

## Publication Style Guide for MARES Project Reports

### ***MARES Whitepaper No. 4***

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#### ***Purpose***

This whitepaper provides guidance to authors on the preparation of written materials for MARES project reports. The **Quick Reference** section addresses questions that will arise in the preparation of draft materials that are destined to be included as part of a larger report. The **Detailed Instructions** guide the preparation of project reports so to facilitate their publication as NOAA technical documents.

#### ***Quick Reference - Preparation of Draft Materials***

Over the course of the MARES project period, Lead Writers will be responsible for providing a series of documents. Each document should be formatted using the style listed below.

#### **Text**

Prepare your text using:

- one inch margins on all sides
- 12-point Times New Roman or an equivalent font
- single spaced, and
- page numbers centered in the footer

Do not use “field functions” provided by your word processor.

Use tab stops or other commands for indents, not the space bar.

Level 1 headings should appear in Arial, Calibri, or an equivalent san serif font.

Use no more than three levels of headings.

#### **Tables**

Use the table function, not spreadsheets, to insert tables into your text.

#### **Figures**

Illustrations should be of high quality (i.e. professionally drawn or generated by graphics software). If you need a diagram created for your manuscript, sketch one, or supply an example to Pamela Fletcher ([Pamela.fletcher@noaa.gov](mailto:Pamela.fletcher@noaa.gov)) and one will be developed for your pages.

Acceptable file formats for graphic images are TIFF (CMYK), EPS, and JPEG. If possible, submit your graphics in all formats so that we are prepared to publish your article in a variety of journals. Graphics must be submitted individually. The recommended resolution for black and white, and color photographs is 300 dpi (dots per inch). Line drawings should have a minimum resolution of 1200 dpi. All lines should be at least 0.1 mm (0.3 pt) wide.

## Maps

If you would like assistance to create a map diagram specific to your needs, contact Pamela Fletcher ([Pamela.Fletcher@noaa.gov](mailto:Pamela.Fletcher@noaa.gov)). Send a sketch, or draft of what you would like produced and we will work with you to design something for your page.

Maps should include geographic coordinates indicating longitude and latitude in degrees, minutes, and seconds appropriate to the resolution of the map. Include hemispheric information such as N or S, and E or W. Maps should include geographic bearing or direction (compass or pointer) and a scale (in metric units appropriate to the resolution of the map). Land is usually best indicated by shoreline stippling, and water is best left open, especially if depth contours or sampling stations are indicated. In cases where geographic place names for land locations are required, they should not overlap with the stippling. Depth contours should be in metric units.

## Equations

Please use the standard mathematical notation for formulae, symbols etc.:

- Italic for single letters that denote mathematical constants, variables, and unknown quantities
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
- Bold for vectors, tensors, and matrices.

## Citations in text

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted (Becker and Seligman 1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993).

## Reference List

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work. Please follow the style illustrated by the following examples in preparing your reference list:

1) Journal article:

Chmura, G.L., A. Coffey, and R. Crago. 2001. Variation in surface sediment deposition on salt marshes in the Bay of Fundy. *Journal of Coastal Research* 17:221-227.

2) Article by DOI (with page numbers):

Slifka, M.K., and J.L. Whitton. 2000. Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* 78:74-80. doi: 10.1007/s001090000086.

