

# U.S. NUCLEAR REGULATORY COMMISSION

## DIRECTIVE TRANSMITTAL

TN: DT-04-12

- To:** NRC Management Directives Custodians
- Subject:** Transmittal of Management Directive 3.7, “NUREG-Series Publications”
- Purpose:** Directive and Handbook 3.7 are being revised in their entirety to—
- consolidate content of existing Management Directives (MDs) 3.7, “Unclassified Staff Publications in the NUREG Series,” and 3.8, “Unclassified Contractor and Grantee Publications in the NUREG Series”;
  - retitle the revision “NUREG-Series Publications”;
  - establish a new, simplified designator system for NUREG-series publications;
  - require that the Office of Public Affairs review and the Director of Communications authorize publication of manuscripts directed toward public outreach;
  - clearly identify the responsibilities of NRC managers, staff, and staff project officers and clarify their responsibilities concerning any legal instrument that requires, as a deliverable, a manuscript to be published in the NUREG series with regard to NRC’s acquisition regulations and technical editing;
  - require that the staff have a technical editor edit manuscripts for public outreach, licensing, and legislative and congressional NUREG-series publications unless otherwise stipulated by the Office of the Executive Director for Operations (OEDO);

- require that contractors, grantees, and other holders of a legal instrument requiring a manuscript for publication in the NUREG series have a technical editor edit all manuscripts to be published in the NUREG series unless otherwise stipulated by OEDO;
- add definitions for “book,” “classified information,” “manuscripts directed toward public outreach,” “NUREG-series publication,” “peer review,” “Project Officer,” “sensitive unclassified information,” and “technical editing”;
- add tips for writing in plain language;
- identify Office of the Chief Information Officer services available in support of the publishing process; and
- consolidate NRC Forms 426 and 426A into a single form for authorizing publication of a manuscript.

MD 3.7 supersedes MD 3.8, which is rescinded.

No change bars have been used in MD 3.7 because of the extent of the revision.

**Office and**

**Division of Origin:** Office of the Chief Information Officer  
Information and Records Services Division

**Contact:** Gary Lauffer, 301-415-5638

**Date Approved:** February 9, 1995 (**Revised: August 17, 2004**)

**Volume:** 3 Information Management

**Part:** 1 Publications, Mail, and Information Disclosure

**Directive:** 3.7 NUREG-Series Publications

**Availability:** Rules and Directives Branch  
Office of Administration  
Michael T. Lesar, 301-415-7163  
Christy Moore, 301-415-7086

# **NUREG-Series Publications**

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## **Directive 3.7**

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# U. S. Nuclear Regulatory Commission

Volume: 3 Information Management

Part: 1 Publications, Mail, and Information  
Disclosure

OCIO

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## NUREG-Series Publications

### Directive 3.7

#### Policy

(3.7-01)

U.S. Nuclear Regulatory Commission policy requires that all manuscripts published in NRC's formal publication series, the NUREG series, (1) undergo review by program technical experts and managers, (2) be authorized for publication by appropriate officials, (3) bear appropriate designators, and (4) comply with agency publishing policy and procedures in this directive and handbook.

#### Objectives

(3.7-02)

- To ensure the “dissemination to the public of scientific and technical information relating to atomic energy...to provide...free interchange of ideas and criticism...essential to scientific and industrial progress and public understanding and to enlarge the fund of technical information” as mandated by Section 141 of the Atomic Energy Act of 1954, as amended. (021)
- To ensure that no classified or sensitive unclassified information is published in the series (see the Glossary). (022)

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**Objectives**

(3.7-02) (continued)

- To ensure that manuscripts contain only guidance, that is, neither contain nor imply legally binding regulatory requirements, which are stated only in laws, NRC regulations, licenses (including technical specifications), or orders. (023)
- To require that all manuscripts prepared by the staff or by contractors be consistent with NRC's Plain Language and Editorial Guidelines (NUREG-1379) as part of NRC's commitment to attaining information quality. (024)
- To ensure compliance of the NUREG-series publications program with all documents listed in the References section of this directive. (025)
- To ensure that copyright and patent rights are not compromised. (026)
- To ensure that rights in interagency and international agreements and memoranda of understanding that involve a manuscript to be published in the NUREG series are met. (027)
- To ensure that an agency publication designator system is established and appropriately administered to allow easy identification and retrieval of NUREG-series publications by librarians, the staff, and the public. (028)
- To ensure that designated managers oversee authors' manuscripts for technical accuracy and for consistency with both agency and program policy and goals before authorizing publication of a manuscript. (029)
- To further the agency's openness goal, ensure that each publication is entered in the Agencywide Documents Access and Management System (ADAMS) and declared an official agency record and either posted to the external or the internal Web site. (0210)

