

Steps to Direct Submission and Optional Editing Services

Journal Articles and Non-SRS Proceedings Papers and Posters

and

Steps to Ordering Reprints

- Author**
1. When manuscript is complete, consult with Project Leader (PL) about required biometrics and peer reviews (the standard is one biometrics review and two peer reviews; for peer review waiver criteria, see Manuscript Approval Sheet, SRS-FS-1600-4a). PL will contact Assistant Director (AD) and Program Manager (PM) requesting waiver approval under criteria #5 or #6. AD/PM decides whether to give verbal approval or to request copies of manuscript and justification before considering approval.
 2. Make appropriate revisions and complete and sign Part A of the Manuscript Approval Sheet.
 3. Forward the manuscript and the Manuscript Approval Sheet, including reviewers' names (retaining all reviewer remarks on file), to the PL.
- Project Leader**
4. Review the manuscript (or arrange review) for technical and statistical adequacy.
 5. Complete and sign Part B of the Manuscript Approval Sheet and return it with the manuscript to the author. Refer any policy issues to the appropriate AD/PM.
- Author**
6. Determine, in consultation with PL, whether the manuscript will be submitted directly to the publisher or sent to the Communications Office for editing.
 - 7a. *To Publisher:* Style manuscript according to publisher instructions, write cover letter (see sample), and submit with required number of copies to publisher. File Manuscript Approval Sheet. Send information copy and waiver justifications (if applicable) to AD/PM. Go to step 13a.
- OR*
- 7b. *To Editor:* Submit double-spaced (text and literature citations) manuscript, tables and figures as required by publisher, Manuscript Approval Sheet, and biometrics and peer reviews to Communications Office for editing. Send information copy and waiver justification (if applicable) to AD/PM. Go to step 8.
- Technical Editor**
8. Acknowledge receipt of manuscript and provide tracking number.
 9. Review manuscript for clarity and style, logic, accuracy and completeness of information given, presence of extraneous material, soundness of conclusions, and readability for intended audience. Refer any outstanding policy issues to the appropriate AD/PM. If requested by author, style manuscript according to publisher instructions.
 10. Complete the Technical Editing Checklist and return the reviewed manuscript to the author within 30 days of acknowledged receipt.
- Author**
11. Review edited manuscript and revise based on suggestions, concerns, and questions.
 12. Decide whether to submit directly to publisher or to technical editor for submission.
 - 13a. *To Publisher:* Write cover letter (see sample) and submit with required number of copies to publisher. Go to step 17.
- OR*
- 13b. *To Editor:* Return double-spaced, revised copy of manuscript and diskette to technical editor for submission. Go to step 14.
- Technical Editor**
14. Review the revised manuscript and work with the author to resolve any introduced errors and outstanding problems.
 15. When all problems are resolved, write cover letter and submit requested number of copies of manuscript to publisher.
 16. Forward all correspondence and reviews from the publisher to author and provide assistance when requested.

Ordering Reprints

- Author**
17. Receive galley proofs, notification of page charges, and reprint order form from publisher.
 18. Review galleys for printing errors. Author-initiated changes will result in additional charges, to be paid by the author's unit.
 19. Return galley proofs and notify publisher that the reprint order will follow.
 20. Call the tech info specialist (828-257-4830) to discuss the number of reprints to order.
 - 21a. Journal submissions: Send page charge information, reprint order form, a copy of the article, and copyright form to the tech info specialist. Do not assign copyright to publisher—contact the Communications Office for substitute language if needed.
 - * On the order form enter only the name of the journal, the title of the article, manuscript number, and page count.
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 - 21b. Other publications (such as book chapters or papers/posters/proceedings printed outside the Forest Service): Make arrangements with the tech info specialist to purchase or co-purchase a copy of the proceedings or book from which reprints will be made.
- Tech Info Specialist**
22. When all required information arrives from the author, order reprints, proceedings, or books. Enter headquarters shipping address on the order form.
 23. Imprint copyright form with the statement that work of a Federal government employee is in the public domain and return to author or publisher.
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