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Sent: Thursday, May 9, 2019 11:16 PM
To: Boring, Susan; Norma Hinton - NOAA Affiliate; Brittany Cunningham - NOAA Affiliate
Cc: Naseem.Alston
Subject: ROC LTO Reference Insertions

Hi all --

I'm thinking through managing the reference insertions (EndNote Cite While You Write) for the ROC LTO now that sections are becoming MASTERful.

Also, I've cleaned up the EndNote database and feel more comfortable with people using it now.

Susan has a tracker she's using to track her reviews and citation insertions. I know some of you have done some things. I'd like to establish a process of a first cut of insertions by whomever is available to do it, and then a second QA/QC review by me.

I know you have been inserting in some documents (or trying to). Please look at the list below and provide me with any revisions and additions:

- Environmental Baseline: Norma working on, not quite done
- Status of Species (short and long): Brittany completed
- Analytical Approach: Susan started but I think she had a link to an old library! 😊
- Cumulative Effects: Susan completed

We still have a lot to do, but I think we can begin to farm it out to division leads and others as they have sections in peer review.

Susan, can you update the tracker with this info? Also, can you notate not just who the first cut was assigned to, but whether it is complete? We should also probably add a line for the "Stressor Intros" that will be at the beginning of Section 2.5.1.

I'm going to be in Silver Spring (or going to/fro) Mon-Wed, but I think that there are several sections that you and others can take to start insertions. I'll work with Garwin to get those assigned over the weekend for work early next week.

Thanks!
Cathy