NOAA Central Library

National Oceanic and Atmospheric Administration

NOAA Institutional Repository

Submission & Section 508 Requirements

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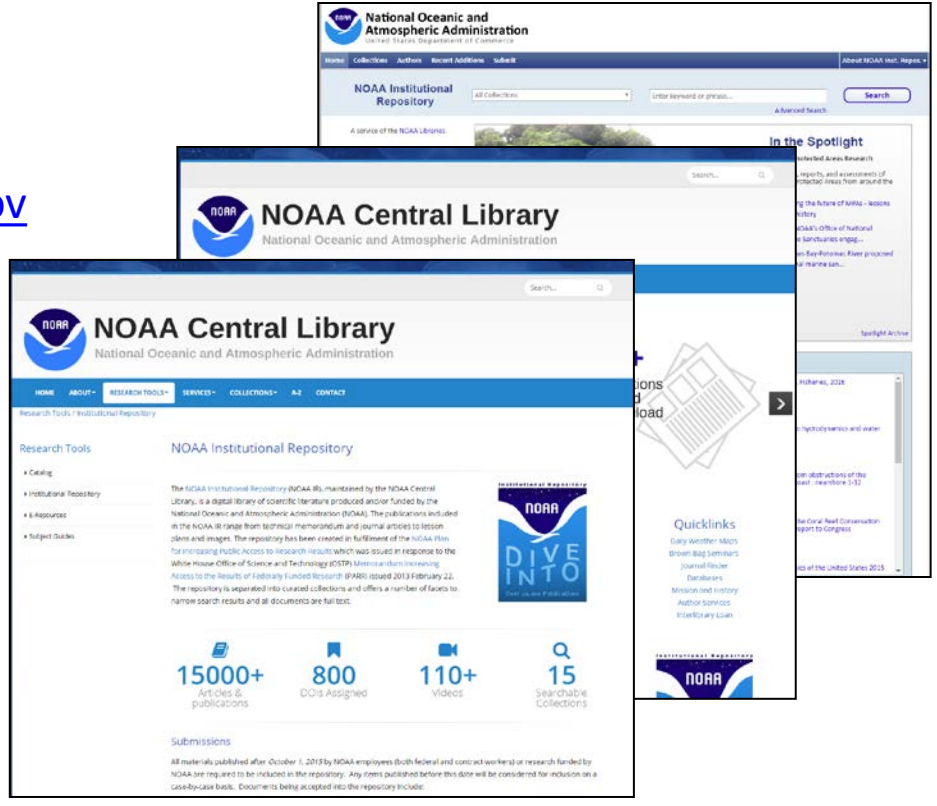
WHAT IS THE REPOSITORY?

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



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WHAT DOCUMENTS ARE INCLUDED IN THE IR?

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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?

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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:

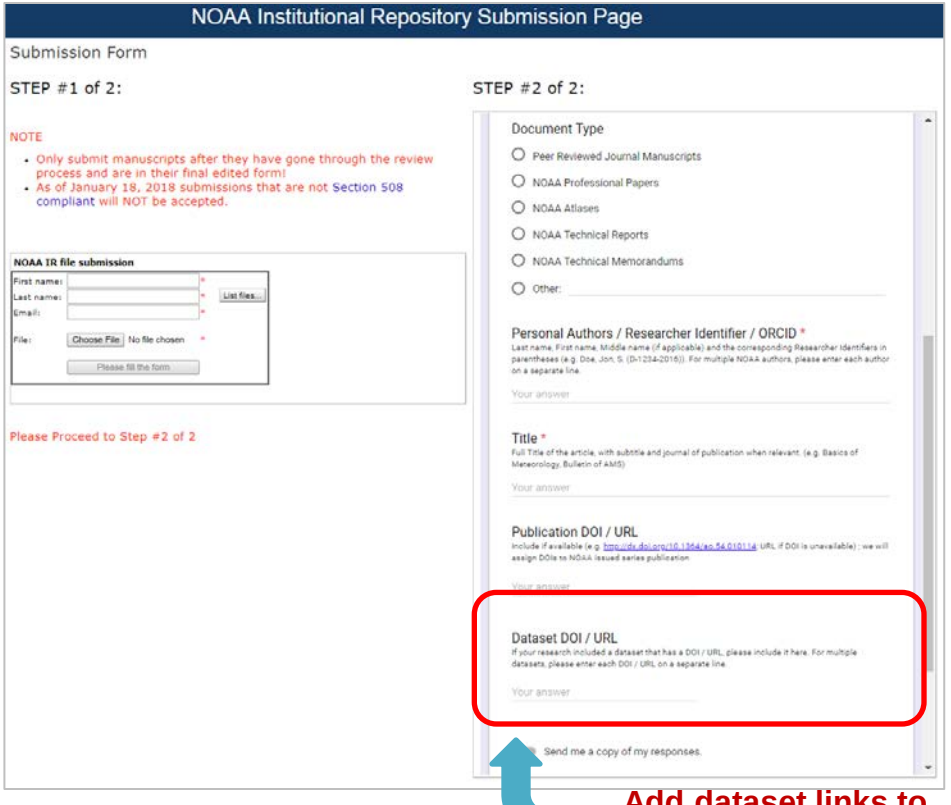
[NOAA IR Submission Form]

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



Add dataset links to your submission!

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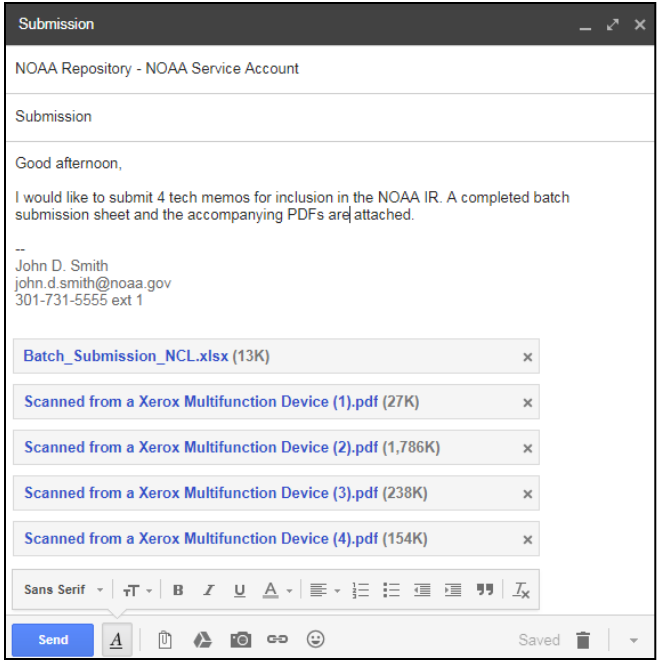
HOW TO SUBMIT PUBLICATIONS