- 3) Article by DOI (before issue publication and without page numbers): Suleiman, C., D.C. O'Connell, and S. Kowal. 2002. „If you and I, if we, in this later day, lose that sacred fire...“: Perspective in political interviews. *Journal of Psycholinguistic Research*. doi: 10.1023/A:1015592129296.
- 4) Article in electronic journal by DOI (no paginated version): Slifka, M.K., and J.L. Whitton. 2000. Clinical implications of dysregulated cytokine production. *Online Journal of Molecular Medicine*. doi:10.1007/s001090000086.
- 5) Book:  
Adriano, D.C. 2001. Trace elements in terrestrial environments, 2nd edition. New York: Springer-Verlag.
- 6) Book Chapter:  
Luoma, S.N. 1990. Processes affecting metal concentrations in estuarine and coastal marine sediments. In *Heavy metals in the marine environment*, eds. R.W. Furness and P.S. Rainbow, 51-56. Boca Raton, Florida: CRC Press.
- 7) Online First chapter in a series:  
Saito, Y., and H. Hiroyuki. 2007. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. *Topics in Current Chemistry*. doi:10.1007/128\_2006\_108.
- 8) Online document:  
Frisch, M. 2007. Does a low-entropy constraint prevent us from influencing the past? *PhilSci archive*. <http://philsci-archive.pitt.edu/archive/00003390>. Accessed 26 June 2007.
- 9) Online database:  
German emigrants database. 1998. Historisches Museum Bremerhaven. <http://www.deutsche-auswanderer-datenbank.de>. Accessed 21 June 2007.
- 10) Supplementary material/private homepage:  
Doe, J. 2006. Title of supplementary material. <http://www.privatehomepage.com>. Accessed 22 Feb 2007.
- 11) FTP site:  
Doe, J. 1999. Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt>. Accessed 12 Nov 2006.
- 12) Organization site:  
ISSN International Centre. 2006. The ISSN register. <http://www.issn.org>. Accessed 20 Feb 2007.

## ***Submitting to the MARES DMS***

Files should be uploaded to the MARES Document Management System, or DMS site in the appropriate file folder (i.e., Florida Keys and Dry Tortugas ICEM Report) that can be accessed by visiting the MARES homepage [www.sofla-mares.org](http://www.sofla-mares.org) and clicking on the Member Login located in the left panel of the page. Your login name is the first letter of your first name and your last name, your default login password is mares09. The MARES\_DMS USERS GUIDE.pdf is attached to this report for additional assistance in navigating around the site. If you have any questions about the style guide, or using the DMS, contact either Bill Nuttle [wnuttle@eco-hydrology.com](mailto:wnuttle@eco-hydrology.com) or Pamela Fletcher [Pamela.Fletcher@noaa.gov](mailto:Pamela.Fletcher@noaa.gov).

## ***Detailed Guidelines for Preparation of Reports***

### **Organization**

Manuscript elements should be in the following order:

1. Cover page
2. Title page
3. Disclaimer
4. Table of contents
5. List of Figures
6. List of Tables
7. List of Acronyms
8. Abstract
9. Body of text
10. Acknowledgments
11. References
12. Appendices

### **Title Page**

The title page should include:

The name(s) of the author(s), providing full names (not just initials).

The affiliation(s) and address(es) of the author(s)

The e-mail address, telephone and fax numbers of the corresponding author

### **Abstract**

Provide an abstract of 100 to 150 words. The abstract should not contain any undefined abbreviations or unspecified references. The abstract should contain a concise statement of the objectives, methods employed, essential results, and conclusions of the study. The abstract should be written to facilitate electronic searching of databases composed of titles and abstracts only. The abstract must be understandable without reference to the text. Statements such as “results will be discussed” are not acceptable.

abstract text indented 0.5" for the left and right margins

## Keywords

Provide 4 to 6 keywords (i.e., sub-region, sub-model - *Southwest Florida Shelf Water Quality Sub-model*)

## Main Body of Manuscript

Same as above, with following additional instructions

## Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

## SI units, numbers

Use internationally accepted signs and symbols for units, SI units.

## Terminology

Genus and species names should be in italics. The common names of animals should not be capitalized.

## Equations

Please use the standard mathematical notation for formulae, symbols etc.:

- Italic for single letters that denote mathematical constants, variables, and unknown quantities
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
- Bold for vectors, tensors, and matrices.

Use the equation editor if you use Word, and be sure to save the file as a .doc. ***Do not submit .docx files.*** If you are using another software editor to create your equations (i.e., MathType) please contact Pamela or Bill to discuss.

## Footnotes

Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

## Tables

Tables should always be cited in text in consecutive numerical order using Arabic numerals.

- Provide a heading for each table. The table title should explain clearly and concisely the components of each table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.

- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## Figures

Illustrations should be of high quality (i.e. professionally drawn or generated by graphics software). If you need a diagram created for your manuscript, sketch one, or supply an example to Pamela Fletcher ([Pamela.fletcher@noaa.gov](mailto:Pamela.fletcher@noaa.gov)) and one will be developed for your pages.

