



**Ogallala Water CAP
Team Publication Guidelines- Data Sharing Agreement
Approved by the Ogallala Water CAP Project Team, 2016**

OVERVIEW

These guidelines are intended to facilitate synthesis and data sharing for work being carried out using Ogallala Water CAP funding. These guidelines apply to all output regarding research, extension, other outreach/education publications, and other media developed by Ogallala Water CAP research scientists and extension specialists, post-doctoral researchers, staff, and students.

Team Agreements and Expectations for Data Use and Publication

The Ogallala Water CAP is a multi-faceted, complex project aimed at answering questions important to farmers, researchers, policy makers, outreach specialists, and citizens. To provide results and recommendations to others, we must work cooperatively to share and publish data. It is expected that all members of the team will work together in a collaborative and supportive manner resulting in a large number of superior quality publications.

In order to encourage data flow, successful project team collaboration and to respect the turnaround time required to complete the publication process within this project's funding window, project team members are expected to deposit data within a reasonable timeframe after collection to a non-public project team data repository. Upon upload to the project team data repository, all data producers are expected to ensure that their data are of high quality, with no further changes expected to occur, and that relevant metadata is included with their uploaded datasets.

In general, this project's data handling and use will take place in the following ways:

- (1) Previously published primary data will be used for meta-analyses, climate, hydrologic and economic model development, and other review and/or synthesis style outputs.
- (2) Primary data will be collected and used for publication by primary data producers.
- (3) Quality checked, unpublished primary data—whether collected in field research plots, running mathematical models or through surveys of, or meetings with, farmers or policy makers, etc.—will be needed for secondary analysis, e.g. climate, hydrologic and economic analyses and modeling, validation of datasets, etc. Secondary users must obtain formal agreement from primary data producers for a specified intended use of their data. Secondary users must also obtain formal agreement from primary data producers prior to submission for publication.

(3a) In addition to the requirement that secondary data users must obtain formal agreement from data producers prior to data use, we affirm that primary data producers must be given an opportunity to review and comment on all publications that utilize their unpublished data. Such

input from primary data producers—which will provide insights into the quality and meaning of the data, the nature of the physical systems that they represent, and the proper and correct use of the data—will improve the quality of analyses and the papers that describe them.

Toward this end, primary data producers should be given a period of at least twenty-one (21) days to review and comment on publications that utilize their data before journal submission. As a rare exception, this step can be modified, such as in the case that data are used in special submissions that have a firm deadline. Ordinary journal submissions should be made only after review by the primary data producers and a discussion between the analysts and primary data producers of any comments resulting from the review. Primary data producers are not, however, invested with the power to veto or delay a submission through inaction.

Authorship of publications using unpublished primary data for a secondary purpose should be as outlined in Category 1, point 3, below, which states that, after the paper's lead authors, primary data producers should be listed alphabetically. Authors using datasets that have benefitted from compilation, visualization, interpretation, analysis, or synthesis performed by any team member(s) should consider including data team members as authors as appropriate.

General Policy for Fair Use of Data:

- (1) Data producers will be informed of intended use of data; and
- (2) Data users will give proper acknowledgment and citations for all data used in Ogallala Water CAP output. Recommendations for proper citation, credit, and acknowledgement vary based on type of publication and complexity, characterized by following categories:

- 1 – Refereed Journal Articles and Technical Reports
- 2 - Extension and Education Curricula and Publications
- 3 – Presentations: Field Days, Conferences, and Societal Meetings
- 4 – Theses and Dissertations
- 5 – Other Media: Videos, website(s), etc.

Exceptions and variations are possible but should be brought to the Ogallala Water CAP Project Leadership Team (PLT) for verification before publication. Contact Ogallala Water CAP Project Manager, Amy Kremen (amy.kremen@colostate.edu) with questions; she will bring these questions forward to the PLT.

CATEGORY 1: Refereed Journal Articles and Technical Reports

- [1.] Using field/primary data from state-level sites
 - [a] List lead author and coauthor(s) as recommended by journal.
 - [b] Include personnel only directly involved with field/primary research.
 - [c] Include Acknowledgement option [1].
- [2.] Combining field/primary data from 2 or more states' or institutions' scope of work
 - [a] List lead author and coauthor(s) as typically done per respective journal.
 - [b] Include personnel only directly involved with field/primary research.
 - [c] Include Acknowledgement option [1].
- [3.] Using primary data for secondary analysis (e.g. modeling and/or survey analyses)
 - [a] List lead author and coauthor(s) as typically done per respective journal.
 - [b] Include PI's whose field research/primary data comprise the dataset used for analysis and/or modeling, in alphabetical order. This author list may or may not include all PI's* of the Ogallala Water CAP, depending on which field sites/primary data are used in the paper.