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



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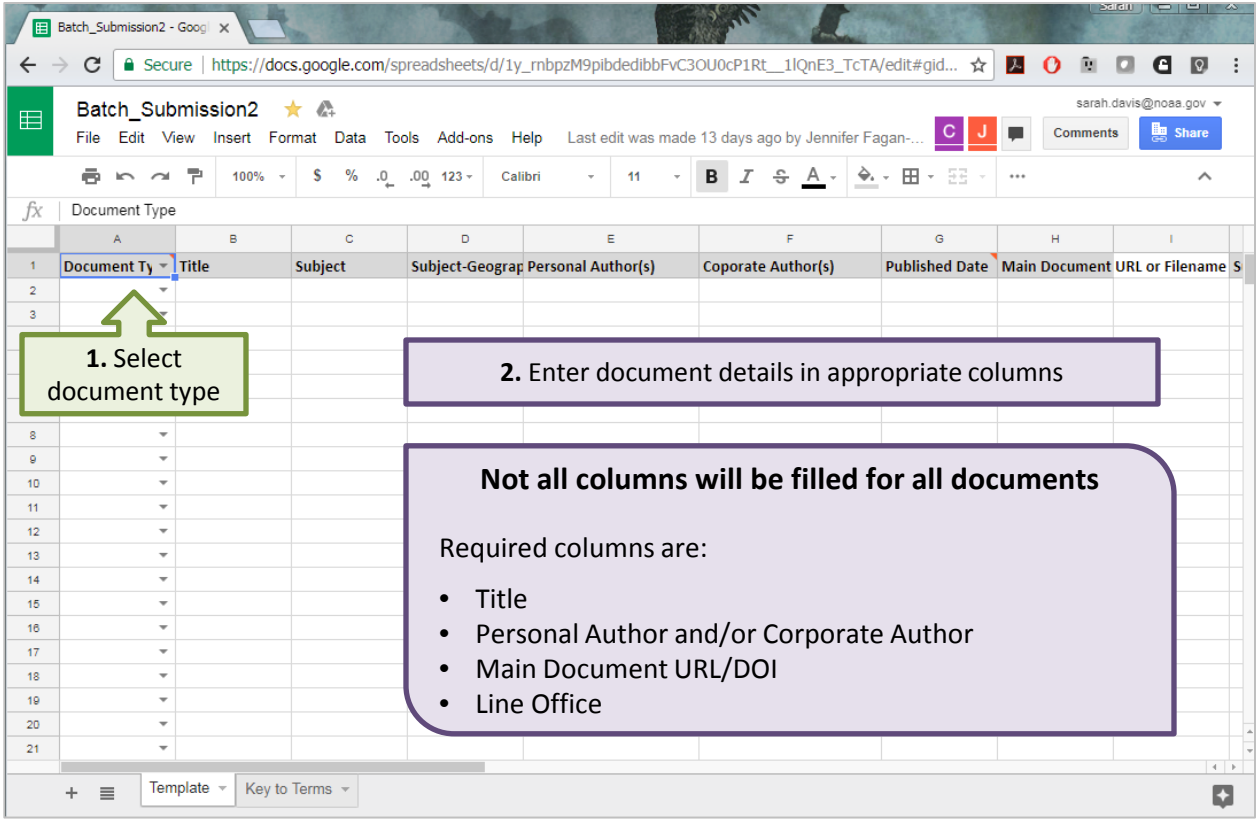
HOW TO SUBMIT PUBLICATIONS – BATCH TEMPLATE



