

Steps to Publishing Southern Research Station Papers

Research Notes, Research Papers,
Resource Bulletins, General Technical Reports

- | | |
|---------------------------|--|
| Author | <ol style="list-style-type: none">1. When the manuscript is complete and adequately reviewed (two peer reviews required; one biometrics review if needed—consult with your Project Leader) make appropriate revisions and respond to recommendations not used.2. Complete and sign Part A of the Manuscript Approval Sheet (SRS-FS-1600-4a 6/98).3. Forward the manuscript, review comments and responses, and the Manuscript Approval Sheet to the Project Leader. |
| Project Leader | <ol style="list-style-type: none">4. Review the manuscript (or arrange review) for technical and statistical adequacy. Refer any policy issues to the appropriate Assistant Director (AD) or Program Manager (PM) for review and approval. |
| AD/PM | <ol style="list-style-type: none">5. Work with Project Leader on any policy issues. |
| Project Leader | <ol style="list-style-type: none">6. Complete and sign Part B of the Manuscript Approval Sheet and return it with the manuscript and reviews to the author. |
| Author | <ol style="list-style-type: none">7. Submit a double-spaced draft (text, literature citations, tables, figures), electronic copy of figures, the Manuscript Approval Sheet, and the biometric and peer reviews to the Communications Office in Asheville (See Author Checklist). Be sure to submit electronic copy of all materials if you wish editing to be done in “track change” mode.8. Send an information copy of the manuscript to the AD or PM. |
| Technical Editor | <ol style="list-style-type: none">9. Forward figures to the production manager for evaluation and markup. When advised that figure formats are suitable for printing, acknowledge receipt of the manuscript and assign a tracking number. Forward citations to production manager for identification of missing information.10. Review the electronic or hardcopy 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 or PM.11. Complete the Technical Editing Checklist and return the reviewed manuscript and the marked up figures and citations to the author within 30 days* of acknowledged receipt. (* In cases of long, more complex manuscripts, negotiate a return date with the author.) |
| Author | <ol style="list-style-type: none">12. Review the edited manuscript and revise based on suggestions, concerns, and questions.13. Return the double-spaced, revised hardcopy and electronic (DG, IBM, or disk) manuscript to the Communications Office. |
| Technical Editor | <ol style="list-style-type: none">14. Review the revised manuscript and work with the author to resolve any introduced errors and outstanding problems.15. When all problems are resolved, forward the manuscript to the production manager for placement in production queue. |
| Production Manager | <ol style="list-style-type: none">16. Make assignments for styling and copy-editing of the manuscript. Refer any errors/inconsistencies/questions to the technical editor for resolution with the author.17. Contact the author to arrange for delivery of photos and line art (if not already included) and make assignments for layout using appropriate desktop publishing platform.18. Prepare galleys (camera-ready copy and cover); complete Part A of the Distribution Request (SRS-FS-1600-5a 3/97). Forward galleys to technical editor for final read-through. |

- Production Manager** 19. When corrections have been made after the final read-through, send galleys with approval stamp on the first page (for author's signature) and the Distribution Request to the author within 90 days* of starting step 17, above. (* In cases of long, more complex manuscripts, negotiate a return date with the author.
- Author** 20. Review galleys, correct any errors made by the Communications staff, and sign on the designated line of the manuscript first page. Author-initiated changes at this stage may result in a 30-day delay in printing and will require another review of galleys by the author.
21. Complete Part B of the Distribution Request and attach mailing labels for specialized audience.
22. Return the package to the production manager.
- Production Manager** 23. Negotiate with the author on use of color and the number of copies to print based on anticipated audience and storage capacity at headquarters and the research work unit. (For press runs of more than 1,500 copies, do not send the manuscript to the printer without first arranging storage.) Contact Office of Communications in Washington for color approval, if appropriate.
24. Correct author-identified errors and send to author for final approval.
25. Complete the print order, including the publication name and series number, author(s), number of copies to vendor for distribution and/or storage, number of copies to author for storage, and number of copies to headquarters. Notify the author of the anticipated delivery date.
26. Send the electronic files and artwork, with print order, to the Government Printing Office (GPO).
27. Within 5 working days, place the Distribution Request and a copy of the print order in the tickler file box marked IN PRESS.
28. One week before the scheduled delivery date, confirm the actual delivery date with printer and notify the author of any schedule changes. Change delivery date on print order, if needed.
29. When the publication is delivered, randomly select boxes and copies for inspection (for orders of 3,200 or less, inspect 50 copies; for 3,201 to 10,000 inspect 80). Notify GPO and the author of any errors in printing or binding.
30. When the inspection is complete, attach one copy of the publication to the print order and place in the INSPECTED PUBLICATIONS box. Give tech info specialist inspected copies.
- Tech Info Specialist** 31. Send inspected copies of the publication to all authors and/or editors and request a nontechnical summary for the "New Products" section of COMPASS magazine.
32. Distribute copies of the publication according to the standard distribution list and/or the specific author instructions on the Distribution Request.
33. Complete Part C of the Distribution Request and file.
34. Enter the citation into the COMPASS database.
35. Store a 1-year supply of copies at headquarters.
36. Contact the vendor to arrange shipping and/or storage of remaining copies.

Manuscript Approval Sheet
(FSH 1609.11, Ch. 14, Sect. 14.2)

A. Author

Title: __

Author:

Study Plan #: _____ University/Coop Agreement # and date:

Project Title:

Acknowledgment (as written in coop agreement):

Recommended for (journal name or type of Station paper):

Signature _____ RWU _____ Date

Two peer reviewers, including title, affiliation, and location (note: only one of the two reviewers can be from the author's research work unit).

Criteria for waiving peer review (**these criteria only apply to refereed journal articles and refereed non-SRS proceedings papers and posters--check at least one**):

- 1 ___ Multi-authored papers if first author is not a SRS employee.
- 2 ___ Descriptive, non-research papers--book reviews, editorials, and programmatic papers.
- 3 ___ Proceedings papers and posters submitted to journals that have been presented, reviewed, and published in a proceedings. These articles must be cited as previously published.
- 4 ___ Technical papers (e.g. FIA reports, technical notes) that the Project Leader interprets and documents as adequately reviewed with the research work unit (RWU); otherwise at least one critical review. (List RWU reviewers.)
- 5* ___ Scientific papers within the expertise of the unit that the Project Leader decides need only one critical review. The review must come from outside the unit (attach justification).
- 6* ___ Time sensitive papers written for rapid communication in journals (attach justification).

*** Assistant Director must approve waiver.**

B. Project Leader (or authorized designee)

___ Policy review not needed because this manuscript does NOT contain advocacy statements on the laws or policies that guide natural resource research and management in the Federal government.

___ Biometrics review enclosed _____ Biometrics review waived

___ Peer technical review(s) enclosed

___ Peer review waived based on meeting above criteria _____ Peer review waiver denied

Signature _____

Date