- Name your figure files with “**Fig**” and the figure number, the sub-model abbreviation (Southeast Florida Shelf = SEFS) and the primary author’s last name separated by underscores (Fig1\_SEFS\_Kelble.jpg).
- Figures should always be cited in text in consecutive numerical order.
- All figures should be in the same font type and the same font size (Arial sans serif 10pt).
- Include a caption for each figure. Identify all elements found in the figure in the caption.
- Figure parts should be denoted by lowercase letters.
- Identify any previously published material by giving the original source in the form of a reference at the end of the caption. If the diagram is recreated, we will note alongside the figure “adapted from...”.

## Image File Formats and Resolution

Acceptable file formats for graphic images are TIFF (CMYK), EPS, and JPEG. If possible, submit your graphics in all formats so that we are prepared to publish your article in a variety of journals. Graphics must be submitted individually. The recommended resolution for black and white, and color photographs is 300 dpi (dots per inch). Line drawings should have a minimum resolution of 1200 dpi. All lines should be at least 0.1 mm (0.3 pt) wide.

## Acknowledgments and Disclosures

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

## Statistics

If you are providing any statistical data with your submittal, details of all statistical tests used, including summary statistical information generated by statistical packages, must be submitted with each copy of the manuscript. The author should include sufficient pertinent details so that referees can determine the validity and accuracy of statistical statements made in the manuscript.

## Copyright

Copyright forms will be completed as we move towards publication, either as a NOAA document, or as required by journals. The lead author will be the primary point of contact for signing off on the copyright.



# MARES

Marine and Estuarine Goal Setting for South Florida

## Document Management System User's Guide

This guide is meant to help you login and navigate around selected portions of the secured member site. The purpose of the Document Management System, or DMS is to provide a forum for project discussions, to share relevant information that would otherwise fill you email inboxes, and most importantly, assist in document development. If you encounter any problems logging in to the MARES DMS, please contact [wnuttle@eco-hydrology.com](mailto:wnuttle@eco-hydrology.com). If you need further assistance with how to use the DMS, please contact [pamela.fletcher@noaa.gov](mailto:pamela.fletcher@noaa.gov).

### Contents of MARES User's Guide

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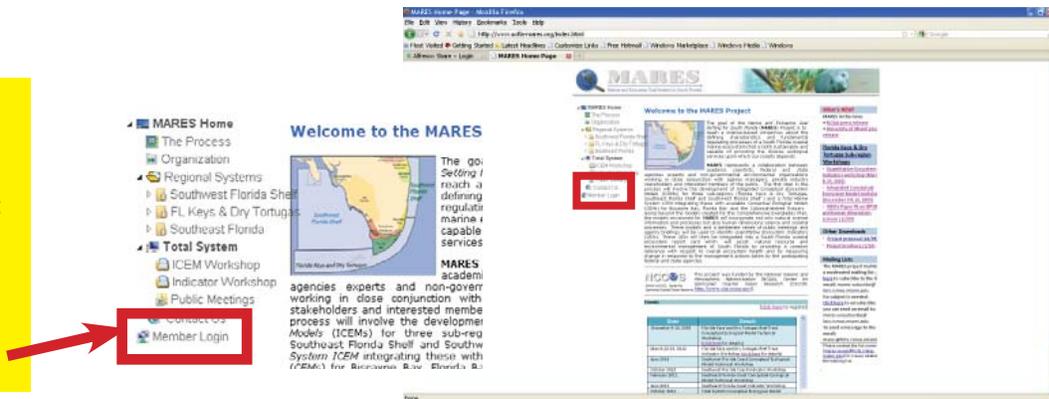
## LOGIN

1. Point your browser at the MARES website (www.sofla-mares.org)
2. Click on "Member login" at bottom of the column on the left.
3. Enter your username and password. Usernames are first initial and last name (John Smith would be jsmith), and your default password is mares09.

*If you encounter any problems logging in, contact [wnuttle@eco-hydrology.com](mailto:wnuttle@eco-hydrology.com)*

Go to  
[www.sofla-mares.org](http://www.sofla-mares.org)

Click  
Member Login

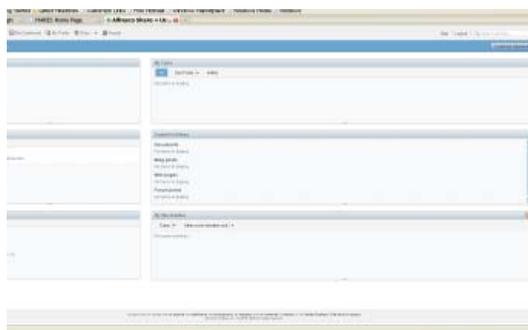


Enter your username  
and password

jsmith  
mares09



You are now logged  
into the DMS site  
and a screen like this  
should appear.