**PI needs to decide whether a staff or student should be listed instead of themselves based on time spent on respective dataset.*

- [c] **Primary data producers must have opportunities to collaborate and consult with data users.** Data users will describe the intended use of the primary data when they fill out metadata records on the project's online data portal: <http://ogallalawater.colostate.edu/OWCAP/Index.php>. Primary data producers have a responsibility to respond by filling in their portion of the Part A: "Request for Data Use" form within three weeks of receiving a formal request for data use.
- [d] **Before submission for publication:** Once a publication draft is complete, primary data producers must be given at least three weeks to review, respond and/or contribute to analysis and the manuscript. Completion of the "Part B: Agreement for Publication" form (see page 7, below) must be initiated by the first author, and signed by the primary data producer (or producers, as applicable) with a copy submitted to the Ogallala Water CAP Project Directors.
- [e] Include Acknowledgement option [2].

CATEGORY 2: Extension and Education Curricula & Publications (Peer Review or Not Peer Review)

- [1.] Institution-based publication
- [a] List lead author and coauthor(s).
 - [b] Include Acknowledgement option [3].
 - [c] Include Publication number as described on page 5, if possible.
 - [d] Include institution logo as primary logo at page header.
 - [e] Include the Ogallala Water CAP logo at the page footer.
 - [f] Include the USDA logo next to the Ogallala Water CAP logo at the page footer.
 - [g] Include disclaimer on bottom of last page (see page 5).
- [2.] Publication from 2 or more institutions' scope of work
- [a] List lead author and coauthor(s) as typically done.
 - [b] Include Acknowledgement option [3].
 - [c] Include Publication number as described on page 5, if possible.
 - [d] Include multiple institution logos if desired.
 - [e] Include the Ogallala Water CAP logo as primary logo at page header or footer.
 - [f] Include the USDA logo next to the Ogallala Water CAP logo at page header or footer.
 - [g] Include disclaimer on bottom of last page (see page 5).

CATEGORY 3: Presentations: Field Days, Conferences, and Societal Meetings

- [1.] Individual PI or state-based
- [a] Use standardized PowerPoint (PPT) or poster template if possible, provided by the Ogallala Water CAP project director. If not using the standardized version, please adhere to points [c, d, e, f] listed here.
 - [b] List lead author and coauthor(s) as typically done.
 - [c] Include Acknowledgement [1] on last slide or bottom of poster.
 - [d] Include institution logo at the top left of poster or in the bottom left of PPT slide.
 - [e] Include the Ogallala Water CAP logo at the top right of poster or in the bottom right of PPT slide.
 - [f] Include the USDA logo next to the Ogallala Water CAP logo at the top right of poster or in the bottom right of PPT slide.
- [2.] Group presentations and/or using multi-institutional data in presentation
- [a] Use standardized PowerPoint (PPT) or poster template if possible, provided by Ogallala Water CAP director. If not using the standardized version, please adhere to points [c, d, e, f] listed here.
 - [b] List lead author and coauthor(s) as typically done.
 - [c] Include Acknowledgement [1] on last slide or bottom of poster.
 - [d] Include multiple institution logos, if desired, at the top left of poster or in the bottom left of PPT slide.

- [e] Include the Ogallala Water CAP logo at the top right of poster or in the bottom right of PPT slide.
- [f] Include the USDA logo next to the Ogallala Water CAP logo at the top right of poster or in the bottom right of PPT slide.

- [3] Presentations with multiple project sponsorship
 - [a] List lead author and coauthor(s) as typically done.
 - [b] Include Acknowledgement [1] on last slide or bottom of poster.
 - [c] Include institution logo at the top left of poster or in first or last PPT slide.
 - [d] Include the Ogallala Water CAP logo at the top right of poster or in the first, last or “acknowledgements” PPT slide.
 - [e] Include the USDA logo next to the Ogallala Water CAP logo as mentioned in point [d] above.

CATEGORY 4: Theses and Dissertations

- [1.] Research on individual components of Ogallala Water CAP, within state scope of work.
 - [a] List student and committee as typically done.
 - [b] Include Acknowledgement option [1].
 - [c] If part of the thesis or dissertation is published in a refereed journal, follow the respective guidelines (see CATEGORY 1).
- [2.] Research using Ogallala Water data for secondary analyses (e.g. modeling and/or survey analyses), within or across state’s scope of work.
 - [a] List student and committee as typically done.
 - [b] In the Acknowledgement section or Materials & Methods, include PI’s who conducted field research/survey collection that comprise the dataset used for analyses and/or modeling. Include PI names in alphabetical order. This may or may not include all PI’s on Ogallala Water CAP depending on which primary data are used in paper.
 - [c] Include Acknowledgement option [2].
 - [d] If part of the thesis or dissertation is published in a refereed journal, follow the respective guidelines (see CATEGORY 1).

CATEGORY 5: Other Media: Videos, Web site, etc.