## **Objectives**

(3.7-02) (continued)

- To help achieve the agency goal of ensuring openness, make each publication public, except for those publications intended only for staff use, through ADAMS, the U.S. Government Printing Office (GPO), and the National Technical Information Service (NTIS), as required by Federal law, interagency agreements, or NRC policy. (0211)
- To ensure that a manuscript requesting information from stakeholders outside NRC bears an Office of Management and Budget (OMB) approval number. (0212)
- To provide uniform publishing standards and procedures for publications in the NUREG series. (0213)
- To centrally manage publication of all manuscripts in the NUREG series. (0214)

## **Organizational Responsibilities and Delegations of Authority**

(3.7-03)

### **Executive Director for Operations (EDO)**

(031)

- Resolves for publications prepared by the staff, requesting advice from the General Counsel, differences about content issues or other issues that may arise between a regional administrator and an author who prepares a manuscript for publication in the NUREG series. (a)
- Delegates to the Deputy Executive Director for Management Services (DEDM), the Deputy Executive Director for Materials, Research and State Programs (DEDMRS), the Deputy Executive Director for Reactor Programs (DEDR), and the Deputy Executive Director for Homeland Protection and

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**Organizational Responsibilities and  
Delegations of Authority**

(3.7-03) (continued)

**Executive Director for Operations (EDO)**

(031) (continued)

Preparedness (DEDH) the authority to resolve for publications prepared by the staff, requesting advice from the General Counsel, differences about content issues or other issues that may arise between an office director under their purview and an author who prepares a manuscript for publication in the NUREG series. (b)

**Deputy Executive Director for Materials,  
Research and State Programs (DEDMRS), the  
Deputy Executive Director for Reactor  
Programs (DEDR), and the Deputy Executive  
Director for Homeland Protection and  
Preparedness (DEDH)**

(032)

As delegated by the EDO, resolves for publications prepared by the staff, requesting advice from the General Counsel, differences about content issues or other issues that may arise between an office director under their purview and an author who prepares a manuscript for publication in the NUREG series.

**Deputy Executive Director for  
Management Services (DEDM)**

(033)

- As delegated by the EDO, resolves for publications prepared by the staff, requesting advice from the General Counsel, differences about content issues or other issues that may arise between an office director under their purview and an author who prepares a manuscript for publication in the NUREG series. (a)



**Organizational Responsibilities and Delegations of Authority**

(3.7-03) (continued)

**Deputy Executive Director for Management Services (DEDM)**

(033) (continued)

- Ensures that any request for a procurement action presented to the Office of Administration (ADM) involving a contract, grant, or other governing legal instrument requiring as a deliverable a manuscript for publication in the NUREG series contains the appropriate terms and conditions governing publications. (b)

**Director of Communications**

(034)

Authorizes publication of a manuscript directed toward public outreach.

**Chief Financial Officer (CFO)**

(035)

Ensures that the Office of the Chief Financial Officer (OCFO) staff comply with this management directive and handbook when preparing a manuscript for publication in the NUREG series.

**General Counsel (GC)**

(036)

Advises the EDO and the DEDOs, if requested, and the Division of Contracts, ADM, in accordance with the requirements in an NRC contract, grant, or other governing legal instrument about any differences between NRC and the holder of the governing legal instrument requiring as a deliverable a manuscript for publication in the NUREG series regarding the following issues—

- copyright, (a)

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**Organizational Responsibilities and Delegations of Authority**

(3.7-03) (continued)

**General Counsel (GC)**

(036) (continued)

- proprietary information, (b)
- patent, (c)
- content, or (d)
- other issues that may arise. (e)

**Director, Office of Public Affairs (OPA)**

(037)

Reviews each manuscript directed toward public outreach to ensure that the content—

- is appropriate for public outreach; (a)
- is consistent with and not redundant of other agency outreach publications available to the public; (b)
- presents a balanced perspective of responsibilities among agency offices and the regions and an appropriate regulatory tone; and (c)
- is written in plain English. (d)

**Chief Information Officer (CIO)**

(038)

Delegates, as overseer of the NUREG-Series Publications Program, the responsibility for managing the publishing program to the Director of the Information and Records Services Division (IRSD), Office of the Chief Information Officer (OCIO).