## Update My Profile and Change Password

Once you are in the DMS site, you will want to update your profile and change your password.

1. Click on **My Profile** on your top tool bar
2. Click on **Edit Profile** to access the screen to enter your personal information.
3. Click the **Save Changes** button at the bottom of the screen.
4. Click on **Change Password**, enter your old password and a new password (twice) and click **OK**.

**Click My Profile**

**Click Edit Profile**

**Enter your profile information and click Save Changes**

**Click Change Password**

**Enter your old password and new password and click OK**

The screenshots illustrate the following steps:

- Step 1:** The user dashboard shows the 'My Profile' link in the top navigation bar highlighted with a red box and an arrow pointing to a yellow callout box.
- Step 2:** The 'Profile Page for a User' shows the 'Edit Profile' button highlighted with a red box and an arrow pointing to a yellow callout box.
- Step 3:** The 'Profile Page for a User' shows the profile information form with the 'Save Changes' button highlighted with a red box and an arrow pointing to a yellow callout box.
- Step 4:** The 'Change Password Page for a User' shows the 'Change Password' link highlighted with a red box and an arrow pointing to a yellow callout box, and the 'OK' button highlighted with a red box and an arrow pointing to a yellow callout box.

## Navigating within the DMS

Once you are in the DMS site, you will see the default dashboard with the site tool bar and 6 dashlets:

My Calendar - track and add events

My Sites - create and visit sites within the DMS

My Tasks - you will see 'tasks' assigned to you, such as "review draft ICEM document"

My Profile - update your personal information and change your password

Content I'm Editing - shows what you've been working on within the site, but is primarily used for wiki development that will not be outlined in this document.

My Site Activities - tracks and lists document edits, comments and your activities on the DMS

### DMS "Dashboard"

The screenshot shows the Alfresco Share User Dashboard in a Mozilla Firefox browser window. The browser address bar shows the URL: <http://mares.rsmas.miami.edu:8080/share/page/User/jdoe/dashboard>. The dashboard is titled "Jane Doe Dashboard" and features a "site tool bar" at the top. Below the tool bar, there are six dashlets arranged in a 3x2 grid, each highlighted with a red border and a yellow label:

- My Calendar**: Shows "No upcoming events".
- My Tasks**: Shows "No tasks to display".
- My Sites**: Shows "Create Site" and lists "MARES Tutorial" and "MARES DMS Tutorial site".
- Content I'm Editing**: Shows sections for "Documents", "Blog posts", "Wiki pages", and "Forum posts", all with "No items to display".
- My Profile**: Shows the user's name "Jane Doe", email "jdoe@sofemares.org", and fields for "Phone:" and "Skype:". There is a red 'X' icon next to the profile picture.
- My Site Activities**: Shows "No recent activities".

