

Mike Wallace and the JISAO staff are working to prepare for the NOAA Review scheduled for April 19-21, 2005. As part of this project, we are compiling a comprehensive bibliography of all JISAO-funded publications that were initiated during the five years from July, 1999 through June, 2004. We are also reviewing our publication policy in which we ask that all JISAO authors request contribution numbers and be added to our master database. With regard to both of these tasks, we ask you to review the following information and respond as appropriate to your particular situation:

### **I. Updating Current Publications Database Bibliographies**

Two bibliographies, formatted to the best of our ability and containing our most current information, have been posted on our website: 1) all known published papers; 2) all unpublished papers. We request that you do the following:

- A. Take the time to check both bibliographies (for the papers for which you are responsible) and let me know if we need to make any revisions to the citational information. You can find them at: [http://www.jisao.washington.edu/JISAO\\_admin/PUB\\_CONTRIBUTIONS/Publications.htm](http://www.jisao.washington.edu/JISAO_admin/PUB_CONTRIBUTIONS/Publications.htm)**
  
- B. In addition, memos were recently sent out requesting current information for all papers that we do not have complete citations for. If you received a memo, please review the accuracy of the information from our database and let me know if there has been a change to the title or authors. If the paper has been published, please include a complete citation including the year it was published, the journal title, volume number, and page numbers.**
  
- C. Include all your revisions and updates (to A. and B. above) to me in an email ([cara@atmos.washington.edu](mailto:cara@atmos.washington.edu)) by January 26<sup>th</sup>.**

### **II. Requesting Contribution Numbers**

If you authored a JISAO-funded publication during this five-year period and **did not** request a Contribution Number, we are asking you to do so now. Under the terms and conditions of the JISAO/University of Washington Cooperative Agreement with NOAA, all JISAO-funded publications must have a Contribution Number. If JISAO provides funds or facilities that support you or your research, any publication resulting from that support, in which you appear as a contributing author, must have a JISAO Contribution Number and include the following statement of acknowledgement:

*“This publication is [partially] funded by the Joint Institute for the Study of the Atmosphere and Ocean (JISAO) under NOAA Cooperative Agreement No. NA17RJ1232, Contribution #\_\_\_\_.”*

In order to obtain a Contribution Number please contact me at [cara@atmso.washington.edu](mailto:cara@atmso.washington.edu). (A Contribution Number should be obtained before submitting a paper for publication.). Include the following information in your email:

1. title of the article;
2. journal to which the article will be submitted;
3. name of all authors and co-authors.

In order to abide by the terms of the Cooperative Agreement, and to accurately reflect the range and significance of the Institute’s research, it is important that all JISAO-funded papers are included in the NOAA Review material. Even if your paper has already been published, please follow these procedures so that we can include your work in the report.

Thank you for your help. We appreciate your assistance in ensuring that the information is accurate and complete.