- [1.] Individual PI
 - [a] List presenter as typically done, by title and institution.
 - [b] Include institution logo where appropriate.
 - [c] Reference the funding source when speaking or at the bottom of webpages; e.g. use Acknowledgment [1].
 - [d] Include the Ogallala Water CAP logo.
 - [e] Include the USDA logo.

CATEGORY 6: CAP project results presented within larger/different presentation/project.

- [1.] Individual PI
 - [a] List presenter as typically done, by title and institution.

Where appropriate and space permits:

- [b] Include institution logo.
- [c] Reference the funding source; e.g. use Acknowledgment [1].
- [d] Include the Ogallala Water CAP logo.
- [e] Include the USDA logo.

ACKNOWLEDGEMENT TEXT

All publications will include a reference to the funding agencies* and scope of the Ogallala Water CAP in the Acknowledgements section. Insert one of the following text options based on type of publication.

**If funding beyond the USDA-NIFA grant was acquired, insert acknowledgement to additional agencies/sources next to or following the Ogallala Water CAP reference.*

[1] Funding for this research [or “A portion of this research”] was provided by USDA to Project No. 2016-68007-25066, through the National Institute for Food and Agriculture's Agriculture and Food Research Initiative, Water for Agriculture Challenge Area. Project website: ogallalawater.org.

[If space permits, also include:]

The project, “Sustaining agriculture through adaptive management to preserve the Ogallala aquifer under a changing climate” (Ogallala Water CAP), is a regional, integrated project comprising the work of individuals from nine institutions: Colorado State University, Kansas State University, New Mexico State University, Oklahoma State University, University of Nebraska-Lincoln, Texas A&M University, Texas Tech University, West Texas A&M University, and USDA-ARS.

[2] Funding for this research [or “A portion of this research”] was provided by USDA to Project No. 2016-68007-25066, through the National Institute for Food and Agriculture's Agriculture and Food Research Initiative, Water for Agriculture Challenge Area. The dataset used in this paper was derived from [field, modeling, etc.] research experiments conducted by *name 1, name 2, ..., name X* (listed in alphabetical order) as part of the Ogallala Water CAP. Project website: ogallalawater.org.

[If space permits, also include:]

The project, “Sustaining agriculture through adaptive management to preserve the Ogallala aquifer under a changing climate” (Ogallala Water CAP), is a regional, integrated project comprising the work of individuals from nine institutions: Colorado State University, Kansas State University, New Mexico State University, Oklahoma State University, University of Nebraska-Lincoln, Texas A&M University, Texas Tech University, West Texas A&M University, and USDA-ARS.

[3] The information contained within this *[insert: publication/module/etc.]* is based on extensive scientific research conducted at sites across the Ogallala Aquifer region. Funding for this research [or “A portion of this research”] was provided by USDA to Project No. 2016-68007-25066, through the National Institute for Food and Agriculture's Agriculture and Food Research Initiative, Water for Agriculture Challenge Area. Project website: ogallalawater.org.

[If space permits, also include:]

The project, “Sustaining agriculture through adaptive management to preserve the Ogallala aquifer under a changing climate” (Ogallala Water CAP), is a regional, integrated project comprising the work of individuals from nine institutions: Colorado State University, Kansas State University, New Mexico State University, Oklahoma State University, University of Nebraska-Lincoln, Texas A&M University, Texas Tech University, West Texas A&M University, and USDA-ARS.

IDENTIFICATION AND FORMALITY ISSUES

Logos, Style, and Templates

It is recommended that all affiliated publications and materials utilize standard publication guidelines whenever possible to remain consistent with the project’s visual identity and style.

General guidelines:

- Font: Arial, 11 point

- Spacing: Single-spaced, paragraphs separated by line breaks
- Colors: Based primarily off those listed as part of the visual identity (green and blue)

Please use color logo for all print and web material when possible. You can obtain high resolution versions of logos via the Ogallala Water CAP shared Dropbox Branding folder:

<https://www.dropbox.com/sh/tmsuif2mh6w6fqo/AADodCj4uxM3krHfh2h1ktb-a?dl=0>

Disclaimer for University Produced Materials

This is the most recent statement (as of 06 November 2019 via the USDA). You may use this or another version provided by your University. This is included here as a reference, if needed.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Part A: REQUEST FOR DATA USE

For secondary users of primary data:

Name and contact information:

1. Name the dataset(s) you are requesting, and name(s) of the primary data producer(s):
2. State the specific intended use for this data:
3. Date of request:

For primary data producers: I agree to the use of data collected by me and/or my team for the intended specific use stated above. I, and/or people on my team will be included in the author list for any resulting publication that uses my or my team's data.

Name and contact information:

Date of response:

Part B: AGREEMENT FOR PUBLICATION

I have discussed this publication with all involved data producers and have followed the guidelines as stated in this document for my specific type of publication.

Title of Publication: _____

Publisher: _____

Lead Author of Publication: _____ Date _____

Note: This form is designed for electronic signatures; simply click within each box to sign.

Primary Data Producers:

Printed Name

Signature

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