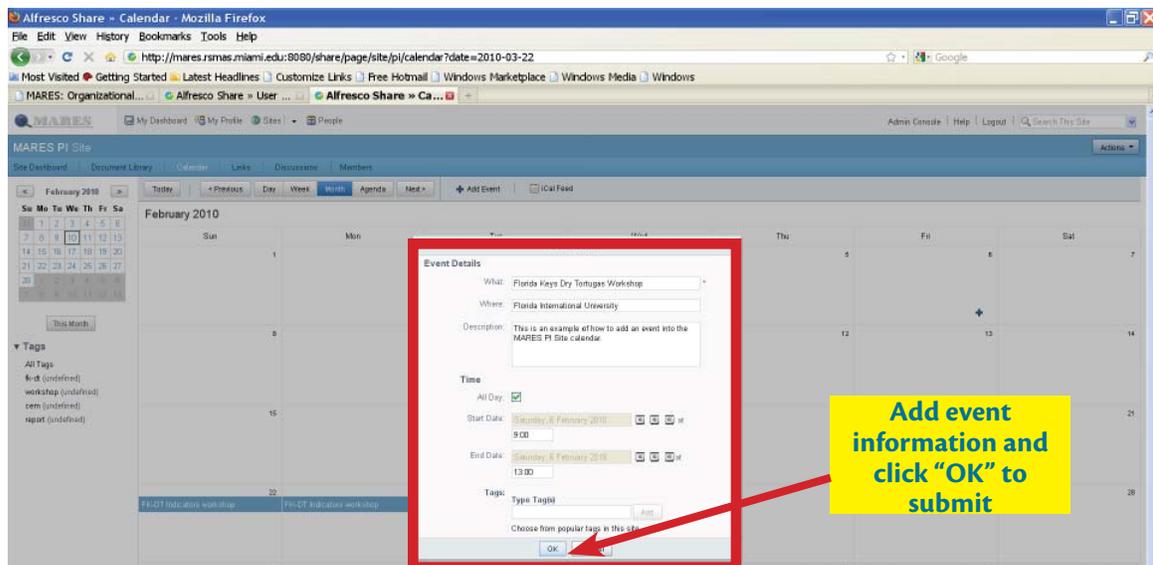
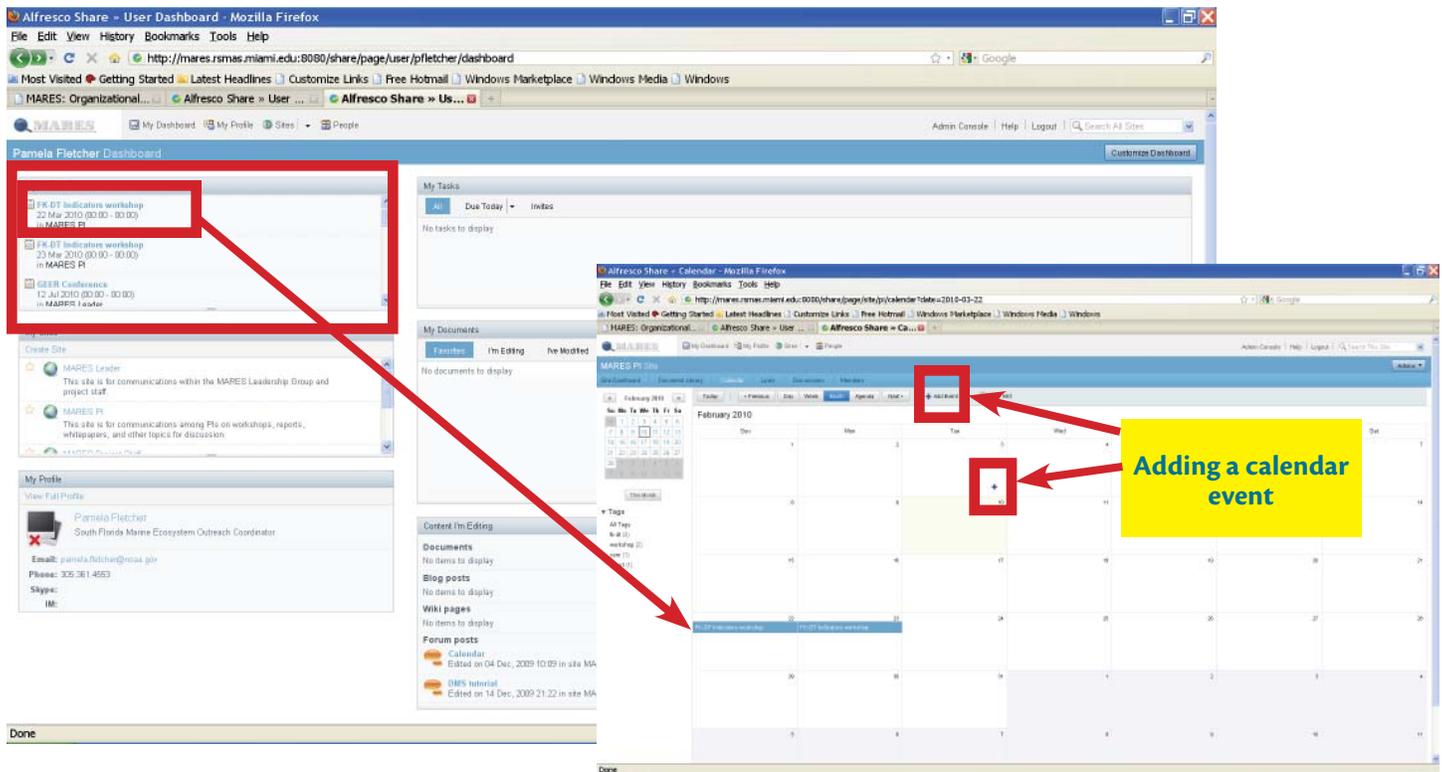
At the bottom of the page, there is a footer with the text: "Supplied by or adapted with no support, no certification, no maintenance, no warranty and no indemnity by Alfresco or its Certified Partners. Click here for support. alfresco.com/terms/ 2008-2009 All rights reserved." Below the footer is a "Done" button.

