

GEOTRACES BEST PRACTICES		RATIONALE
Publications	Include «GEOTRACES» in either the keywords, abstract or summary of your GEOTRACES publications and/or send the URL of your (or your students) Master/PhD Thesis repository to the International Project Office (IPO, ipo@geotraces.org)	Contribute to give visibility/acknowledge the programme - Facilitate tracking and inclusion in the GEOTRACES Publication Database .
Publications from data included in the IDP	Keep up to date in the GEOTRACES DOoR the list of publications that should be linked to your data included in the Intermediate Data Product (IDP).	To ensure your publications are properly linked with your data and dully cited
Special Sessions and Issues	Inform the IPO (ipo@geotraces.org) <i>at the planning stage</i> of any GEOTRACES Special Session at a scientific conference or GEOTRACES Special Issue in a scientific journal	To ensure they are advertised through the GEOTRACES web site and mailing list
Outreach / Educational	Inform the IPO (ipo@geotraces.org) about any outreach and teaching material/activity (e.g. presentations)	To contribute to build a valuable GEOTRACES outreach/educational repository that you can also use
Cruise information (chief scientists)	Follow the steps included in the Cruise Guide	To ensure the data from the cruise will be properly included in the IDP
Data	Follow the steps included in the Data Flow-Chart	To ensure your data is properly intercalibrated and included in the IDP
National Activities	Inform the IPO (ipo@geotraces.org) about any national GEOTRACES event organised	To ensure it is advertised through the GEOTRACES web site and mailing list
Networking	Subscribe to the GEOTRACES mailing list and register your analytical skills in the database . Invite your	To be kept informed about the activities and contribute to networking