**attribution guidelines for Coastal and Marine Institute (CMI) and the Coastal and Marine Institute Laboratory (CMIL)**

**CMIL Contribution Series Guidelines**

The Coastal and Marine Institute (CMI) maintains a record of peer-reviewed publications from research performed wholly or in part at the Coastal and Marine Institute Laboratory (CMIL). The aim of this series is to show research productivity at the lab, so it is important that you obtain a contribution number for your work. Note that “research” refers to the physical act of conducting experimental work through or at CMIL and does not include data analysis and/or writing of the manuscript for other non-CMIL related research. However, modeling studies, review-type articles, and book chapters can receive CMIL contribution numbers if a substantial amount of this work is conducted at CMIL.

Researchers conducting work through CMIL should request a contribution number to place in the acknowledgements section of their publication **by emailing the Lab Manager** with the full author list, title of publication, and proof of acceptance (email from a journal). Verbiage in the acknowledgments should read **“This is Contribution No. xx of the Coastal and Marine Institute Laboratory, San Diego State University.”**

Publications should use author addresses for SDSU (dept., address) and also show affiliation with the Coastal and Marine Institute (see example below):

Department of Biology and Coastal and Marine Institute, San Diego State University, 5500 Campanile Drive, San Diego, California 92182-4614 USA

Once your manuscript has been published, send the final title page to the Lab Manager, along with a PDF copy or link to the publication.

**Conference Badge Guidelines**

To maintain consistency among CMI members, the following format should be used for the affiliation section on name badges at conferences:

Coastal and Marine Institute, San Diego State University (can use with dept. name)

**Logos**

Please use one of the two logos (see below) in PowerPoint presentations, web pages, and other appropriate places when work is based from or developed through CMI/CMIL:



