

WS Directive

4.175 12/03/03

PUBLICATIONS

1. PURPOSE

To promote the development of high quality publications by WS employees and to outline the review process for manuscripts written by WS employees.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.175 dated 03/22/95.

3. POLICY

WS employees are encouraged to communicate both technical and appropriate non-technical program information through publications such as scientific and technical journals, conference proceedings, and magazines.

Any manuscript intended for formal publication in a State, national, or other widely distributed journal, conference proceeding, or magazine must be peer reviewed prior to submission. Informational material written by WS employees and distributed informally through newsletters, producer association notes, leaflets, and newspapers do not require peer review unless the content involves policy matters of USDA or other Federal, State, or local agencies.

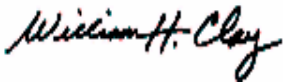
Employees of the National Wildlife Research Center (NWRC) will follow the publication and peer review process established by their Director.

When peer reviews are required for publications of WS operational employees, at least two reviewers will be designated by the appropriate Director. One review will be done by a WS operational biologist (coauthors not included) and the other by a wildlife professional or other competent reviewer outside the WS operational program. A NWRC scientist may be used as the second reviewer.

After considering reviewers' comments and making appropriate changes in the manuscript, the author will submit the manuscript to the appropriate Director for review and approval. The Director will review the manuscript primarily for policy content and has the prerogative to make editorial comments or refer the

manuscript for further review. Once the Director approves the manuscript, the author may submit it for publication. Should the Director determine that the manuscript involves policy matters of USDA or other Federal, State, or local agencies, review by the director of the WS Operational Support Staff (OSS) will be requested.

WS Form 64, Manuscript Transmittal Record, will be used to document the review process. The author will send the transmittal record and manuscript to the Director for approval at least two months prior to the intended date of submission for publication.

A handwritten signature in cursive script that reads "William H. Clay".

Deputy Administrator