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PMBOK&® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK&® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK&® Guide:•Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);•Provides an entire section devoted to tailoring the development approach and processes;•Includes an expanded list of models, methods, and artifacts;•Focuses on not just delivering project outputs but also enabling outcomes; and• Integrates with PMIstandards+™ for information and standards application content based on project type, development approach, and industry sector. When you invest in expensive technology and systems, you want to get the most out of them. Process improvement has been used for years as an effective strategy to reduce costs, shorten cycle times, improve quality, and increase user satisfaction in other areas of business such as Quality, Manufacturing, and Engineering. While there are many books a Thoroughly revised and updated with coverage of the Internet and other electronic sources, the third edition of The Bedford Guide to the Research Process remains the most comprehensive guide to the research process available anywhere. With extensive coverage of researching, writing, and documenting papers across the disciplines and a friendly, encouraging tone, this invaluable resource will serve students well throughout their college careers. Each day, managers and employees are confronted with a plethora of real problems and decisions that are creating issues such as lost throughput, poor quality, personnel problems, and material shortages. How they approach these daily quandaries will determine how successful they are at resolving problems and making effective decisions. It is human nature for managers to solutions before they even understand the nature of the problems they are trying to solve. As a result, they end up making blind decisions that change perfectly acceptable processes for incorrect reasons. The real secret to solving problems does not depend upon the number of sophisticated statistical tools that one applies -- The secret to solving most problems is to keep the approach simple and uncomplicated. Many managers and employees make mistakes because they fail to do what Toyota does so effortlessly -- . They fail to perform the 'genbwa walk,' during which they go to see the actual process, understand the work, ask questions, and learn. By following a structured approach, and using only simple tools, most problems can be solved, effective decisions can be made, and problems prevented. The cornerstones of this book are three detailed roadmaps for solving problems, preventing problems, and making effective decisions. Each roadmap contains a step-by-step explanation on how to solve existing problems, how to prevent future problems, and how to make effective decisions. The book provides real case studies to illustrate each of the techniques presented in the book. Comprehensive in scope, this book integrates three major approaches to process redesign--benchmarking, continuous improvement, and reengineering--showing how to combine the three for maximum effectiveness. Numerous examples from different industries demonstrate concepts and techniques in action and illustrate common mistakes. Illustrated. IBM® Business Process Manager (IBM BPM) is a comprehensive business process management (BPM) suite that provides visibility and management of your business processes. IBM BPM supports the whole BPM lifecycle approach: Discover and document Plan Implement Deploy Manage Optimize Process owners and business owners can use this solution to engage directly in the improvement of their business processes. IBM BPM excels in integrating role-based process design, and provides a social BPM experience. It enables asset sharing and creating versions through its Process Center. The Process Center acts as a unified repository, making it possible to manage changes to the business processes with confidence. IBM BPM supports a wide range of standards for process modeling and exchange. Built-in analytics and search capabilities help to further improve and optimize the business processes. This IBM Redbooks® publication provides valuable information for project teams and business people that are involved in projects using IBM BPM. It describes the important design decisions that you face as a team. These decisions invariably have an effect on the success of your project. These decisions range from the more business-centric decisions, such as which should be your first process, to the more technical decisions, such as solution analysis and architectural considerations. Educational Research: A Guide to the Process is a different kind of research text. It emphasizes the process of research, that is, what researchers actually do as they go about designing and carrying out their research activities. Rather than passively reading about research operations, it promotes content mastery by using a three-step pedagogical model that involves: a manageable chunk of text, a comprehension or application exercise, and author feedback on the exercise. The text contains approximately 150 of these exercise-feedback units. The second edition has been thoroughly updated, expanded from 15 to 20 chapters, and reorganized into two parts. Part I covers basic aspects of the research process, provides an example of a student research proposal, and shows how to evaluate a research report. Part II provides a separate chapter for each research methodology, including two chapters on qualitative research. Other noteworthy changes include more annotated studies and more visual illustrations of statistical and research methods. The ITSM Process Design Guide: Developing, Rengineering and Improving IT Service Management closes the knowledge gap by providing detailed guidance on assessing, designing, measuring, and integrating ITSM processes. The advice and techniques in this book apply unilaterally to every IT service provider and ITSM framework, standard, and maturity model. This guide aims to strip away the mystery surrounding statistical process control and to present its concepts and principles in as simple and straightforward a manner as possible. It is directed primarily at American business managers. The purpose of this book is to provide the practitioner with the necessary tools and techniques with which to implement a systematic approach to process improvement initiatives using the Six Sigma methodology. Designed to provide a comprehensive, step-by-step approach to organic process research and development in the pharmaceutical, fine chemical, and agricultural chemical industries, this book describes the steps taken, following synthesis and evaluation, to bring key compounds to market in a cost-effective manner. It describes hands-on, step-by-step, approaches to solving process development problems, including route, reagent, and solvent selection; optimising catalytic reactions; chiral syntheses; and "green chemistry." Second Edition highlights: • Reflects the current thinking in chemical process R&D for small molecules • Retains similar structure and orientation to the first edition. • Contains approx. 85% new material • Primarily new examples (work-up and prospective considerations for pilot plant and manufacturing scale-up) • Some new/expanded topics (e.g. green chemistry, genotoxins, enzymatic processes) • Replaces the first edition, although the first edition contains useful older examples that readers may refer to Provides insights into generating rugged, practical, cost-effective processes for the chemical preparation of "small molecules" Breaks down process optimization into route, reagent and solvent selection, development of reaction conditions, workup, crystallizations and more Presents guidelines for implementing and troubleshooting processes Why is it some managers are so good at managing their teams and so good at managing individuals on their teams, yet productivity seems to lag below expectations? The likely suspect ... failure to proactively manage work processes. Workplace productivity is the by-product of many factors, but the two most important of those factors may be people and processes. We often shower managers with resources to build their people management skills yet provide little in the way of building their process management skills. This book is about balancing the scales and treating the efficacy of work processes as the natural counterpart to excellent people management. With some thoughtful attention to the way our processes are constructed and some well-placed preventative and contingent measures, all of us, with the help of our teams, can thoughtfully manage process and improve team performance. Prevention and Contingences: A Manager's Guide to Process Management is your step-by-step manual for keeping your work processes tuned-up and operating at full capacity. A step-by-step guide for designing and implementing the right initiatives every time Process Visualization presents senior managers and executives with an innovative method for understanding, designing, and approving business processes. It offers readers a way to express their design ideas, test innovative approaches to solving problems, and be assured that their designs work-all before the start of a major initiative. This guide gives executives a step-by-step approach to simulate and experiment with new business models, emerging technologies, and marketplace relationships before going down the complex and expensive road of implementation. Results-oriented and successfully tested in the real world, Process Visualization will help managers and executives cut costs, improve return on investment, and increase effectiveness across the entire supply chain. Thousands of companies have discovered the value of Six Sigma in streamlining operations, cutting costs, improving quality, and increasing profitability. A Guide to Lean Six Sigma and Process Improvement for Practitioners and Students, Second Edition gives green belts, black belts, champions, and students a complete executive framework for understanding quality and implementing Lean Six Sigma. Building on the widely praised first edition, top Six Sigma experts Howard Gitlow and Richard Melnyck add today's most recent and important lean and process control system applications. Step by step, they systematically walk you through the five-step DMAIC implementation process, with detailed examples and many real-world case studies. You'll find practical coverage of Six Sigma statistics and management techniques, and realistic solutions for many common implementation obstacles. Coverage includes: A realistic overview of Six Sigma Management Six Sigma roles, responsibilities, and terminology Managing Six Sigma with Dashboards and Control Charts Mastering each DMAIC phase: Define, Measure, Analyze, Improve, Control Understanding foundational Six Sigma statistics: probability, probability distributions, sampling distributions, and interval estimation Testing hypotheses and designing experiments Pursuing Six Sigma Champion or Green Belt Certification, and more An Applied Guide to Process and Plant Design is a guide to process plant design for both students and professional engineers. The book covers plant layout and the use of spreadsheet programmes and key drawings produced by professional engineers as aids to design; subjects which are usually learned on the job rather than in education. You will learn how to produce smarter plant design through the use of computer tools, including Excel and AutoCAD, "What If Analysis", statistical tools, and Visual Basic for more complex problems. The book also includes a wealth of selection tables, covering the key aspects of professional plant design which engineering students and early-career engineers tend to find most challenging. Professor Moran draws on over 20 years' experience in process design to create an essential foundational book ideal for those who are new to process design, compliant with both professional practice and the IChemE degree accreditation guidelines. Explains how to deliver a process design that meets both business and safety criteria Covers plant layout and the use of spreadsheet programmes and key drawings as aids to design Includes a comprehensive set of selection tables, covering those aspects of professional plant design which early-career designers find most challenging An Applied Guide to Process and Plant Design, 2nd edition, is a guide to process plant design for both students and professional engineers. The book covers plant layout and the use of spreadsheet programs and key drawings produced by professional engineers as aids to design; subjects that are usually learned on the job rather than in education. You will learn how to produce smarter plant design through the use of computer tools, including Excel and AutoCAD, "What If Analysis, statistical tools, and Visual Basic for more complex problems. The book also includes a wealth of selection tables, covering the key aspects of professional plant design which engineering students and early-career engineers tend to find most challenging. Professor Moran draws on over 20 years' experience in process design to create an essential foundational book ideal for those who are new to process design, compliant with both professional practice and the IChemE degree accreditation guidelines. Includes new and expanded content, including illustrative case studies and practical examples Explains how to deliver a process design that meets both business and safety criteria Covers plant layout and the use of spreadsheet programs and key drawings as aids to design Includes a comprehensive set of selection tables, covering aspects of professional plant design which early-career designers find most challenging This is an introductory guide to Process Theology for undergraduates. As part of Continuum's 'Guide for the Perplexed' series, this text provides an accessible introduction to process theology, aimed at nurturing the theological imagination of undergraduates, pastors and interested laypersons. It describes the major themes of process theology and relates them to the everyday lives and spiritual commitments of people today. In addition to addressing traditional theological issues, Epperly addresses cutting edge issues in theology and ethics such as pluralism and postmodernism, matters of life and death, science (technology and genetics), and emerging forms of Christianity. This text is designed for seminary and university classes as well as congregational study. It will help readers to overcome the obstacles created by the technical language often employed by process theologians. Continuum's Guides for the Perplexed are clear, concise and accessible introductions to thinkers, writers and subjects that students and readers can find especially challenging - or indeed downright bewildering. Concentrating specifically on what it is that makes the subject difficult to grasp, these books explain and explore key themes and ideas, guiding the reader towards a thorough understanding of demanding material. Gas compressors tend to be the largest, most costly, and most critical machines employed in chemical and gas transfer processes. Since they tend to have the greatest effect on the reliability of processes they power, compressors typically receive the most scrutiny of all the machinery among the general population of processing equipment. To prevent unwanted compressor failures from occurring, operators must be taught how their equipment should operate and how each installation is different from one another. The ultimate purpose of this book is to teach those who work in process settings more about gas compressors, so they can start up and operate them correctly and monitor their condition with more confidence. Some may regard compressor technology as too broad and complex a topic for operating personnel to fully understand, but the author has distilled this vast body of knowledge into some key, easy to understand lessons for the reader to study at his or her own pace. The main goals of this book are to: Explain important theories and concepts about gases and compression processes with a minimum of mathematics Identify key compressor components and explain how they affect reliability Explain how centrifugal compressors, reciprocating compressors, and screw compressors function. Explain key operating factors that affect reliability Introduce the reader to basic troubleshooting methodologies Introduce operators to proven field inspection techniques At last, this much anticipated book has been published and provides a much needed breath of fresh air. The Strategos Guide to Value Stream and Process Mapping has helpful tips on facilitating group VSM exercises and helps put VSM in the greater Lean context. With photos and examples of related Lean practices, the book focuses on implementing VSM, not just on drawing diagrams and graphs. This is the most comprehensive and practical book on the subject to date. This practical book describes the key operations of ARIS Toolset - the market leading Business Process Modelling Tool. Based on his experience of using ARIS in British Telecommunications plc, the author describes practical ways of using the