**GGI Publication and Social Media Guidelines**

Updated 9/20/19

**Citing GGI in Publications**

* All investigators awarded funding through GGI award programs will be responsible for assuring that an acknowledgment of GGI support is made in any publication (including Internet pages) of any material based on or developed under this project, in the following terms:

*"This material is based upon work supported by the Global Genome Initiative under Award No. (GGI-AWD-YEAR-UTN)."*

* AWD refers to the award type, e.g. Rolling, Peer, Exploratory
* YEAR refers to the year in which your grant was awarded
* UTN refers to the unique 3-digit award number

Example: Grant No. GGI-Rolling-2016-123

If unsure of any of these values, contact GGI staff for clarification.

* The investigator is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

*"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Global Genome Initiative."*

**Reporting Publications to GGI**

* GGI staff should be notified at GGI@si.edu of any publications, presentations, and social media posts as they occur. This will give us the opportunity to share your research with a wider audience as appropriate.
* The investigator is responsible for assuring that two copies of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, are sent to GGI@si.edu after publication.
* Include a complete listing of all outcomes (i.e. publications, presentations, and social media posts) with your final report.

**Social Media Posts on Other Sites**

* Social media posts related to your award should include the hashtag #SmithsonianGGI
* All images shared on social media should have full permissions from the photographer as well as photographed individuals in the photo; please include photo credits when sharing
* Please notify us at GGI@si.edu of any postings so that we can share on our [Facebook page](https://www.facebook.com/ggismithsonian/)

**GGI FaceBook Posts**

GGI is seeking original content to highlight existing projects on our [Facebook page](https://www.facebook.com/ggismithsonian/). Please consider sending us the following at GGI@si.edu during the course of your award period:

* Visual stories highlighting your fieldwork, research discoveries, or other project features (very brief description with photos). To keep posts to an appropriate length, you will want to focus on a specific aspect of your award that you want to highlight, for example:
	+ a taxonomic group, country/place, or habitat
	+ sampling protocols or goals/expected outcomes
	+ partners, training experiences, or cooperative projects
* Announcements of upcoming presentations or published articles (very brief synopsis and link to event or publication)

**GGI FaceBook Release Statement**

Please include the following statement when providing social media material to GGI@si.edu :

 *I herewith allow Smithsonian Institution permission to publish and share the included photographs, images, recordings, likenesses, biographical information, and text on any and all online and print platforms, with the understanding that this information will be made available for public consumption and may be further distributed. This permission includes, but is not limited to, the following:*

·         *Permission to edit text and/or photos*

·         *Permission to publish online and in print for public consumption and further distribution*

·         *Permission to publish all voices, likenesses, text, and names/institutions/biographical information implicated*

 *I also hereby declare that I personally have the authority to grant these rights/permissions for all content included and/or have included all permissions obtained/required for this purpose from any and all third parties, including:*

·         *Permission from any and all photographers and recorders*

·         *Permission from any and all content/text authors*

·         *Permission to share the voice and likeness of all individuals photographed and/or recorded*

·         *Permission to use the name and institution of mentioned individuals, authors, collaborators, contributors, sponsors and entities*

·         *Permission from any institution, individual or entity that might hold rights to the content above*

Please attach all supporting documentation for permissions obtained/required, as well as any credits that should be included with the content.