**Organizational Responsibilities and Delegations of Authority**

(3.7-03) (continued)

**Director, Office of Administration (ADM)**

(039)

Ensures that any request for a procurement action presented to the Division of Contracts (DC) that involves a contract, grant, or other governing legal instrument that requires as a deliverable a manuscript for publication in the NUREG series includes in the statement of work for the governing legal instrument the appropriate terms and conditions governing publications.

**Office Directors and Regional Administrators**

(0310)

- Delegate to office or regional managers under their purview the responsibility to authorize publication of manuscripts originated by their organization, except those directed toward public outreach, which are authorized by the DEDM. (a)
- Inform the CIO, in writing, of the levels of the officials in their organization delegated this authority. (b)

**Applicability**

(3.7-04)

All NRC employees shall follow the policy and guidance in this directive and handbook.

**Other Publications**

(041)

The provisions of this directive and handbook apply to all manuscripts for publication in the NUREG series.

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**References**

(3.7-05)

***Code of Federal Regulations***, Nuclear Regulatory Commission Acquisition Regulation (48 CFR Chapter 20).

**Office of Management and Budget** Circular A-130, "Management of Federal Information Resources," November 28, 2000.

***United States Code***

Administrative Procedure Act (5 U.S.C. Sec. 552).

Atomic Energy Act of 1954, as amended (42 U.S.C. Sec. 141).

Copyright Law of the United States of America (17 U.S.C.).

Federal Grant and Cooperative Agreement Act (31 U.S.C. 6301-6308).

Government Printing and Binding Regulations, No. 26, February 1999 (44 U.S.C. Sec. 103, 501, and 502).

Public Printing and Documents (44 U.S.C. Sec. 101-3701).

**United States Government Printing Office (GPO)**, U.S. GPO Style Manual, 2000.

**United States Nuclear Regulatory Commission**

Management Directives<sup>1</sup>

2.2, "Capital Planning and Investment Control."

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<sup>1</sup>Send an e-mail message to "DISTRIBUTION" to request the latest version of an NRC management directive or a NUREG-series publication or access the document in the Agencywide Documents Access and Management System (ADAMS), using the number given after the title.

## **References**

(3.7-05) (continued)

3.11, "Conferences and Conference Proceedings."

3.13, "Printing."

11.6, "Financial Assistance Program."

11.7, "NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE)."

12.2, "NRC Classified Information Security Program."

12.6, "NRC Sensitive Unclassified Information Security Program."

### Memoranda of Agreement

Between the Institute of Nuclear Power Operations and the U.S. Nuclear Regulatory Commission, as amended, November 27, 1996.

Between the Department of Energy and the U.S. Nuclear Regulatory Commission, November 24, 1998.

### NUREG-Series Publications

NUREG-0544, Revision 4, "NRC Collection of Abbreviations" (ML041050544).

NUREG-0650, Revision 2, "Publishing Documents in the NUREG Series" (ML041050294).

NUREG-1379, "NRC Editorial Style Guide" (ML041050307).

NUREG/BR-0075, Revision 4, "NRC Field Policy Manual," March 1999 (ML041170225), and Change Notice 00-01, March 2000 (ML041050736).

# **NUREG-Series Publications**

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## **Handbook 3.7**

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**Purpose**

This handbook presents roles and responsibilities and specifies procedures for preparing manuscripts to be published in the NUREG series. Part 1 presents procedural roles and responsibilities for NRC staff other than those specified in Directive 3.7. Part 2 presents general procedures common to manuscripts either prepared by the NRC staff or NRC contractors, grantees, or other holders of a legal instrument that requires as a deliverable a manuscript for publication in the NUREG series. Part 3 presents procedures applicable only to manuscripts prepared by the staff. Part 4 presents procedures applicable only to manuscripts prepared by holders of a legal instrument requiring a manuscript. Although financial assistance instruments (grants and cooperative agreements) do not usually anticipate the development of manuscripts for publication in the NUREG series, they may include such development. See also Management Directive 11.6, "Financial Assistance Program," for additional information affecting grantees and cooperative agreement recipients.