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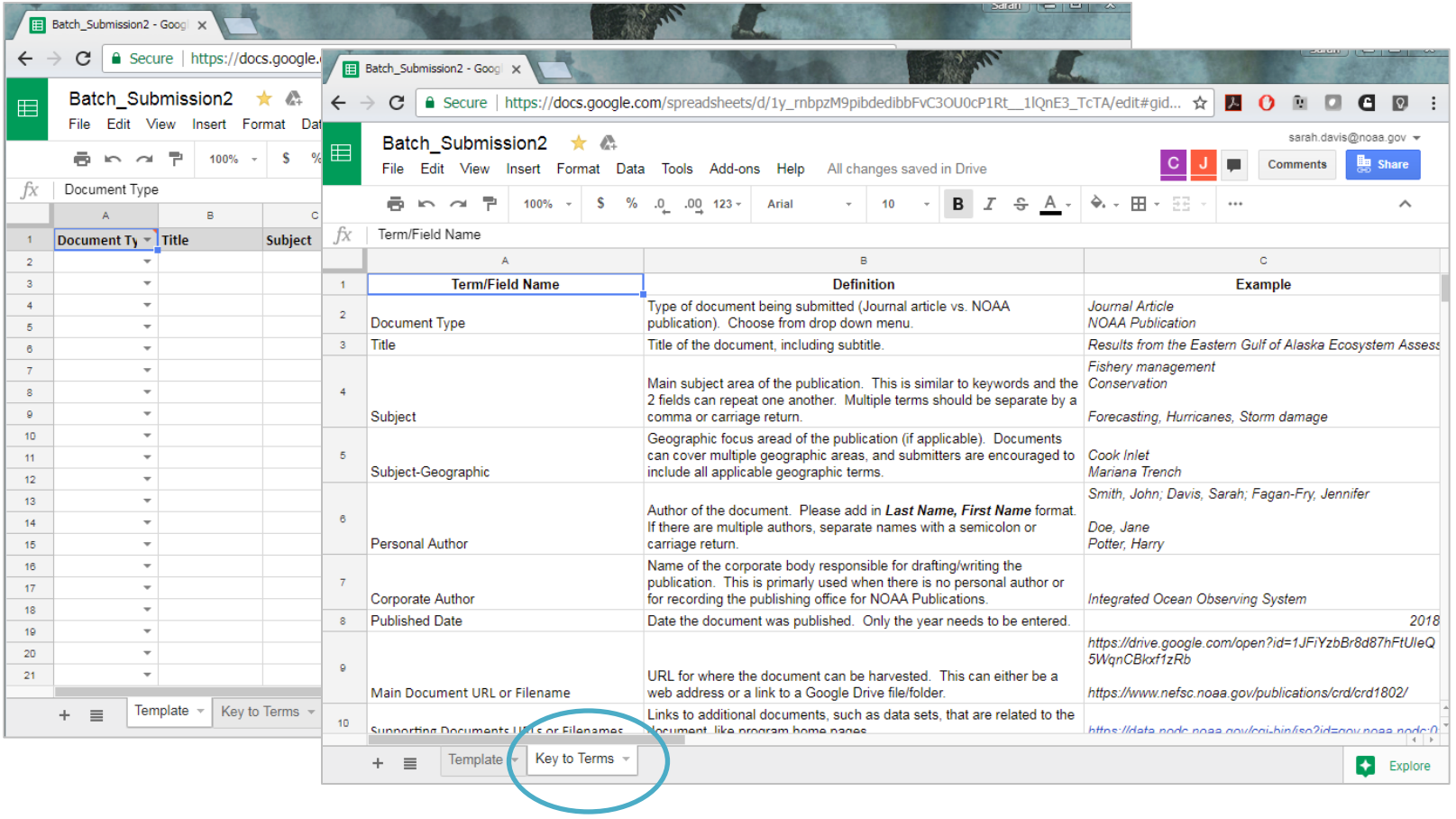

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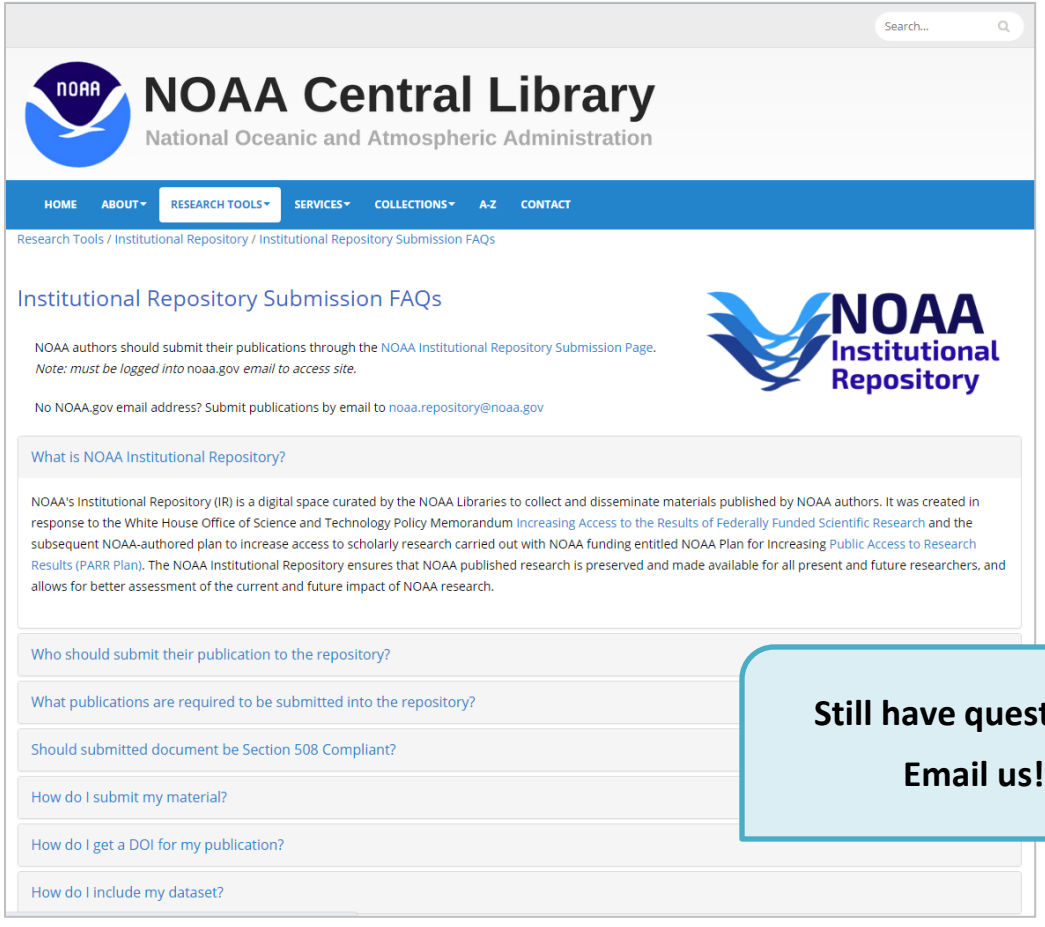

Still have questions?

Email us!

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WHAT IS SECTION 508?

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

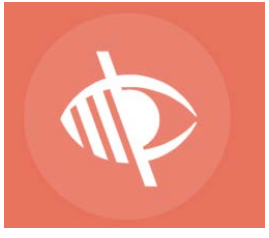
Section 508 of the Rehabilitation Act of 1973

- 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.

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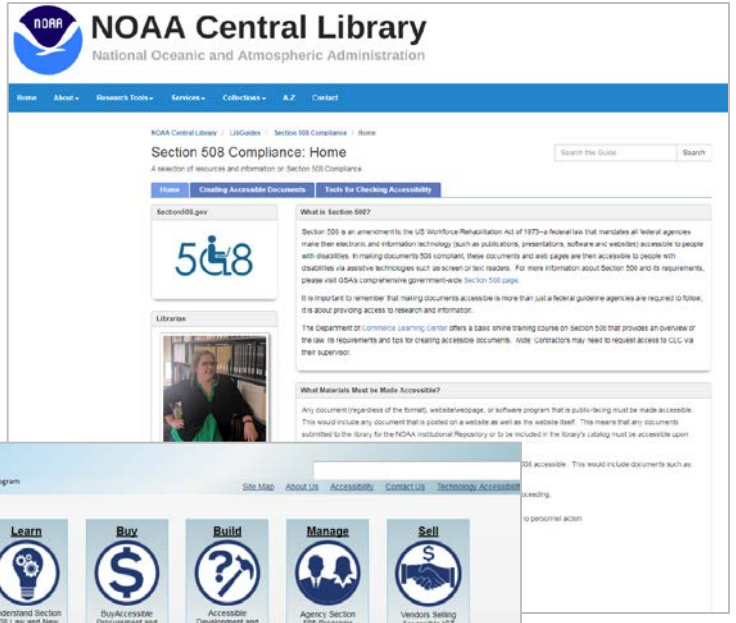
SECTION 508 RESOURCES

- NOAA Central Library Subject Guide
  - Overview & general information
  - Checklists
    - PDF
    - MS Word
    - Coming soon: PowerPoint & Excel

- Section508.gov
  - Policy & implementation
  - Creating accessible documents
  - Testing



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TIPS FOR CREATING ACCESSIBLE DOCUMENTS

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- **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

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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.

Questions?

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