

STAC Publication Protocol

Introduction

The Scientific and Technical Advisory Committee (STAC) produces, in a variety of formats, documents which are designed to provide scientific information and recommendations to the Chesapeake Bay Program, the public, and restoration partners throughout the Bay's watershed. Due to the importance of reliable, accurate scientific information for the effective management of the Chesapeake Bay, STAC is committed to producing the highest quality technical information, and employs the following procedures in the production of all scientific publications.

STAC Reports

STAC reports are an important mechanism used to convey scientific information and recommendations presented during STAC workshops, reviews, workgroup discussions, and STAC meetings to the Chesapeake Bay Program, the public, and restoration partners throughout the Bay's watershed.

PROTOCOL

1. It is the sole responsibility of the steering committee, workgroup, or review team to develop and complete the report.
2. Professional editorial services are generally not provided for the production of STAC reports unless funding is requested and approved for these services in the proposal or additional funding is identified.
3. Before submitting a final report to STAC staff, the draft report should be reviewed by all parties deemed necessary and appropriate by the report author(s).
4. STAC Staff will conduct a final editorial review before publication and dissemination of the final report within six weeks of receipt of a report. Significant editorial changes made during this review will be submitted to the author(s) for approval prior to publication and distribution.
5. All reports are published and distributed in electronic format and will be made available to any interested party via the STAC website. Should significant, justifiable need arise for hardcopies; the report author(s) may request hard copy publication funding from the STAC Executive Board or include costs of hardcopy publication in their activity proposal. The STAC Executive Board will make a decision based upon need and the availability of STAC publication funds. Hardcopy publications are generally published in black and white with the exception of a color cover. Full color copies of the report are available electronically via the STAC website.

STAC Factsheets

STAC factsheets are an effective tool available to distill and disseminate important scientific and technical information and recommendations to audiences that may not be accessed through the use of a STAC report. STAC Factsheets may be developed in addition to or instead of STAC reports.

PROTOCOL

1. Steering committees, workgroups, or review teams wishing to develop a factsheet should incorporate a request for a factsheet in their activity proposal. The request should include intended audience and justified need.
2. Pending STAC approval, professional editorial services will be provided to assist author(s) in editing, layout, and design. Within three weeks following the workshop, the author(s) must provide the editor with detailed and specific guidance on intended audience, desired content, appropriate graphics, background information, references, and data before the editor begins assembling the factsheet.
3. The editor will create a draft version of the factsheet for review within three weeks of receipt of all materials requested to complete the document. This deadline also assumes availability of the lead person for the factsheet to address questions and concerns during its development.
4. The STAC representative or identified activity lead may work with the editor to make minor editorial changes before publication and distribution of the factsheet.
5. The finalized factsheet should be submitted to STAC Staff for publication and distribution.
6. All factsheets are published and distributed in electronic format and will be made available to any interested party via the STAC website. Should significant, justifiable need arise for hardcopies; the report author(s) may request hard copy publication funding from the STAC Executive Board or include costs of hardcopy publication in their activity proposal. The STAC Executive Board will make a decision based upon need and the availability of STAC publication funds.

STAC Media Briefs

STAC media briefs are intended to relay newsworthy information to the broader public on scientific discoveries or management recommendations emerging from STAC activities. Media briefs are to be developed along side a STAC report or factsheet.

PROTOCOL

1. Requests for media briefs must be submitted by the STAC representative or activity lead to the STAC Executive Board.
2. Pending STAC Executive Board approval, professional writing and editorial services will be provided.
3. The writer will develop a draft media brief within two weeks of the activity and will provide it to the STAC representative or activity lead for final review and approval. The STAC representative or activity lead will have one week to provide comments and changes to the writer for incorporation.
4. The finalized media brief should be delivered to STAC Staff for document formatting.
5. The STAC Executive Board must approve the completed media brief before it is disseminated by STAC Staff to regional media outlets and posted on the STAC website.