

NCAR Technical Notes Instructions

Publishing an NCAR Technical Note

The NCAR Library is happy to support the submission process and publication of new NCAR Technical Notes. If you would like to submit a Technical Note for publication, follow the steps below. All forms and templates are located on the Library website under Technical Notes [submission process](#).

If you have any questions about this process or the forms required, please contact NCAR Reference at ncarref@ucar.edu or (303) 497-8505.

Authorization and Submission Process

1. Complete Part A of the *Approval Form for NCAR Technical Note Publication*.
2. Obtain signatures from the Assigned Reviewer and Division Director, to complete Part B of the *Approval Form for NCAR Technical Note Publication*. Selection of Assigned Reviewers is left to the discretion of the sponsoring Lab or Program.
3. Return the Approval Form to [NCAR Reference](#). Once it has been received and reviewed, an NCAR Technical Note number will be generated and emailed to you.
4. Once you have your TN number, prepare the title page, using the [template](#) available on the NCAR Library website. When completing the title page, please observe the following guidelines:
 - a. Please insert your NCAR Technical Note number into the space provided along with the specific designation symbol for the series (eg. EDD, IA, PPR, PROC, STR) as shown here - "NCAR/TN- +STR."
 - b. List author's affiliation below his/her name
 - c. List your lab and program
5. Merge the following materials into a single PDF file.
 - a. Inside cover page*
 - b. Title page *
 - c. Dedication
 - d. Table of contents *
 - e. List of figures (if applicable)
 - f. List of tables (if applicable)
 - g. Foreword (typically written by someone other than the author)
 - h. Preface (typically written by the author)
 - i. Acknowledgements
 - j. Body of the Technical Note *
 - k. References *
6. Submit the completed file by email to [NCAR Reference](#). In the body of your email, include the following additional information:
 - a. Abstract (250 words or less) *
 - b. Keywords *
7. Once all required documentation has been received, your Technical Note will be processed, cataloged by NCAR Library staff, and made available as part of the collection of NCAR Technical Notes in OpenSky, the institutional repository . It will also be printed, bound, and available for use in the NCAR Library.
8. An email will be sent to you, alerting you that your submission was successful and providing you with both a citation and citable URL for the publication.

*Required

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

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 Lab/Program Director Date

Printed Name of Lab/Program Director

C) To be Completed by the NCAR Library

Date Approval Form Received and NCAR Technical Note Number Assigned: _____

NCAR Technical Note Number: _____