tool. Using screen shots and plenty of practical examples, Rob Davis shows how ARIS can be used to model business processes. Throughout the book Davis provides readers with tips and short-cuts, enabling users to start modelling quickly and effectively. He also provides insights into the ARIS concepts, and tells readers about the benefits and trade-offs of using the tool in alternative ways. Unlike other books, this practical guide tackles issues found in real projects. A critically acclaimed book about commissioning used worldwide. Read and see reviews from the US, Canada, Australia and Denmark at [www.CxGuideline.com](http://www.CxGuideline.com). This book is written by an experienced commissioning manager reviews activities and documents in the commissioning process from the start of the construction process through to the end, with practical examples. This guide shows how you can implement commissioning and gives you the tools you need to get started. It also ensures that you will be in compliance with ASHRAE's Standard 202 and ASHRAE Guideline 0-2019, as well as the Danish commissioning standard DS3090. It guides you with tips and tricks to handle the challenges you'll face during the commissioning process - from the Owner's Project Requirements (OPR) to the test paradigms for system integration tests. Thomas Toftgaard Jarlov has multiple commissioning certifications: CxAP, CxM, and QCxP. He also runs [www.CxWiki.dk](http://www.CxWiki.dk), the Danish wiki on commissioning; and [www.CxPlanner.com](http://www.CxPlanner.com), which offers international commissioning software. Describes and illustrates the HAZOP study method, highlighting a variety of uses and approaches. Diagnose and Troubleshoot Problems in Chemical Process Equipment with This Updated Classic! Chemical engineers and plant operators can rely on the Third Edition of A Working Guide to Process Equipment for the latest diagnostic tips, practical examples, and detailed illustrations for pinpointing trouble and correcting problems in chemical process equipment. This updated classic contains new chapters on Control Valves, Cooling Towers, Waste Heat Boilers, Catalytic Effects, Fundamental Concepts of Process Equipment, and Process Safety. Filled with worked-out calculations, the book examines everything from trays, reboilers, instruments, air coolers, and steam turbines...to fired heaters, refrigeration systems, centrifugal pumps, separators, and compressors. The authors simplify complex issues and explain the technical issues needed to solve all kinds of equipment problems. Comprehensive and clear, the Third Edition of A Working Guide to Process Equipment features: Guidance on diagnosing and troubleshooting process equipment problems Explanations of how theory applies to real-world equipment operations Many useful tips, examples, illustrations, and worked-out calculations New to this edition: Control Valves, Cooling Towers, Waste Heat Boilers, Catalytic Effects, and Process Safety Inside this Renowned Guide to Solving Process Equipment Problems • Trays • Tower Pressure • Distillation Towers • Reboilers • Instruments • Packed Towers • Steam and Condensate Systems • Bubble Point and Dew Point • Steam Strippers • Draw-Off Nozzle Hydraulics • Pumparounds and Tower Heat Flows • Condensers and Tower Pressure Control • Air Coolers • Deaerators and Steam Systems • Vacuum Systems • Steam Turbines • Surface Condensers • Shell-and-Tube

Heat Exchangers • Fire Heaters • Refrigeration Systems • Centrifugal Pumps • Separators • Compressors • Safety • Corrosion • Fluid Flow • Computer Modeling and Control • Field Troubleshooting Process Problems Information systems have become a critical part of the infrastructure of most, if not all, businesses, government organizations, and even individual households. To be useful, an information system must integrate and align with the way the business conducts its operations. By necessity this means that information systems construction requires an understanding of the organization's procedures, operations, and processes. Articulating, modeling, and managing business processes and workflows are pre-conditions to successful automation. Business processes are part of the fabric of the business and represent a strategic and critical intellectual asset that needs to be understood and proactively managed. Processes are often cross-functional and involve multiple systems, software applications, and human assets - including employees, customers, partners, and vendors. Processes must be formally defined and documented so that they can be practiced uniformly and consistently across the organization. Explicit articulation of processes is essential so that the processes truly become intellectual property of the organization rather than being tied to a specific individual. Business process modeling (or BPM for short) is the activity of eliciting, documenting, modeling, and analyzing work procedures within an organization. To be successful, the business analyst must possess the necessary modeling skills and business knowledge to carry out these responsibilities. The first step in business process management is capturing and articulating the processes. This is done through process modeling. Once processes have been documented, then the organization can think about optimizing and eventually automating the processes. Optimization is done through a combination of manual analysis as well as automated simulation. This book describes the PROMAP methodology for articulating and modeling business processes. PROMAP is practical and based on over 20 years of experience in modeling. Process to Product is written by industry professional Brian Herskowitz, an award winning writer, producer, director with twenty-five years of teaching