## Calendar options

The Calendar can be accessed from the DMS home page and within the various sites in **My Sites**. From the **MARES PI Site** you will see several calendar entries. Click on one if the entries and the Calendar appears showing that event. You can click on the blue highlighted event and find more information.

## Adding Calendar Events

There are two ways to add an event. You can use the Site Toolbar "Add Event" or move your cursor over a date and a small cross mark appears in the lower right corner of the day. Click on that mark and a pop-up screen appears for you to enter details about that event. Click "OK" to add your event to the calendar.



## My Sites

In the **My Sites** dashlet, there is a list of all of the member sites you are subscribed to within the MARES DMS. Click on the **MARES PI Site** to enter the site 'room'. A new dashboard appears with a Site Toolbar and dashlets.

Site Toolbar includes several items:

Document Library - Used for editing, uploading and downloading documents

Calendar - This contains the calendar of events for the entire DMS (all sites)

Links - Includes a list of hotlinks to documents or websites relevant to the MARES project

Discussion - Provides a discussion forum for all Site subscribers

Dashlets include:

Site Calendar - This contains the calendar of events for the entire DMS (all sites)

Site Profile - A description of the site and the site manager are listed

Site Colleagues - Includes a list of all the members of the site

Recently modified documents - Serves as a quick reference for documents recently uploaded or edited

Site activities - Shows changes made throughout the entire site (for example, hotlinks or calendar events added)

The image shows two screenshots of the Alfresco Share interface. The top screenshot is the 'User Dashboard' for Pamela Fletcher, showing a 'My Sites' dashlet with a red box around the 'MARES PI' site. A yellow callout box points to this site with the text: 'From your main dashboard select the MARES PI site'. The bottom screenshot is the 'MARES PI Site' dashboard, with a red box around the 'site toolbar' and yellow callout boxes identifying 'Calendar', 'Site Profile', 'Site Profile', 'Recently modified documents', and 'Site Activities'. A 'Done' button is visible in the bottom left corner of the dashboard area.

Alfresco Share - User Dashboard - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mares.rsmas.miami.edu:8090/share/page/user/pfletcher/dashboard

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

MARES: Organizational... Alfresco Share » User ... Alfresco Share » Us...

My Dashboard My Profile Sites People Admin Console Help Logout Search All Sites

Pamela Fletcher Dashboard Customize Dashboard

My Calendar

FK-DT Indicators workshop 22 Mar 2010 (00:00 - 00:00) in MARES PI

FK-DT Indicators workshop 23 Mar 2010 (00:00 - 00:00) in MARES PI

GEER Conference 12 Jul 2010 (00:00 - 00:00) in MARES Leadte

My Tasks

Due Today Invois

to display

My Sites

Create Site

MARES Leadte

This site is for communications within the MARES Leadership Group and project it.

MARES PI

This site is for communications among PIs on workshops, reports.

My Profile

View Full Profile

Pamela Fletcher

South Florida Marine Eco...

