

CMECS Proposal Submission Field Definitions and Guidelines

Willing to be a Proposal Reviewer?: Please check the box if you are willing to be a reviewer for subsequent proposals submitted by others.

Additional Proposers: If the proposal includes multiple authors, enter their names and affiliations. DO NOT put contact information in this field as it will be made available to the public. Only the primary proposer will receive communications about the proposals.

Type Of Change: Select “Units and Definitions” if you are making suggestions for changes to specific units in the Standard. This might include changes to names, circumscriptions, definitions, thresholds, hierarchical placement/structure, etc. Select “CMECS Document Supporting Text” if you are suggesting changes to any of the text in the CMECS Standards Document that is not part of a unit definition. This may include suggestions to changes to introductory chapter text, notes on application of the standard, tables and figures that are not part of unit definitions, etc.

Title. Brief description of proposal or proposed change in as few words as possible. This title will be made available for public viewing on the CMECS Catalog proposal dashboard.

Summary: Enter a brief summary of the change to be made. Identify the name of the unit or units involved in the change and provide an overview of the type and rationale for the change. This summary will be made available for public viewing CMECS Catalog website proposal dashboard.

Primary CMECS Setting or Component: Enter the name of the primary setting, or component of the unit(s) involved in the change. If there is more than one Component involved in the change, just enter one value here and describe the additional Components in the “Description of Proposed Change.” This case should be extremely rare. Consider first whether you should be entering two separate proposals for the change you are suggesting.

Proposed Change Type: Select the value that best fits the case you are describing. Don’t overthink this one. For complex changes that involve multiple units or major changes to hierarchy or approach, select “Other” and describe in the “Description of Proposed Change.”

CMECS Document Version Date: If you are proposing a “CMECS Document Supporting Text” change, enter the date of the CMECS Version that you are using as the basis of your proposal from the front page of the CMECS Standards Document.

CMECS Document Section:

If you are proposing a “CMECS Document Supporting Text” change, enter the Section Number from the Table of Contents of the CMECS Standards Document that identifies the location of the text that you are suggesting be revised.

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CMECS Document Specifier:

If you are proposing a “CMECS Document Supporting Text” change, enter the page, paragraph, line, or figure number or table number from the that identifies the location of the text/figure/table that you are suggesting be revised.

Description of Proposed change. Identify current text in the Standard that will be deleted or replaced and provide exact revised text, images, and other graphics to be inserted into the Standard document if the proposed revision is accepted. Include new scales and cutoffs, as appropriate; follow format and style of existing CMECS text and unit definitions.

Justification of Proposed Change: Provide an explanation of why the Standard needs to be changed. Justifications for editorial changes may be brief and straightforward. Errors in spelling or grammar may not need justification beyond “erroneous.” Corrections of technical inaccuracies or omissions require explanation. Include relevant literature citations as appropriate.

Justifications for changes to unit definitions and hierarchy must meet a higher standard and explain why CMECS does not meet existing classification needs and how the proposed change resolves these needs, using field-based or other evidence, as appropriate. The justification should document how new concepts or units differ from similar existing CMECS concepts or units and may also address why the proposed approach to change is preferable to other solutions that may exist. New or redefined units need to be repeatable over time and space and must be mutually exclusive of other units. Proposers should explain how a new unit fits into existing CMECS hierarchies. Justifications for changes to units also should include descriptions and/or metrics that distinguish the new or changed unit from other similar units. All units must be unique. The justification should review anticipated effects (positive and negative) of adopting the proposed revision. Append additional ecological information or other supporting information as needed below.

Geographic Range of Proposed Change: Describes the geographic scope or range of the new concept or unit and how extensively the change would apply. Indicate whether the proposed change is being suggested for the unit across its entire distribution or for a subset based on local or regional variation. Use specific geographic range descriptors to the extent possible. Example: “This change would split the range of this type resulting in one type that occurs in the North Atlantic and another that is primarily South Atlantic.” Supporting maps may be appended.