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**Part 1**  
**Procedural Roles and**  
**Responsibilities for NRC Staff**

The procedural roles and responsibilities in this part are related to responsibilities that office directors (ODs) and regional administrators (RAs) oversee and exercise, which are generally addressed in Directive 3.7.

**Office Directors and Regional Administrators**

ODs and RAs perform the following functions:

- Ensure that those staff who write the following manuscripts for publication in the NUREG series see that they receive technical editing unless otherwise directed by the Office of the Executive Director for Operations (OEDO):
  - Overviews of information directed toward public outreach (e.g., “Regulating Nuclear Fuel,” “Public Involvement in the Nuclear Regulatory Process,” and “Nuclear Research Programs To Ensure Public Health and Safety”)
  - Standard review plans
  - Safety evaluation reports
  - Environmental impact statements
  - Regulatory analyses
  - Legislative and congressional reports (e.g., “Abnormal Occurrence Report”)
- Ensure that Project Officers under their purview responsible for a contract, grant, or other governing legal instrument that requires as a deliverable a manuscript to be published in the NUREG series works with the Division of Contracts, Office of Administration, to include in the statement of work for the governing legal instrument the appropriate terms and conditions governing publications.

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**Director, Division of Contracts (DC),  
Office of Administration (ADM)**

Ensures that any request for a procurement action presented to DC that involves a contract, grant, or other governing legal instrument that requires as a deliverable a manuscript for publication in the NUREG series includes the following in the statement of work:

- The appropriate terms and conditions governing publications, including the technical editing of each manuscript submitted to NRC for publication, and
- A requirement to comply with this directive and handbook and the following documents to be found in the Agencywide Documents Access and Management System (ADAMS) or furnished by the NRC Project Officer overseeing the governing legal instrument;
  - Management Directive (MD) 3.11, “Conference Proceedings”;
  - MD 3.13, “Printing”;
  - NUREG–1379, “NRC Editorial Style Guide”; and
  - NUREG–0650, “Publishing Documents in the NUREG Series.”

**Director, Information and Records  
Services Division (IRSD), Office of the  
Chief Information Officer (OCIO)**

Manages the NUREG-Series Publications Program and does the following:

- Centrally manages publication of all manuscripts in the NUREG series, consulting with the CIO, OEDO, RAs, ODs, and division directors.
- Produces all publications consistent with the agency’s mission and the Government Printing and Binding Regulations issued by the Joint Committee on Printing of the Congress of the United States (see also MD 3.13, “Printing”).

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- Establishes and appropriately administers an agency publication designator system, placing on each manuscript a registered agency designator in the NUREG series when preparing the cover, title page, and spine.
- Responds to questions about the publication process from office and regional staff and Project Officers responsible for writing a manuscript or for overseeing a manuscript prepared by a contractor, a grantee, or other nonprofit organization or another agency, DOE national laboratory, or foreign country.
- Ensures that IRSD staff identify any manuscript requesting information from a stakeholder outside NRC and that it bears an appropriate OMB approval number.
- Provides technical editing services that are begun in an intake interview with the author to jointly determine the extent of the technical edit and are followed by collaboration with the author to improve the quality, clarity, and consistency of manuscripts by applying any or all of the following techniques:
  - Organizing the message into a coherent and logical flow of ideas;
  - Correcting syntax, grammar, spelling, and punctuation;
  - Ensuring consistent use of terms, acronyms, abbreviations, and symbols;
  - Simplifying overly complex sentences (sentences that contain too many ideas);
  - Correcting disagreement of the subject and verb and faulty parallelisms;
  - Eliminating ambiguities, redundancy (wordiness), and overuse of the passive voice;
  - Verifying the consistency of equations;
  - Verifying the consistency and clarity of tables and figures and redesigning them (as required) to improve their visual effectiveness; and
  - Verifying the accuracy of references and cross-references and the consistency of text, figure, and table headings with the table of contents.
- Performs a quality assurance review of the final copy of a manuscript to ensure that—

