



NOAA Institutional Repository Submission & Section 508 Requirements

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WHAT IS THE REPOSITORY?

A free, digital archive of scientific research produced by NOAA.

Access the Repository

- At <https://repository.library.noaa.gov>
- Or from Library's Website
 - Home Page
 - Resources Tools Page

The screenshot displays the NOAA Central Library website. At the top, there are two main navigation sections: 'NOAA Institutional Repository' and 'NOAA Central Library'. The 'NOAA Institutional Repository' section includes a search bar and a 'Selected Areas Research' sidebar. The 'NOAA Central Library' section features a search bar and a 'Spotlight Article' sidebar. Below these, the 'Research Tools' section is visible, which includes the 'Institutional Repository' page. This page provides an overview of the repository, stating it is a digital library of scientific literature produced and/or funded by the National Oceanic and Atmospheric Administration (NOAA). It highlights the repository's role in fulfilling the NOAA Plan for Increasing Public Access to Scientific Publications and the results of the White House Office of Science and Technology (OSTP) Interagency Working Group. The page also notes the launch of the NOAA Institutional Repository (DIVE INTO) on February 22, 2013. Key statistics are displayed: 15000+ articles & publications, 800 DOIs Assigned, 110+ Videos, and 15 Searchable Collections. A 'Submissions' section at the bottom states that materials published after October 1, 2013 by NOAA employees (both federal and contract workers) or research funded by NOAA are required to be included in the repository. Any items published before this date will be considered for inclusion on a case-by-case basis. Documents being accepted into the repository include:



WHAT DOCUMENTS ARE INCLUDED IN THE IR?

NOAA PUBLICATIONS

The NOAA PARR Plan, requires inclusion of any document in a NOAA series which include (but are not limited to):

- NOAA professional papers
- NOAA atlases
- NOAA technical reports
- NOAA technical memorandums

The library may include other NOAA-produced documents per the NOAA PARR policy

Examples:

- Strategic plans
- Annual reports
- Recovery plans
- Reports to Congress



WHAT DOCUMENTS ARE INCLUDED IN THE IR?

JOURNAL ARTICLES

NOAA-authored and NOAA-funded peer-reviewed journal articles must be submitted:

- Final, post peer-review but pre-publication manuscripts

Examples:

[Wind, Waves, and Fronts](#)

[How many vent fields?](#)

- For Open Access articles, authors can submit the final publisher PDF version.

If you are unsure if a journal is Open Access, the [SHERPA/RoMEO](#) site can provide guidance.

Example:

[Phytoplankton size impact on export flux in the global ocean](#)



WHAT DOCUMENTS ARE NOT INCLUDED IN THE IR?

Questions to consider when submitting non-series documents:

1. Who is the audience for this document? Is it intended for wide dissemination or mostly within a specific office/program?
2. Is it ephemeral?
3. Can the document stand on its own, or does it depend upon other sources of information to interpret?
4. Is the item in its final form?



Examples of items NOT included in the IR

- Letters/Correspondences
- Forms
- Legal decisions
- Posters
- Presentations
- Newsletters

For more information please see our [IR Document Policy](#)



HOW TO SUBMIT PUBLICATIONS

SUBMISSION FORM

Located at:

[NOAA IR Submission Form](#)

2-step process:

1. Attach document including the submitter's name and email address. File can be uploaded from computer or Google Drive.
2. Fill out form including type of document, author name(s), title, and DOI number if available.

This is the preferred submission method

NOAA Institutional Repository Submission Page

Submission Form

STEP #1 of 2:

NOTE

- Only submit manuscripts after they have gone through the review process and are in their final edited form!
- As of January 18, 2018 submissions that are not Section 508 compliant will NOT be accepted.

NOAA IR file submission

First names: Last names: Email:
File: No file chosen

Please Proceed to Step #2 of 2

STEP #2 of 2:

Document Type

Peer Reviewed Journal Manuscripts
 NOAA Professional Papers
 NOAA Atlases
 NOAA Technical Reports
 NOAA Technical Memorandums
 Other: _____

Personal Authors / Researcher Identifier / ORCID *

Last name, First name, Middle name (if applicable) and the corresponding Researcher Identifiers in parentheses (e.g. Doe, Jon, S. (D01234-2015)). For multiple NOAA authors, please enter each author on a separate line.

Your answer

Title *

Full title of the article, with subtitle and journal of publication when relevant. (e.g. Basics of Meteorology, Bulletin of AMS)

Your answer

Publication DOI / URL

Include if available (e.g. <https://doi.org/10.13140/ao.54.01014>; URL if DOI is unavailable); we will assign DOI to NOAA issued series publication

Your answer

Dataset DOI / URL

If your research included a dataset that has a DOI / URL, please include it here. For multiple datasets, please enter each DOI / URL on a separate line.

Your answer

Send me a copy of my responses.

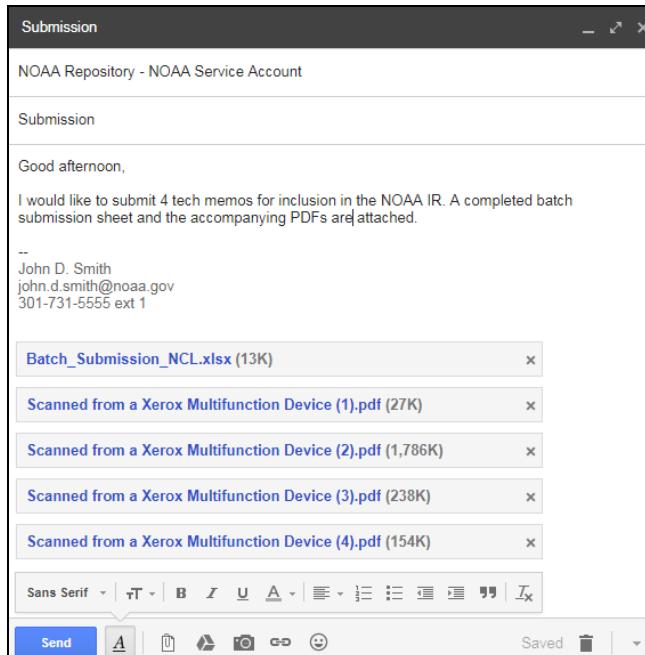


Add dataset links to
your submission!

HOW TO SUBMIT PUBLICATIONS

EMAIL

- Send to: noaa.repository@noaa.gov
- **Best for batch submissions**
- Subject Line
 - “Submission”
- Body
 - Citation or article/report info
 - Author name(s), title, DOI (if applicable), etc.
 - Primary contact person
- Attachments
 - Single items
 - .pdf, Google Drive document, etc.
 - Batches
 - [Excel file](#)



HOW TO SUBMIT PUBLICATIONS – BATCH TEMPLATE



Batch_Submission2 - Google Sheets

Secure | https://docs.google.com/spreadsheets/d/1y_rnbpzM9pibdedibbFvC3OU0cP1Rt_1lQnE3_TcTA/edit#gid...

Batch_Submission2

File Edit View Insert Format Data Tools Add-ons Help

Last edit was made 13 days ago by Jennifer Fagan...

sarah.davis@noaa.gov

C J Comments Share

Document Type

	A	B	C	D	E	F	G	H	I
1	Document Type	Title	Subject	Subject-Geograph	Personal Author(s)	Corporate Author(s)	Published Date	Main Document URL or Filename	S
2									
3									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

Template Key to Terms

1. Select document type

2. Enter document details in appropriate columns

Not all columns will be filled for all documents

Required columns are:

- Title
- Personal Author and/or Corporate Author
- Main Document URL/DOI
- Line Office

HOW TO SUBMIT PUBLICATIONS – BATCH TEMPLATE

A screenshot of a Google Sheets document titled "Batch_Submission2". The document is a template for publishing information. It includes a header row with "Document Type", "Title", and "Subject" columns. Below this, there are 10 rows of detailed information, each with a "Term/Field Name", "Definition", and "Example". The "Term/Field Name" column for row 1 is highlighted with a blue selection bar. A blue circle highlights the "Key to Terms" button at the bottom of the sheet.

Document Type	Title	Subject
1 Document Type	Term/Field Name	
2	A	B
3	Term/Field Name	Definition
4	Document Type	Type of document being submitted (Journal article vs. NOAA publication). Choose from drop down menu.
5	Title	Title of the document, including subtitle.
6	Subject	Main subject area of the publication. This is similar to keywords and the 2 fields can repeat one another. Multiple terms should be separate by a comma or carriage return.
7	Subject-Geographic	Geographic focus area of the publication (if applicable). Documents can cover multiple geographic areas, and submitters are encouraged to include all applicable geographic terms.
8	Personal Author	Author of the document. Please add in <i>Last Name, First Name</i> format. If there are multiple authors, separate names with a semicolon or carriage return.
9	Corporate Author	Name of the corporate body responsible for drafting/writing the publication. This is primarily used when there is no personal author or for recording the publishing office for NOAA Publications.
10	Published Date	Date the document was published. Only the year needs to be entered.
	Main Document URL or Filename	URL for where the document can be harvested. This can either be a web address or a link to a Google Drive file/folder.
	Supporting Documents URLs or Filenames	Links to additional documents, such as data sets, that are related to the document, like program home pages.

HOW TO SUBMIT PUBLICATIONS



Search...



NOAA Central Library

National Oceanic and Atmospheric Administration

HOME ABOUT RESEARCH TOOLS SERVICES COLLECTIONS A-Z CONTACT

Research Tools / Institutional Repository / Institutional Repository Submission FAQs

Institutional Repository Submission FAQs

NOAA authors should submit their publications through the [NOAA Institutional Repository Submission Page](#).
Note: must be logged into noaa.gov email to access site.