Email: pamela.fletcher@msoa.gov

Phone: 305.361.4553

Skype:

IM:

Alfresco Share - Collaboration Site Dashboard - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mares.rsmas.miami.edu:8090/share/page/site/

Most Visited Getting Started Latest Headlines Customize Links Free

MARES: Organizational... Alfresco Share » User ... Alfresco Sha

My Dashboard My Profile Sites People Admin Console Help Logout Search This Site

MARES PI Site

Site Dashboard Document Library Calendar Links Discussions Members

site toolbar

Site Calendar

Mon, 22 Mar 2010 00:00 FK-DT Indicators workshop

Tue, 23 Mar 2010 00:00 FK-DT Indicators workshop

Mon, 12 Jul 2010

Calendar

Recently Modified Documents

John\_Faulti\_BSP\_Projects295.pdf Modified by Diego Lerman on 03 Feb, 2010 08:53:57

Faulti\_Bismackes.pdf Modified by Diego Lerman on 03 Feb, 2010 08:53:20

Faultietal\_2006\_Bismackes.pdf Modified by Diego Lerman on 03 Feb, 2010 09:52:45

Jameson\_CoralBamagelIndex.pdf Modified by Diego Lerman on 03 Feb, 2010 09:52:39

Indicators\_LBSP-Jameson.pdf Modified by Diego Lerman on 03 Feb, 2010 09:52:31

Jameson\_CoralClassification.pdf Modified by Diego Lerman on 03 Feb, 2010 09:52:12

Recently modified documents

Site Activities

Today Other users' activities only

No recent activities

Site Activities

Support free of charge with no support, no verification, no maintenance, no warranty and no indemnity by Alfresco in its Certified Partner. Click here for copycat. Alfresco to Back in 2009 ©2009 Alfresco All rights reserved.

Done

## MARES PI Site - Document Library feature

From the site Toolbar select the Document Library. A list of file folders appears with short descriptions (metadata). Click on a file folder to open it and locate a document. Select the document and note the options in the right hand side of the document dashlet. Several options are self explanatory - - download the document, edit the metadata (details about the document), upload a new version. Under the **MORE +** selection additional options are available: edit offline, copy to, move to, delete document, assign workflow, manage permissions, and manage aspects.

## Document Editing

Document editing consists of two phases. In the first phase, several MARES members will be contributing to document development. The process used to assemble the sections of the document are: download the document, make edits and upload the new version. In the second phase, a draft document has been formed and the edit offline option should be used to 'lock' the document until the new version is uploaded. The document should not be renamed when uploaded, the DMS will automatically assign a new version number to the document for tracking purposes.

**NOTE: The DMS does not support pptx or docx files**

**select "document library"**

**select a file folder**

**select a document you want to review**

**select an option**  
**Move your cursor over MORE+ and a drop down menu appears**

Alfresco Share - Collaboration Site Dashboard - Mozilla Firefox  
http://mares.rsmas.miami.edu:8080/share/page/site/pi/documentlibrary#path=%2525FMARES%252520Project%252520In  
MARES: Organizational... Alfresco Share » User ... Alfresco Share » Do...  
MARES PI Site  
Site Dashboard Document Library Calendar Links Discussions Members  
Documents  
All Documents  
In Editing  
Others are Editing  
Recently Modified  
Recently Added  
My Favorites  
Showing Items 1 - 6 of 6  
FK-DT ICEM  
Modified on: Tue 19 Jan 2010 14:16:03 Modified by: William Nuttle  
Description: Files related to the development of the FK-DT subregion CEM  
Tags: (None)  
FK-DT Indicators  
Modified on: Fri 18 Dec 2009 09:46:40 Modified by: William Nuttle  
Description: Use this folder for information related to the FK-DT indicators workshop and indicators report  
Tags: (None)  
MARES Project Information  
Modified on: Fri 18 Dec 2009 09:47:20 Modified by: William Nuttle  
Description: (None)  
Tags: (None)  
Newsletters  
Modified on: Wed 27 Jan 2010 14:08:19 Modified by: William Nuttle  
Description: Occasional newsletters sent to PIs with useful information about the project  
Tags: (None)  
MARES PI Site  
Site Dashboard Document Library Calendar Links Discussions Members  
Documents  
New Folder Upload Selected Items  
Up Documents MARES Project Information MARES Project Proposal  
Showing Items 1 - 1 of 1  
MARES Proposal 2009-03-03  
Modified on: Fri 20 Nov 2009 11:09:40 Modified by: William Nuttle  
Description: MARES project proposal  
Tags: whitepaper  
Download Edit Metadata Upload New Version More  
Edit Offline Copy to Move to Delete Document Assign Workflow Manage Permissions Manage Aspects  
Showing Items 1 - 1 of 1  
Tags  
cam (4)  
whitepaper (3)  
presentation (3)  
fk-dt (3)  
startup (2)  
email (1)  
newsletter (1)  
dms (1)  
pds (1)  
workshop (1)  
report (1)  
hds (1)

