



General Style Notes (for all or most deliverables)

- The correct file name was used.
- The most recent template was used.
- The short title was created by combining (only) the study area and application area. If the project is a continuation, a II or III should also be included.
- Capitalization is consistent.
 - E.g. For the Earth observations section of the Project Summary, the first word for parameter is capitalized for all points or lowercase for all points.
 - The first letter of each word in the title, subtitle, and VPS title are capitalized (title case).
- Slash marks are not used in a sentence. They are fine to use in a list if necessary.
- Semicolons are used correctly. Semicolons should be used to separate two independent clauses (meaning they are both complete thoughts and the semicolon could be replaced with a period).
- I.e. and e.g. are used correctly. Use "i.e." (meaning "that is") to give further explanation of something. Use "e.g." (meaning "for example") to give a few examples, not a complete list.
- For community concerns and objectives, either all points are complete sentences and have periods, or all points are fragments and do not have periods.
- One space is used between sentences.
- For rough and final drafts submitted to NPO, all comments have been addressed and deleted, and changes have been accepted. A "clean" final draft is archived in the team's folder on the exchange.
- Acronyms are spelled out the first time they are used in the abstract, as well as the first time they are used in the text.
- There are no citations in the abstract.
- Affiliations for DEVELOP participants is their DEVELOP location, not their college or university.
- Multiple images are not saved together into a single image; images can be resized independently of each other.
- Images and text are not saved together into an image; all text is editable.
- Formal node names should be used for each deliverable (e.g. Alabama – Marshall, Virginia - Wise).
- Note: NASA's EOS ([Earth Observing System](#)) is a system sub-set of NASA missions focused on specific areas of climate science. Not all NASA satellites (and therefore not all of the satellites used at DEVELOP) are in the EOS. It is generally best to avoid using EOS in deliverables.

Project Summary

- The correct template was used.
 - Heading text is Century Gothic.
 - Headings are 11 point font.
 - Subheadings are 10 point font.
 - Body text is Garamond.
 - Body text is 11 point font.
 - The formatting for each section matches the template.
 - E.g. Science advisor affiliations are in parentheses
 - E.g. Bullets are used for datasets, models, and software utilized
- Word counts are correct.
 - Project Synopsis: 80 – 100 words
 - Abstract: 150 – 250 words, preferably one paragraph
 - Transition Plan, Software Release Plan, & Project Continuation Plan: 100 words max (each)

- Each state in the study area is listed with postal acronyms.
- If working on a seasonal project, include study period months.
- For partner organizations table, list end users first.
 - Every partner is either a collaborator or an end user, but not both.
 - Boundary organizations are also listed as either a collaborator or an end user, and the notation for boundary organization is at the end of the listing.
- The "Decision Making Practices & Policies" and "Project Benefit to End User" sections include discussion of the decision or decisions that the end users are making.
- The "Software Release Category" column in the End Products table is answered.
- Delete "Software Release Plan/POC" and "Project Continuation Plan" sections from the "Project Handoff Package" if not applicable.

Tech Paper

- The correct template was used.
 - All text is Garamond.
 - NASA DEVELOP, team location, and Technical Report are 16 point font.
 - Summer 2017 and Rough Draft are 14 point font.
 - Short title is 20 point font.
 - Long title is 14 point font.
 - Authors, advisors, and contributors are 10 point font.
 - Section headings are 14 point font.
 - Other text is 11 point font.
 - All formatting matches the template.
 - E.g. The subtitle is not italicized.
 - E.g. Science advisor affiliations are not in parentheses.
- Left justified alignment is preferred throughout the document.
- Heading levels are consistent.
- Word counts are correct.
 - Keywords – 2-8 words
 - Introduction section – 200-800 words
 - Methodology section – 2-6 pages
 - Results and Discussion section – approximately 2-6 pages
 - Conclusions – 200-600 words
 - The entire tech paper (everything before the references & appendices) is no longer than 12 pages.
- The final draft title page is updated to reflect "Final Draft – November 16, 2017."
- Acronyms are spelled out the first time they are used in the text, even if they have also been spelled out in the abstract.
- The tech paper answers all questions included in the template.
- The Introduction can be divided into subsections or written under a single heading.
- All figures and charts have captions according to the template examples and are referenced in the text.
- Figures can be grouped. Text and map elements do not have to be separate.
- Equations are numbered and referenced in the text.
- The funding sentence after the acknowledgements is included.
- The references section is formatted consistently using APA formatting.
- The references section includes Digital Object Identifiers (DOIs) for NASA data products.
- The Glossary is complete.
- If there are no appendices, the heading is deleted.
- Restart numbers labels for tables and/or figures at each appendix (i.e., A1, A2, etc. for Appendix A, B1, B2, etc. for Appendix B), if necessary.
- Required statements are included
 - NASA legal statements
 - Copernicus Sentinel data acknowledgement, if used

Poster

- The correct template was used.
 - Correct fonts were used.
 - Headings are Century Gothic and 44 point font.
 - Other text is Garamond.
 - Body text is at least 24 point font.
 - Caption text is at least 16 point font.
 - The formatting for each section matches the template.
 - E.g. Objectives and conclusions are provided in bulleted lists
 - E.g. Bullets are the correct style, size, and color
- Turn on slide guides and keep poster content within border lines.
- The left edge of the sections are lined up (double check this if sections were rearranged); use the align tool in Powerpoint.
- Title case was used for the project subtitle.
- The abstract matches the final project summary.
- The methodology is demonstrated visually. Any flowcharts are created within PowerPoint to be editable, rather than saved as an image.
- Any text on the study area map is legible. The map and legend are not saved as a single image.
- Images in the Earth observations section were taken from [DEVELOPedia](#). All text is editable and not saved as an image. If your EO is not listed, contact the PC team.
- The results section is mostly imagery.
- Participant names are below the images in Team Members section and the team lead is designated.
- Only US federal agency logos are included on the poster.
- If the project is a continuation, previous team members are included in the acknowledgements section. For acknowledging past contributors, their DEVELOP location was used rather than a college or university.

Presentation

- The correct template was used.
 - The correct application area color was used.
 - All text is century gothic.
 - Header text is between 40 and 60 point font.
 - Other text is no smaller than 20 point font.
- The Website Image is placed behind the hexagon grid on the title slide.
- Authors' names are lined up.
- The red text on the title slide was deleted.
- Every slide has speaker notes that are detailed enough for someone unfamiliar with the project to give the presentation.
- Slides are mostly visual, with the least amount of text necessary.
- Legends are imported separately from maps (not within the same image).
- All text on images is legible.
- Flowcharts are editable and not saved as an image.
- Only US Federal agency logos are included in the presentation.
- Map base layers are cited in the speaker notes.
- All imagery fits one of the following:
 - Collected by the team
 - Provided by the partner (with written permission to use it)
 - From a US federal agency, and in the public domain (not taken by a partner)
 - From the DEVELOP collection on Flickr
 - Under a Creative Commons license
- All images are cited appropriately with image URLs in the speaker notes.
- Image borders (if any) are consistent throughout the presentation.

- If the project is a continuation, previous team members are included in the acknowledgements section. For acknowledging past contributors, their DEVELOP location was used rather than a college or university.