



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.
- 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 final drafts, 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. NASA John C. Stennis Space Center or BLM at Idaho State University GIS TReC).
- 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.
 - All text is Century Gothic.
 - Headings are 11 point font.
 - Other text is 10 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
 - Etc.
- Word counts are correct.
 - VPS title – 68 characters, including spaces
 - Objectives overview – 80-100 words
 - Abstract – 150-250 words, preferably one paragraph
- Partner types are listed (not including partner as a type).
 - 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.
- Each state in the study area is listed with postal acronyms.
- The “Current Management Practices & Policies” and “Decision Support Tools & Benefits” sections include discussion of the decision or decisions that the end-users are making.
- The image (final draft only) shows data from NASA Earth observations that have been processed by the team (a true-color image or RGB band combination is not processed).
- The final column in the Decision Support Tools table - “Software Release” is answered (use Roman numerals for category number).

Tech Paper

- The correct template was used.
 - All text is Garamond.
 - NASA DEVELOP, team location, and Technical Report are 16 point font.
 - Summer 2015 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.
- Justified alignment is preferred throughout the document.
- Heading levels are consistent.
- Word counts are correct.
 - Keywords – 2-8 words
 - Introduction section – 200-1000 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) is no longer than 12 pages.
- The final draft title page is updated to reflect “Final Draft – November 17, 2016.”
- 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 and are referenced in the text.
- The funding sentence after the acknowledgements is included.
- The references section is formatted consistently using a common citation and format style (APA, MLA, or Chicago).
- At least two content innovation features were selected.
- Content innovation features are included in the tech paper if possible. Otherwise, they have been emailed to Tiffani Miller (Tiffani.N.Miller@nasa.gov) or shared through Google Drive.
- If there are no appendices, the heading is deleted.

Poster

- The correct template was used.
 - The summer template does not have colored bars under the headings.
 - 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
- The left edge of the sections are lined up (double check this if sections were rearranged).
- Sentence case was used for the project subtitle.
- DEVELOP is used as the affiliation for DEVELOP participants.
- 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 used from the document on DEVELOPedia. All text is editable and not saved as an image.
- The results section is mostly imagery.
- A caption in the Team Members section, provides the names of each team member.
 - Names are listed in a logical order that matches the image.
 - E.g. (L to R) Lauren Childs-Gleason, Tiffani Miller, Beth Brumbaugh
- 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 summer template is very different from previous templates. The correct one has the DEVELOP logo at the bottom left of the first slide.
 - 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.
- There is not an image 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 as shown in the Best Practices document on the Communications page of DEVELOPedia, unless the specific author or owner requests a different format.
- Any images taken from the DEVELOP Flickr page are recorded in the Google Spreadsheet.
- 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.