



**SOUTHEAST**  
Climate Adaptation Science Center

## INSTRUCTIONS FOR MANUSCRIPTS INTENDED FOR PUBLICATION, PRESS RELEASES, AND OTHER PROJECT PRODUCTS

For projects funded by  
National or Southeast Climate Adaptation Science Center

### **Services Available to SE CASC Projects:**

All SE CASC PIs and graduate students are able to book consultations with the SE CASC Communications Team ([southeastcasc@ncsu.edu](mailto:southeastcasc@ncsu.edu)) to discuss the development and/or design of communication products and post-production strategy. Examples of services could include: help with poster design, identifying and editing for popular science outlets, creating strategies to reach specific audiences, and figure design.

### **Advanced Notice to CASC of Products and Publications:**

Funded researchers are required to provide *advanced* notification to CASC Directors of all anticipated manuscripts, videos, web tools, educational tools, or any type of deliverable that will be made public that have been produced through a CASC-funded project (or where the author received funding through a CASC graduate fellowship). This early notice allows the CASCs to accurately account for CASC derived products and assist as needed in any press announcements.

For **publications**, investigators should notify SE CASC at the time a manuscript has been accepted for publication by filling in this form: <https://forms.gle/fEzf6gyMyrDJ4h7Z8>.

For all **other products**, notify Erin Voigt ([epvoigt@ncsu.edu](mailto:epvoigt@ncsu.edu)) and the SE CASC Communications Team ([southeastcasc@ncsu.edu](mailto:southeastcasc@ncsu.edu)).

USGS federal investigators should also comply with USGS Fundamental Science Practice ([FSP](#)) standards recorded via the Information Products Data System (IPDS).

### **Funding Acknowledgement in Publications, Products, and Press Releases:**

Funding acknowledgement must be spelled out in all scientific publications and press releases where research funding was provided by USGS (More details in these [CASC Communications Guidelines](#)).

Use the full, official name of the CASC: **the U.S. Geological Survey Southeast Climate Adaptation**

## Science Center.

In scientific publications (or manuscripts intended for publication), use the specific wording below to acknowledge funding. Note that these can be adjusted to fit word limits and/or save space on posters. Please email SE CASC Communications Team [southeastcasc@ncsu.edu](mailto:southeastcasc@ncsu.edu) for these adjustments.

- **Non-USGS PIs** should include the following statements (usually in the acknowledgements section): “The project described in this publication was supported by Grant or Cooperative Agreement No. [add number and include appropriate designation of award] from the U.S. Geological Survey. Its contents are solely the responsibility of the authors and do not necessarily represent the views of the Southeast Climate Adaptation Science Center or the USGS. This manuscript is submitted for publication with the understanding that the United States Government is authorized to reproduce and distribute reprints for Governmental purposes.”
- **USGS PIs** should use the following statement of acknowledgement: “This research was funded by the U.S. Geological Survey Southeast Climate Adaptation Science Center.”
- **Other Federal PIs:** other non-USGS, federal PIs should follow their agency’s guidance or can model their funding acknowledgement statement on the statement used by USGS PIs.
- **When there are both USGS and non-USGS supported authors** on a publication, the following statement of acknowledgement should be used: “This research was funded by Grant or Cooperative Agreement No. [add number and include appropriate designation of award] from the U.S. Geological Survey Southeast Climate Adaptation Science Center.”
- **Fellows, students, and post-docs** should use the following statement of acknowledgement: “This research was [funded/partially funded] by a U.S. Geological Survey Southeast Climate Adaptation Science Center award [add number and include appropriate designation of award] to [Name of fellow/student/post-doc]. Any opinions, findings, conclusions, or recommendations are those of the authors and do not necessarily reflect the reviews of the funding agency.”