

STAC Publication Protocol

Amended March 2020

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 (CBP), 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. All recipients of STAC publication funding must agree to adhere to the protocols outlined below.

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 CBP, the public, and restoration partners throughout the Bay's watershed.

PROTOCOL

1. For any STAC report identified as a deliverable, 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. Prior to a workshop or review, the steering committee, workgroup, or review team will submit a proposal (See STAC Review Protocol, STAC Workshop Protocol, and STAC Current Year Request for Proposal) that will include the proposed completion date of all publications. The Executive Board must approve the completion date. Any requests for extensions to the completion date must be submitted by the steering committee, workgroup, or review team to the Executive Board for approval.
4. Prior to the workshop or review, the Steering Committee should identify potential programmatic partners in the Chesapeake Bay Program Partnership, or other relevant organizations. These partners will be the targets for the report recommendations and should participate in workshop planning. STAC Staff, STAC Executive Secretary, and STAC-CBP Liaison should assist in identifying the relevant and advantageous partners.
5. Workshop and review recommendations should be clearly outlined in the Executive Summary of the final report. Programmatic reports should follow the SPURR format.

6. 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), including the steering committee, workshop participants, STAC members, and relevant experts.
7. For any STAC report compiled for a workshop, review or other activity, STAC will vote to endorse a final editorial authority. The final editorial authority must be one of the following: 1) the STAC representative(s) on a review or workshop committee; 2) the STAC Executive Board; or 3) a majority of the entire STAC membership. Note, please see STAC Review Protocols for attaching letters of support or letters of alternative opinions.
8. STAC staff will conduct a final editorial review before publication and dissemination of the final report. Significant editorial changes made during this review will be submitted to the author(s) for approval prior to publication and distribution.
9. The final report findings and recommendations are to be presented to 1-5 Chesapeake Bay Program Goal Implementation Teams or other programmatic partners. Following this, the recommendations should be presented to the Chesapeake Bay Program Management Board and request feedback on the incorporation of recommendations.
10. 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.
11. Workshop leads should work with STAC Staff, programmatic partners, and the CBP Communications Workgroup to identify outlets to increase communication and outreach for the workshop and its recommendations. This can include an article in local news outlets, blog post on the CBP website, inclusion in program newsletters, or additional presentations to relevant groups. Development of additional resources may be required to disseminate findings to a non-technical audience (i.e. fact sheet, handout, poster, visuals).

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 only be developed in addition to 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 can 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 as well as STAC staff 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 alongside a STAC report or factsheet, and will be produced for any activity that STAC deems worthy or necessary.

PROTOCOL

1. Requests for media briefs must be submitted by the STAC representative or activity lead to the STAC Executive Secretary.
2. Pending STAC Executive Secretary approval, professional writing and editorial services can be provided.

3. The activity lead will work with STAC staff to draft a media brief within two weeks of completing the activity. The activity lead and STAC staff will provide a draft media brief to the STAC Executive Secretary for final approval.
4. The STAC Executive Secretary must approve the completed media brief before it is disseminated by STAC staff to regional media outlets and posted on the STAC website.