experience. The book guides the student writer through the process of screenwriting, simply and clearly, from the development of an idea through the finished, polished script. Easy to understand with in-depth examples and helpful exercises, this book puts the reader on the path to the best screenplay they can create. At last, a simple, well-written survey of process redesign that will help you transform your organization into a world-class competitor. Author Dan Madison explains the evolution of work management styles, from traditional to process-focused, and introduces the tools of process mapping, the roles and responsibilities of everyone in the organization, and a logical ten-step redesign methodology. Thirty-eight design principles allow readers to custom-fit the methodology to the particular challenges within their own organizations. Additional chapters by guest writers Jerry Talley, Ph.D., and Vic Walling, Ph.D., discuss cross-department process management and using computer simulation in redesign, respectively. (Publisher) Process Design: Making It Work helps process consultants, managers, facilitators, coaches, organizational development consultants?and anyone else who works with groups?to set up and deliver dynamic, creative process designs. Filled with illustrative cases, examples, and templates, this step-by-step resource is an invaluable aid when creating customized agendas and designs for situations ranging from basic meetings to complex, multiphased processes. Business Process Change, 3rd Edition provides a balanced view of the field of business process change. Bestselling author Paul Harmon offers concepts, methods, cases for all aspects and phases of successful business process improvement. Updated and added for this edition is new material on the development of business models and business process architecture development, on integrating decision management models and business rules, on service processes and on dynamic case management, and on integrating various approaches in a broad business process management approach. New to this edition: How to develop business models and business process architecture How to integrate decision management models and business rules New material on service processes and on dynamic case management Learn to integrate various approaches in a broad business process management approach Extensive revision and update addresses Business Process Management Systems, and the integration of process redesign and Six Sigma Learn how all the different process elements fit together in this best first book on business process, now completely updated Tailor the presented methodology, which is based on best practices, to your organization's specific needs Understand the human aspects of process redesign Benefit from all new detailed case studies showing how these methods are implemented Learn how to design and develop robotic process automation solutions with Blue Prism to perform important tasks that enable value creation in your work Key Features Develop robots with Blue Prism Automate your work processes with Blue Prism Learn basic skills required to train a robot for process automation Book Description Robotic process automation is a form of business process automation where user-configured robots can emulate the actions of users. Blue Prism is a pioneer of robotic process automation software, and this book gives you a solid foundation to programming robots with Blue Prism. If you've been tasked with automating work processes, but don't know where to start, this is the book for you! You begin with the business case for robotic process automation, and then move to implementation techniques with the leading software for enterprise automation, Blue Prism. You will become familiar with the Blue Prism Studio by creating your first process. You will build upon this by adding pages, data items, blocks, collections, and loops. You will build more complex processes by learning about actions, decisions, choices, and calculations. You will move on to teach your robot to interact with applications such as Internet Explorer. This can be used for spying elements that identify what your robot needs to interact with on the screen. You will build the logic behind a business objects by using read, write, and wait stages. You will then enable your robot to read and write to Excel and CSV files. This will finally lead you to train your robot to read and send emails in Outlook. You will learn about the Control Room, where you will practice adding items to a queue, processing the items and updating the work status. Towards the end of this book you will also teach your robot to handle errors and deal with exceptions. The book concludes with tips and coding best practices for Blue Prism. What you will learn Learn why and when to introduce robotic automation into your business processes Work with Blue Prism Studio Create automation processes in Blue Prism Make use of decisions and choices in your robots Use UI Automation mode, HTML mode, Region mode, and spying Learn how to raise exceptions Get the robot to deal with errors Learn Blue Prism coding best practices Who this book is for The book is aimed at end users such as citizen developers who create business processes, but may not have the basic programming skills required to train a robot. No experience of Blue Prism is required. Process Management is a compendium for modern design of process-oriented companies. A hands-on approach introducing, realizing and continually administering process management is presented with a thoroughly critical reflection of the necessary activities regarding the state of the art of organization theory and information management. This is done by following individual stages of a process model which