

PUBLICATIONS AND PUBLISHING

WHY OBSERVATORY REPORTS?

Virginia Trimble and Bob Milkey

Should we submit one? What if I have to write it? Yes; and relax!

This is the advice offered by your Council and members thereof who were responsible for such a report/such reports in the last few years.

Why should we bother to prepare an annual report? After all, we have a web page.

There are several answers to this:

- *Comparison shopping.* Think of a graduate student wanting to compare the various institutions she might apply to or attend. There is your institution and the competition all in one place, saving the sequential search.
- *Reprints.* These can be sent to potential students and strong candidates for postdoctoral and faculty positions as a tangible expression of your interest in them.
- *Raising your profile.* Editors seeking referees, nominating committees seeking candidates, and staff at sponsoring agencies seeking peer reviewers have all told us they consult these reports for names of people working on particular topics at institutions they might not have thought of. Of course you feel a certain ambivalence about being asked to referee, run, or review. But collectively it is good for your institution (and you) to be doing these things.
- *Think of the historians.* Web pages come and go and are generally not archived. Records of who was where, when and what they were working on and with whom are of long-range value, and a *BAAS* report is one of the easiest ways of preserving this information.

What if I have to do it?

No, it isn't entirely beer and skittles. In particular, when your colleagues finally send you the information needed, they seem to think they are doing you (rather than themselves and your communal institution) a favor. BUT, much of what you need is relatively easy to come by:

Lists of staff and staff changes, including PhD and MS recipients and where they have gone. You already have much of this on your departmental directory (real or virtual). The observatory or department administrator or the boss's secretary probably has the rest;

Honors and such. This is an easy part. Most of your colleagues will respond promptly to a blanket email asking them to brag if they were elected to something (from the NAS on down to AAS Council), received a prize or a major grant, or were otherwise recognized as among the great and good;

Education and outreach. If you don't know what your department is doing, now is the time to find out!

Major institutional initiatives. Have you joined a telescope consortium, built a major instrument, or any other thing worthy of description for the record? Have you closed or decommissioned a telescope, instrument, or other major facility?

Lists of publications. These can, if necessary, be culled from CVs on file. But a good place to start is to ask the graduate students for publications bearing their names. Most of them are still rather pleased to be publishing and to have other people know about it. You can even list theirs first if you want to.

Summary of ongoing, not yet published, work. Yeah, this is the hard one. But again, students and junior staff are likely to respond quickly, and their projects will include many joint ones with senior staff or faculty, thereby picking up some of their work as well. And, finally, just ask, with a back up threat of some sort (e.g. if you don't provide the requested paragraph about what you are doing, I'll write it myself!).

Deadlines. What ever you do, someone will be angry. If you are honest and say exactly when you must have the information to make *BAAS* deadlines, you will be accused of rigidity (or anal retentiveness or worse). If you cheat and allow a little slop, you will be accused of dishonesty. But no worthwhile task was ever accomplished without a few harsh words being said (and usually regretted).

Observatory reports can be submitted anytime before **1 November**. Reports submitted in LaTeX will be posted in the electronic *Bulletin of the American Astronomical Society (BAAS)* within three weeks of receipt. All reports submitted by 1 November will be published in the paper edition *BAAS*, No. 1, which is distributed in February of the following year. Follow the formatting and submission instructions at <http://www.aas.org/publications/baas/baas.html>.

COMMITTEE NEWS

Status of Women in Astronomy

Women in Astronomy DataBase

A list of Women in Astronomy produced by the AAS's Committee on the Status of Women (CSWA) can be found at <http://www.stsci.edu/stsci/service/cswa/women/>. It includes the names, professional affiliations and scientific interest information of more than 200 women in the disciplines of astronomy and astrophysics. The list can be used to find speakers, sorted by scientific interests, for colloquia, meetings, or schools; solicit female job applicants, searchable by year of PhD; and quickly access statistical information about today's women in astronomy.

Users of the list should make their own contacts with individuals contained therein. For speaking engagements, arrangements and provisions should be made directly between the institution and the desired speaker, not through the Committee. The CSWA discourages use of this list for bulk e-mail postings.

The information contained in this database was submitted by each person listed using the easy-to-follow CSWA Speaker Submission Form. Women affiliated with the science of astronomy and related fields are encouraged to register.

The CSWA Women in Astronomy Database was created in 1997 by **Lisa Frattare** (STScI, CSWA member) with much editorial help from the following people: **Kathryn Mead** (formerly of NRAO), **Meg Urry** (STScI, CSWA member) and **Debbie Elmegreen** (Vassar College, formerly CSWA President).