## Document Editing: Phase I Individual submittals to a 'master' document

Download the document by selecting the download option in the right hand portion of the screen. This is typically an automatic feature and the document will be placed in your default download folder (My Documents>Downloads) on your computer. Open the file and edit the document. Then upload the new version. Once you've uploaded your document, confirm that the metadata has been included.

**NOTE: The DMS does not support pptx or docx files**

**Download the document**  
**Edit it on your computer**  
**upload the new version**

**Automatic prompts will lead you through the "upload new version" feature**  
**click "upload files" to post the new revision and then "ok" when prompted**

**Once the document is uploaded select "Edit Metadata" to add details about the document**  
**The 'tags' option are short descriptions "fkdt" that help to query the document library**  
**click "OK"**

The screenshots show the following steps:  
1. Document list view with 'MARES Test Document.doc' selected. The 'More' menu is open, showing 'Download', 'Edit Metadata', and 'Upload New Version'.  
2. 'Update File' dialog box. The file 'MARES Test Document\_Jane Doe.doc (25 KB)' is selected. The 'Version Information' section shows 'Minor Version' selected. The 'Comments' field contains 'This is a minor revision to the TEST document in Jane Doe'. The 'Upload File(s)' button is highlighted.  
3. 'Details for MARES Test Document.doc' dialog box. The 'Metadata' section has 'Name' and 'Title' set to 'MARES Test Document.doc' and a description. The 'Tags' section has an 'Add' button. The 'OK' button is highlighted.

## Document Editing: Phase II Editing and review of the a 'master' document

Once a draft document has posted to the DMS you can select the option to edit offline to 'lock' the document until the new version is uploaded. The document should not be renamed when uploaded, the DMS will automatically assign a new version number to the document for tracking purposes. This feature helps assign workflow (editing, review) and helps track progress as the sub-regions and total marine system documents evolve.

Select an item in the Document Library and use the Edit Offline feature. The document will automatically be downloaded to your computer (typical in My Documents>Downloads. The document 'status' on the DMS site now shows that the document is 'checked out' and who has the document. **Edit the document without changing the name**, the DMS will automatically rename the document when you upload the new version. When editing is complete, select the "upload new version" option and follow the prompts to add metadata and upload the file. Confirm the new version of the document is in the document library for others to retrieve.

**NOTE: The DMS does not support pptx or docx files**

**Select a document**  
**Select "edit offline" from the MORE+ dropdown menu**

**The edit offline feature locks the document and shows it is "checked out" with the date and username**  
**DO NOT CHANGE THE DOCUMENT NAME**  
**Once editing is complete select "upload new version"**

**Follow the prompts adding metadata and click "upload file(s)" and "ok"**  
**return to the document library and confirm your changes have been made to the document**

## Links options

The Links can only be accessed within **My Sites**.

This option is used to post links to relevant MARES websites and to serve as a library for other MARES members to use. The metadata component of the links should be completed to assist in querying the MARES links database.

**select "links" from the MARES PI toolbar**

**selecting a link will allow you to post a comment on the site**

**Select "new link" to add a site**

**The "new link" pop up appears and you can fill in link information**

**The "tags" option helps when querying the MARES database**

**click "save" to add your link to the site**

The screenshots show the MARES PI Site interface. The top screenshot displays the 'Links' menu in the toolbar, with a 'New Link' button highlighted. Below the menu, a list of links is shown, including 'Virtual geology tour of Florida Bay and the Keys' and 'Socioeconomic Research for FKNMS'. The bottom screenshot shows the 'Create Link' form with fields for Title, Description, URL, and Tags. The 'Save' button is highlighted in red.

## Discussion board

The Discussion board can be used as a forum to review project developments within MARES sites. To access the Discussion board select a Site from the main DMS page, once inside a site, select "Discussions" in the main toolbar menu. Select "new topic" to start a new discussion