No NOAA.gov email address? Submit publications by email to noaa.repository@noaa.gov

What is NOAA Institutional Repository?

NOAA's Institutional Repository (IR) is a digital space curated by the NOAA Libraries to collect and disseminate materials published by NOAA authors. It was created in response to the White House Office of Science and Technology Policy Memorandum [Increasing Access to the Results of Federally Funded Scientific Research](#) and the subsequent NOAA-authored plan to increase access to scholarly research carried out with NOAA funding entitled [NOAA Plan for Increasing Public Access to Research Results \(PARR Plan\)](#). The NOAA Institutional Repository ensures that NOAA published research is preserved and made available for all present and future researchers, and allows for better assessment of the current and future impact of NOAA research.

Who should submit their publication to the repository?

What publications are required to be submitted into the repository?

Should submitted document be Section 508 Compliant?

How do I submit my material?

How do I get a DOI for my publication?

How do I include my dataset?



**Still have questions?
Email us!**

WHAT IS SECTION 508?

**ALL DOCUMENTS SUBMITTED TO THE NOAA IR MUST BE
SECTION 508 COMPLIANT. (PARR: 7.2.1)**

Section 508 of the Rehabilitation Act of 1973

- All federal agencies make their electronic and information technology accessible to people with disabilities who require the use of assistive technologies such as screen or text readers.
- Includes publications, presentations, websites, etc.
- All public-facing materials and official internal documents



WHY DOES SECTION 508 MATTER?



12.6 % of adults in the U.S. have some type of disability; mobility, cognitive, hearing, vision, etc. Over half of these people (51.1%) were of working age (18-64).



Employment gap: 34.9% of people with disabilities and of working age (18-64) were employed compared to 76% of those without disabilities. This gap has continued to widen.



Employment rates for people with hearing (51%) and vision (41.8%) disabilities is highest.



SECTION 508 RESOURCES

- [NOAA Central Library Subject Guide](#)
 - Overview & general information
 - Checklists
 - [PDF](#)
 - [MS Word](#)
 - Coming soon: PowerPoint & Excel
- [Section508.gov](#)
 - Policy & implementation
 - Creating accessible documents
 - Testing

The image displays two screenshots of government websites related to Section 508 compliance.

NOAA Central Library Section 508 Compliance Page: This page is titled "NOAA Central Library" and "National Oceanic and Atmospheric Administration". It features a "Section 508 Compliance: Home" section with a sub-section for "Creating Accessible Documents". The page includes a search bar and a sidebar with information about what is in Section 508 and what materials must be made accessible.

Section508.gov Page: This page is titled "GSA Section508.gov" and "GSA Government-wide Section 508 Accessibility Program". It features a "Welcome to Section508.gov" message and five main navigation icons: Learn, Buy, Build, Manage, and Sell. Below these are sections for "Accessibility News" (with links to "3 Ways Universal Design Meets Products More Accessibly - Feb 01, 2018", "Revised 508 Standards, Safe Harbor and FAIR Update - Feb 01, 2018", and "Accessibility Requirements Tool (ART) is Live! - Jan 17, 2018") and "Tools and Guidance" (with links to "Revised 508 Standards Refresh Toolkit", "Training", "Section 508 Coordinators", "Glossary", "Procurement Guidance", "Presentations and Workshop Materials", and "Best Practices"). The page also includes a "Site Map" and "About Us" link.



TIPS FOR CREATING ACCESSIBLE DOCUMENTS

- **Start with your Word document**
 - Utilize creation tools in MS Word or Adobe
 - Example: Ordered/Bulleted list
 - Create templates
- **Avoid using scanned documents**
 - These require additional remediation within Adobe
- **Google docs are not accessible**
 - Download as an office document, edit, then convert to PDF

SECTION 508 REQUIREMENTS FOR IR SUBMISSIONS



- **PDF documents only**
 - Supporting files/documents can be other formats, but must be accessible
- **Tagged document**
 - Auto-tagging is accepted
- **Bookmarks**
 - Documents over 20 pages
 - Should mirror structure of the document
- **Alternative text**
 - For images, figures, other non-text elements
- **Table of Contents (TOC)**
 - If present, the TOC should be linked
- **Reading order**
 - Logical flow, follows structure of the document
- **Document properties**
 - Language
 - Title



CHECKING ACCESSIBILITY



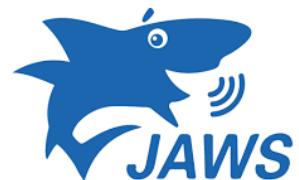
Adobe Acrobat: checks PDF for accessibility; tags, bookmarks, reading order, etc. Library uses this to test documents that are submitted to the IR.

Screen Readers

NV Access (NVDA): Free screen reader, developed by two visually impaired computer scientists.

JAWS: Most popular screen reader, but requires a license.

ChromeVox: Plugin for Chrome, Free to download. Not compatible with other screen reader technology.





NOAA Central Library

National Oceanic and Atmospheric Administration

Questions?

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