia, Journal, Magazine, Newsletter, Online, Onlinejournal, Poster, Preprint, Proceedings, Report, Technote, Other

Publication Fields cont.

■ Title (**Required**)

- This is the title of the article, abstract, proceeding, chapter title (book), report, etc.
- Proper nouns, chemical abbreviations, instrument or model abbreviations, or titles of conferences are capitalized
- Otherwise, capitalize only the first word of a title and the first word of a secondary title (subtitle), if there is one
- Single spaces only in the title (do not use two spaces after a colon or before a secondary title)
- No period at the end of the title

Publication Fields cont.

■ Pub Year (**Required**)

- This is the four digit year that is used in the citation (actual year of publication)
 - For instance, if an article was published October '06, **2006** should be entered here, NOT 2007 (for FY07)

■ Pub Name (**Required**)

- This is the **full** name of the source of publication (journal name, conference name, book title, etc.).
- There is a drop down list, but if the source is not in the list, it can be added to the field

Publication Fields cont.

■ Pub Volume

- This is for the volume number or book edition
- Use just the number or roman numeral for a volume (II, 17, etc.) and the number (2nd, 3rd, etc) plus “ed.” for a book edition

■ Note: Issues are not required for AMS or AGU citations so these are omitted in the database

■ Pub Pages

- This is for page numbers (1-10), total number of pages (10 pp.), or citation numbers (D22502)
- This is a text field so a dash, “-” , can be used here for page ranges
- This should not be blank if there is information in Pub Volume

Publication Fields cont.

■ Pub Publisher

- Drop down list that can be added to
- This field is only necessary for books – it is not needed for journals
 - Example: University Press

■ Pub Editor

- This field is only necessary for books
- Please enter all editors in this one field and do not enter Ed. Or Eds. (this is done with formatting)
 - Example 1: Boltz and Wagener
 - Example 2: T. R. Karl, S. J. Hassol, C.D. Miller, and W.L. Murray

Publication Fields cont.

■ Pub DOI

- This is a text field that holds the doi for a journal article or the ISBN for a book
- Do not add “doi” at the beginning of the doi number, but do add “ISBN” at the beginning of the ISBN
- DOI should be in the form 10.xxxx/xxxxxxxxxx

■ URL

- Pointer to where the publication is located on the internet

Publication Fields cont.

■ Meeting/Conference Fields

Meet Sponser – (Required for Meetings)

- Sponsor of the meeting or conference

MeetDate(s)

- Optional – date(s) when meeting was held

MeetCity – (Required for Meetings)

- City where the meeting was held; can also be used for book publishing information

MeetState/Prov

- Drop down list of states and provinces

MeetCountry – (Required for Meetings)

- Drop down list of countries; can also be used for book publishing information

Author Fields

- Notes:
 - Only submit publications where the first NCAR author is in your division
 - First author is **required**
- Collaboration (**Required**)
 - Drop down list for collaboration information:
 - ucar; ucar and university; ucar and other; ucar, university and other
- First Initial or hyphenated first name initials, with no periods at the end
 - Example1: James => J
 - Example2: Chin-Ho => C.-H

Author Fields Cont.

- Middle Initial(s) – holds additional initials if there is more than one name (excluding hyphenated first names)
 - Example: author = S. R. H. Rizvi
middle initial => R. H
- Last Name – full last name, required for first author
- Affiliation –
 - **Required** for NCAR authors (used for informational purposes)
 - Drop down list with divisions

Data Verification

- Run spell check
- Check for duplicates by running different data sorts
 - Examples to sort on: title; year and title; volume and pages; 1st author last name and pub title; etc.
- Check for periods (and remove) at the end of titles, end of journal names, and end of initials
- Make sure all required fields have data (titled in red on the worksheet)
- Spreadsheets will be sent back if data is incomplete

Links

- U:\ESSL\Public\forms\people
- U:\ESSL\Public\forms\publications
- <http://www.nar.ucar.edu/>

Contact information

- Kay
 - sandoval@ucar.edu, ext. 8956
- Pat
 - waukau@ucar.edu, ext. 8906
- Email alias

QUESTIONS?

Thank you