has already successfully proved in practice. The progress of the project is described by a continuous case study which is the process management project of a modern service company. The included recommendations are summarized in a series of checklists for each stage of the project. A pro isn't just a person who can do it well. It's a person who can do it well every time, on demand and on deadline; which is why the key to being a professional creative is having a great creative process. Whether it's writing a book, animating a shot, designing a game level or composing a soundtrack—ultimately, we're all facing similar challenges. Since we share challenges, we can also share solutions. This book is a practical guide, featuring a universal creative process that can streamline any serious creative work, on any scale. In this step by step guide, former Management Consultant and change management expert Theodore Panagacos walks you through the entire discipline of Business Process Management. Learn how to fast track your organization's strategy to govern processes, create a process culture, and measure business performance. Best of all, this crystal-clear, convenient sized book can be put to work in your organization immediately! Process-Focused Therapy weaves together three key perspectives to help clinicians create a more effective therapeutic session: client problems as faulty process, the goal of therapy as changing such faulty process within the session and the art of shaping the session process for each client. Each practical chapter enables professionals to focus on bridging the gap between the client's language (content) and the clinician's language (process) and on the need to assess and shift this focus quickly within each session to create a new and productive therapeutic experience. The book starts with the concept of "how you do anything is how you do everything" and details tools that clinicians can use to identify a client's "stuckpoints," (i.e. the faulty process that keeps clients from effectively solving their life problems). The reader is then provided with treatment maps for each of the most commonly presented stuckpoints, and guidance on how to present clients with a preliminary treatment plan. Next, the author explains techniques for building rapport, changing the emotional climate, staying in lockstep, and repairing breaks in the process and shows, through transcribed sessions, how to craft sessions to maximize their emotional and therapeutic impact. Finally, clinicians will learn how to apply these concepts and techniques to their established clinical model. With rich vignettes included throughout and end-of-chapter questions to invite the reader to reflect on their own practice and consolidate their knowledge of therapeutic processes, Process-Focused Therapy will be a valuable guide for both beginning and experienced therapists. The Secrets of Business Writing Success If writing is any part of your job, you owe it to yourself to figure out how to get it done consistently, efficiently, and successfully. This book covers the business communication skills no one teaches you in writing class: How to collaborate effectively with stakeholders or subject matter experts Why the style guide is your friend, and how to create one for your business The most efficient way to approach revision How to set up your projects to sail through reviews and approvals The Workplace Writer's Process is filled with actionable advice that you can use immediately to finish more projects in less time and create content that fuels your career success. This new edition of Guide to Process Based Modeling of Lakes and Coastal Seas brings the modeling up to date, taking into account multiple stressors acting on aquatic systems. The combination of acidification and increasing amounts of anoxic waters associated with eutrophication puts severe stress on the marine environment. The detection and attribution of anthropogenic changes in coastal seas are therefore crucial and transparent modeling tools are increasingly important. Modeling the marine CO<sub>2</sub>-O<sub>2</sub> system makes systematic studies on climate change and eutrophication possible and is fundamental for understanding the Earth system. This second edition also includes new sections on detection and attribution and on modeling future changes, as well as improved exercises, updated software, and datasets. This unique book will stimulate students and researchers to develop their modeling skills and make model codes and data transparent to other research groups. It uses the general equation solver PROBE to introduce process-oriented numerical modeling and to build understanding of the subject step by step. The equation solver has been used in many applications, particularly in Sweden and Finland with their numerous lakes, archipelago seas, fjords, and coastal zones. It has also been used for process studies in the Polar Seas and the Mediterranean Sea and the approach is suitable for applications in many other environmental applications. Guide to Process Based Modeling of Lakes and Coastal Seas: • is a unique teaching tool for systematic learning of aquatic modeling; • approaches lake and ocean modeling from a new angle; • introduces aquatic numerical modeling using a process-based approach; • enables the thorough understanding of the physics and biogeochemistry of lakes and coastal seas; • provides software, datasets, and algorithms needed to reproduce all calculations and results in the book; • provides a number of creative and stimulating exercises with solutions; • addresses the interaction between climate change and eutrophication and is a good basis for learning Earth System Sciences.

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