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- It contains no classified or sensitive unclassified information and is consistent with COMSECY-02-0015, “Withholding Sensitive Homeland Security Information From the Public,” dated April 2, 2002.
- It contains no information that would violate copyright or patent rights.
- It complies with the publishing guidance in the latest revision of NUREG–0650.
- It lists only references available to the public.
- The requested distribution for the publication includes—
  - up to 50 copies for a contractor, a grantee, or other nonprofit organization that prepared a manuscript;
  - the number of copies specified in the agreement for an organization (such as the Government Printing Office (GPO), the National Technical Information Service (NTIS), the DOE, or a foreign state or organization with which NRC has an interagency or international agreement or a memorandum of understanding) and other recipients as appropriate.
- The form authorizing publication of a manuscript (NRC Form 426; available on NRC’s internal and external Web sites) is complete and bears the signatures of—
  - a member of the Records and FOIA/Privacy Services Branch (RF/PSB), IRSD, OCIO, to ensure that any manuscript requesting information from a stakeholder outside NRC has received review and approval by the Office of Management and Budget (OMB) (Line 5.1);
  - the NRC patent counsel, if applicable (Line 5.2);
  - a contractor, a grantee, or other nonprofit organization, if applicable (Line 5.3);
  - the Project Officer (Line 5.4);
  - a member of the Office of Public Affairs (OPA) if the manuscript is directed toward public outreach (Line 5.5); and

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- the appropriate official authorizing publication (Line 5.6).
- The form containing bibliographic information (NRC Form 335; available on NRC’s internal and external Web sites) is complete and complies with instructions for completion.
- Manuscripts for books receive peer review (defined in the Glossary) before their publication.
- Submits each publication to the OCIO’s Document Processing Center for entry as an official agency record in the Agencywide Documents Access and Management System (ADAMS).
- Ensures that each publication, except those publications intended only for staff use, is made public through ADAMS, the external or internal Web site, GPO, and NTIS, as required by Federal law, interagency agreements, memoranda of understanding, international agreements, or NRC policy.
- Ensures that no classified or sensitive unclassified information is published.
- Ensures that manuscripts contain only guidance, that is, neither contain nor imply, legally binding regulatory requirements, which are stated only in laws, NRC regulations, licenses (including technical specifications), or orders.

**Office or Regional Publishing  
Authorizing Officials**

Office or regional publishing authorizing officials conduct the following activities before authorizing a manuscript to be published:

- Assess the need for any proposed publication with other offices and regions that may have an interest or a program responsibility for any activity or topic discussed in the draft to avoid duplication of any existing material.
- Ensure that any manuscript containing content specified herein under Part 1, “Procedural Roles and Responsibilities for NRC Staff,” “Office Directors and Regional Administrators,” received technical editing as specified herein and complies with NUREG–1379 (see also Section 2.6.1 of Part 2 of this handbook).

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- Ensure that the manuscript contains no classified or sensitive unclassified information and is consistent with COMSECY-02-0015, "Withholding Sensitive Homeland Security Information From the Public," dated April 2, 2002.
- Ensure that the manuscript contains only guidance, that is, neither contains nor implies, legally binding regulatory requirements, which are stated only in laws, NRC regulations, licenses (including technical specifications), or orders.
- Ensure that each manuscript is technically accurate and contains current organizational policy, positions, and information.
- Ensure that the manuscript is consistent with both agency and program policy and goals.
- Ensure that the manuscript violates no copyright or patent rights, consulting first with the IRSD staff, and then with OGC, if necessary.
- Ensure that the manuscript does not compromise any rights in an interagency or international agreement or memorandum of understanding.
- Ensure that the manuscript complies with NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1 of Part 2.
- Ensure that the manuscript complies with all applicable documents in the reference section of this MD.
- Ensure that a manuscript requesting information from stakeholders outside the NRC bears an OMB approval number.
- Ensure that if their office originates a manuscript directed toward public outreach, the staff has the OPA review the manuscript before submitting it to the Director of Communications for authorization to publish.
- Evaluate merits of book proposals from NRC staff to ensure that the proposed book has a unique technical purpose, serves an industry-wide need, and that its contents will be broadly valid and applicable for at least 5 years after publication.
- Ensure that the Project Officer completed the requisite forms (NRC Forms 426 and 335) before submitting the manuscript to the IRSD staff for publication.

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**Part 2**  
**General Procedures**

**2.1 Information Published in the NUREG Series**

No classified or sensitive unclassified information is published in the series, and the information published in the series is not legally binding. The NRC staff may suggest a course of action in a publication, but the regulated community may use other approaches to satisfy a regulatory requirement. No regulatory requirements may be stated or implied in a NUREG-series publication. Requirements are stated only in laws, NRC regulations, licenses (including technical specifications), or orders.

Appropriate content for a publication in the NUREG series includes—

- Public outreach information
- Support for regulatory and licensing decisions
- Results of technical analyses and research
- Action plans and guidance for meeting NRC requirements
- Resolution of generic technical issues
- A team report on a specific topic
- Proceedings of a conference or a workshop
- Managerial, budgetary, and administrative plans and analyses
- General programmatic information
- Guidance and instructions for employees

**2.2 Identifying Publications**

**2.2.1 Formulating Designators**

NRC uses a system consistent with American National Standards Institute/National Information Standards Organization (ANSI/NISO) Z39.23-1997, “Standard Technical Report Number Format and Creation,” that governs formation of designators for technical reports. The standard recommends two essential elements:

1. The **Report Code** designates the issuing organization or corporate entity.
2. The **Sequential Group** in a designator may contain three parts:
  - The four digits of the year of publication



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- A sequential Arabic number
  
- Uppercase alphabetic characters and Arabic numbers pertaining to volumes, supplements, revision, drafts, and so on.

The central authority that coordinates and monitors the **alpha part** of the alphanumeric designator for use on an organization's technical reports is currently the National Technical Information Service. Because the obvious "NRC" was used by another organization, NRC registered "NUREG," stemming from NUclear REGulatory.

NRC now designates its formal publications using the format NUREG-x-year, where x is a sequential Arabic number. For example, a designator for the first NRC publication issued in 2005 would be NUREG-1-2005, while a designator for the twelfth publication issued in the same year would be NUREG-12-2005.

NUREG plus its sequential number are the permanent parts of the designator, giving it a permanence that would not change. Using this system, reports issued annually would retain their original sequential number, while only the year would change. For example, an annual report once assigned NUREG-1, would retain that designator for each subsequent year it was issued, making a volume number unnecessary.

Volumes would now refer to a single publication issued in two or more parts and would be identified, for example, as NUREG-15-2005, Vol. 1 or Vol. 2.

The Information and Records Services Division (IRSD), Office of the Chief Information Officer (OCIO), assigns the designators at the end of the preparation process (see Section 2.2.2 of this part).

### **2.2.2 Assigning Designators**

NRC assigns a unique designator to a manuscript when it is ready for printing, that is, at the end of the preparation process. When OCIO's IRSD staff receives a manuscript authorized for publication, the staff performs a quality assurance review to ensure that it meets NRC's minimum publishing standards (see the latest version of NUREG-0650 and MDs 3.11 and 3.13). After completing this review, the IRSD staff assigns it a NUREG-series designator, placing it on the cover, title page, and spine, as the staff prepares the document for printing.

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At this point, the IRSD staff sends the preparer the designator for the publication. While a manuscript is being developed, simply refer to the manuscript by its draft title when referencing it in other documents.

### **2.3 Availability Notices and Disclaimers**

The IRSD Publishing and Distribution Services Branch (PDSB) staff inserts and publishes on the inside front cover of its publications an availability notice containing information about obtaining publications in the NUREG series. The staff also inserts and publishes on the inside front cover an appropriate disclaimer approved by the Office of the General Counsel for any publication that is prepared by a holder of a legal instrument requiring as a deliverable a manuscript for publication in the NUREG series or in accordance with an international agreement.

See also Section 2.6.2.2 herein concerning nonprofit organizations as publishers of books funded by the NRC.

### **2.4 Dates**

On each publication, the IRSD staff places the month and year a manuscript is published on the spine and the following two dates on the title page:

1. The month and year the manuscript is completed and
2. The month and year it is published.

### **2.5 Publications as Official Agency Records**

When a publication has been released for distribution, the IRSD staff submits a printed copy of the publication to the OCIO's Document Processing Center for entry as an official agency record in the Agencywide Documents Access and Management System (ADAMS). All publications are made publicly available in ADAMS except those intended only for staff use, such as "Renting Smart: Car Rental Facts for the NRC Traveler." However, all NUREG-series publications are available to the public if requested by the public.

