

Publishing an NCAR Technical Note

If you have any questions about this process, please contact OpenSky at opensky@ucar.edu.

Suggested (and Required) Elements

Please include these sections:

- Dedication
- Table of contents (**required**)
- List of figures (if applicable)
- List of tables (if applicable)
- Foreword (typically written by someone other than the author)
- Preface (typically written by the author)
- Acknowledgements
- Body of the Technical Note (**required**)
- References (**required**)

The Library will create the *Cover Page* and *Title Page*.

Submission Process

Submit the following three documents via email to opensky@ucar.edu:

1. **Approval Form** - page 2 of this document (attach to email as .pdf).
 2. **Final Draft of Technical Note** (attach to email as .pdf).
 3. **Abstract** - 250 words or less, entered into the body of the email.
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Authorization Process

When your submission has been received and reviewed, the Library will generate an NCAR Technical Note number and add front matter to the document. You may then be asked to review for any final corrections/edits.

After final approval, your Technical Note will be processed, cataloged, assigned a DOI, and made available as part of the NCAR Technical Notes collection in OpenSky.

The Library will send an email to provide you with both a citation and citable URL for your publication.

Approval Form for NCAR Technical Note Publication

A) To be Completed by the Submitter

Title:

Author(s):

Email address(s) and names of person(s) to be notified when Technical Note appears in the Library collection:

Assigned Reviewer:

Date Assigned:

B) To be Completed by the Reviewer and Division Director

(selection of Assigned Reviewers is left to the discretion of the sponsoring Lab or Program)

Reviewer: Please comment specifically on scientific quality, accuracy, and usefulness; clarity and economy of style; usefulness of data presentations; author's familiarity with the current literature; and other relevant issues.

Manuscript recommended for publication

Signature of reviewer

Date

Printed Name of Reviewer

Manuscript approved for publication

Signature of Division Director

Date

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C) To be Completed by the NCAR Library

Date Approval Form Received and NCAR Technical Note Number Assigned:

NCAR Technical Note Number: