

# Helpful Hints for Manuscript Submission to ARIS

## ***Requirements for every manuscript***

**Note:** *The ARIS entry and line management approvals from all levels are required prior to submitting a manuscript to a journal.* This includes presentations with some type of **written publication** associated with it. The **first ARS author** is solely responsible to provide the following required documents:

1. 115 form – either hardcopy or electronic. Be sure to include tentative submission date to the journal. (Note: Secretaries are only authorized to enter information from a 115 into ARIS, not fill out the form.)
2. Technical abstract in electronic form.
3. Copy of manuscript to be submitted.
4. Non-ARS author permission in hardcopy or email.
5. Interpretive summary, if necessary – [see matrix on page 3](#).
6. Peer reviews (ARS-533's)

**\*\*"NPS is still receiving 115's for presentations and/or journal submissions that have already been presented and /or submitted to journals, etc. prior to receiving NPS approval. Please make your MU's aware that these may be disapproved by the NPL if the request is not submitted prior to presenting a paper or submitting to a journal."**

**\*\*When submitting an Abstract for a presentation at a meeting, include the meeting name, location, and the date the meeting is convening in the Remarks field.**

Note: HQ has been holding back their approval of meeting presentation approval until the Remarks field is completed with the name, location and dates.

## **Non-ARS author permission**

It is NPA policy to have a hard-copy permission in order to post the non-ARS author's name and affiliation to the ARS website. There is a form available however NPA eased into allowing email confirmations for your convenience. If a situation occurs where the non-ARS author will not grant approval, the 115 can be entered into ARIS but will not be released to Tektran and the Area Director will be contacted for further guidance.

*Example email wording:* As a coauthor and affiliate of (name of company or university), I authorize the paper titled, "Manuscript Title" submitted to (name of journal) to be posted on the ARS website.

## **Duplications and Deletions**

Manuscripts are rarely deleted from ARIS and this is only if an entry is proven to be duplicated. Manuscripts previously stayed in the system for about 5 years but it is currently in transition to permanently record the paper.

## ***Update manuscript status in ARIS (Notify ARIS entry person)***

1. Be sure to update 115 entries by notifying the ARIS entry person of acceptance and publication dates, rejection, or resubmission to a different journal for each 115 entry. If the paper is rejected, then resubmitted to another journal the original 115 entry will be modified

with the new journal name/code and noted in remarks that it was previously submitted elsewhere. A new 115 entry is not necessary. If the paper is rejected the 115 will be marked “not to be published” in ARIS.

## Citations

When your paper is published it is important to have the full citation correctly entered in ARIS because:

1. The citation shows under your publications listing on the Web.
2. Only papers with full citations can be linked to the annual reports (421).

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## ***D-CRIS projects and investigators***

This mode code and project number is to be entered at the top of every 115. Category 1 scientists only can be a submitter. Post-Docs submit to ARIS under supervisor or RL.

### **NPARL Category 1 Scientists for Mode Code - 5436-05-10**

NAME	TITLE	D-CRIS PROJECT #
Branson, David H	Res Entomologist	5436-22000-012-00D
Caesar, Anthony J	Res Plant Path	5436-22000-013-00D
Espeland, Erin	Ecologist	5436-22000-013-00D
Gaskin, John F	Supervisory Res. Botanist	5436-22000-013-00D
Jaronski, Stefan	Research Entomologist	5436-22000-012-00D
Kazmer, David J	Research Entomologist	5436-22000-013-00D
Rand, Tatyana	Research Entomologist	5436-22000-012-00D
Srygley, Robert	Ecologist	5436-22000-012-00D

### **NPARL Category 1 Scientists for Mode Code - 5436-05-20**

NAME	TITLE	D-CRIS PROJECT #
Allen, Brett	Agronomist	5436-13210-005-00D
Caesar, Thecan	Microbiologist	5436-13210-005-00D
Evans, Robert G	Supvy Agricultural Engineer	5436-13210-005-00D
Jabro, Jalal D	Soil Scientist	5436-13210-005-00D
Lartey, Robert T	Research Plant Path	5436-13210-005-00D
Lenssen, Andrew W	Ecologist	5436-13210-005-00D
Sainju, Upendra M	Soil Scientist	5436-13210-005-00D
Stevens, William Bart	Res Agronomist	5436-13210-005-00D

## ***CRADA – Cooperative Research and Development Agreement***

By law, CRADA information may be considered confidential and to be withheld from publication. Authors and line management must ensure cooperators reviewed the draft manuscripts. An e-mail or in-house authorization form from the Cooperator is required prior to ARIS entry proving their knowledge of the paper. The CRADA project number is also required on the 115 form.

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### **High Profile Topics:**

Manuscripts marked as high profile topics or sensitive information will not withhold information from publication or public release of information through Tektran. It does ensure proper line and program management of review of the 115 during the approval process for the following issues. The “confidential-until-published” block is linked to specific publication requirements of the journal. Line management is responsible for the final decision of the manuscript being a High Profile Topic.

### **Matrix for Data Entry Determinations**

An ARS-115 is **NOT** required for oral or poster presentations in which the submission will not be published, such as an abstract in meeting proceedings.

Manuscripts that are “**first formal report**” of original scientific research require an interpretive summary be included in the ARS-115 (see P&P 152.1). An interpretive summary is not required for literature reviews, book chapters (unless first formal report of original research), or book reviews.

Use the Matrix below to determine how to answer the “**First Formal Report other than Abstract**” question on the ARS-115 and if an interpretive summary is required for the specific publication type.

### **Scientific Notation and Symbols**

Scientific notations and/or symbols should not be used in the abstract and summaries because currently, scientific notation does not properly convert from word processing programs to ARIS.

<b>Publication Type</b>	<b>First Formal Report*</b>	<b>Interpretive Summary</b>	<b>Technical Abstract</b>
Peer Reviewed Journal	Yes	Yes	Yes
Abstract	No	No	Yes
Proceedings/Symposium	No*	No	Yes
Review Article	No	No	Yes
Other	No*	No	Yes
Research Notes	No	No	Yes
Trade Journal	No	No	Yes
Germplasm Release	Yes	No**	Yes
Book/Book Chapter	No*	No	Yes
Literature Review	No	No	Yes
Government Publication	No*	No	Yes
Monograph	No*	No	Yes
Experiment Station	No*	No	Yes
Popular Publication	No	No	Yes
Patent Application	No	No	Yes

\* If the publication is a “**First Formal Report other than Abstract**”, select “**Yes**” and an **Interpretive Summary is required**.

\*\* Germplasm Releases are considered “**First Formal Report**”, however, an Interpretive Summary is not required. [Top of Document](#)