### **2.6 Manuscripts**

The staff follows the procedures specified in Part 1 of this handbook, if applicable, and in Parts 2 and 3, while a contractor, a grantee, or other holder of a legal instrument

requiring as a deliverable a manuscript for publication in the series follows the procedures in Part 4. All manuscripts must meet the NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1. The information in Sections 2.6.2 through 2.6.5 applies to manuscripts for books, conference proceedings, international agreement reports, and manuscripts prepared under a grant.

## **2.6.1 NRC'S Plain Language and Editorial Guidelines**

### **2.6.1.1 Plain Language**

Numerous sources of information for complying with Federal Guidelines for Plain Language are available at <http://www.plainlanguage.gov/>. See especially the Security and Exchange Commission's (SEC's) "A Plain English Handbook: How to Create Clear SEC Disclosure Documents" in the Reference Library at the SEC's Web site. (See also NRC's Plain Language Plan at <http://www.internal.nrc.gov/NRC/PLAIN/>.) The following tips may prove useful for attaining plain language in a manuscript.

To achieve consistency with **NRC's Plain Language Guidelines** for NUREG-series manuscripts—

- Present complex information clearly in lay terms.
- Eliminate jargon.
- Limit use of defined technical terms.
- Use as few acronyms as possible.
- Plan the scope of the publication, presenting only information needed for the stated purpose.
- Use words economically to achieve conciseness.
- Eliminate any redundancy.
- Present general information before specific information.
- Use the active voice whenever possible (e.g., "NRC conducts inspections" rather than "Inspections are conducted by the NRC").
- Use verbs rather than hiding verbs in nouns (e.g., "The staff will implement the directive by August 30" rather than "The staff is to complete implementation of the directive by August 30.").

To make each page more appealing and easier to understand, a part of Plain Language, do the following—

- Intersperse dense text with headings.
- Use lots of white space on a page.

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### **2.6.1.2 Technical Editing**

Make your publication manuscripts consistent with the guidelines in the latest version of the “NRC Editorial Style Guide” (NUREG–1379). Ensure that those manuscripts edited receive the type of technical editing specified in Part 1. The editorial requirements for a holder of a legal instrument requiring as a deliverable a manuscript for publication are specified under the responsibilities of the DC, ADM, in Part 1 and in Part 4 of this handbook. Those for the NRC staff are specified under Part 1, “Procedural Roles and Responsibilities for NRC Staff,” “Office Directors and Regional Administrators,” and Part 3, “Procedures for Manuscripts Prepared by the Staff,” of this handbook.

### **2.6.2 Book Manuscripts**

Books are usually published in a 6- by 9-inch format of more durable materials than other publications in the NUREG series (i.e., case-bound or a hardback) but may also be issued in paperback. Consult the IRSD staff before beginning a book (defined in the Glossary).

A nonprofit organization or NRC may publish a book. All books funded by NRC undergo stringent peer review.

#### **2.6.2.1 NRC as Publisher**

If NRC both prepares and publishes a book, it bears a NUREG-series designator. The staff must not only follow all the guidelines given for other publications in preparing the manuscript but must also arrange for peer review. (See Section 2.6.2.3 of this part.)

#### **2.6.2.2 Nonprofit Organization as Publisher**

NRC may arrange to have a book manuscript published by a nonprofit organization even though NRC funds the time to write and edit the book manuscript. However, the Joint Committee on Printing has to authorize such an arrangement.

If a nonprofit organization publishes the NRC-funded book, it may not bear an NRC NUREG-series designator. The publisher assumes all costs for publishing, marketing, and distributing the book. Any royalties for the book are returned to the Treasury of the United States through NRC. As with other NRC publications, copies are sent to the GPO for optional selection by the Depository Library Program.

### **2.6.2.3 Peer Review**

A reviewer is an expert in the subject matter covered by a book manuscript but independent of the work leading to the manuscript. Reviewers critically evaluate the technical content of a manuscript to judge whether the author successfully accomplished the intended purpose and the facts are accurate to the best of the reviewer's knowledge. Reviewers may be from within or outside NRC. They may come from academia, national laboratories, professional societies, corporations, or other Federal agencies. The NRC office sponsoring the book selects the reviewers and may select only one reviewer per organization.

When selecting reviewers, screen them for demonstrated competence and achievement in a specific discipline, such as the quality of research accomplished, published articles in journals, and honors received. Select reviewers having no appearance of or real conflict of interest, that is, those who could not profit financially by influencing whether the information is published. In the case of NRC, selecting a licensee, a licensee consultant, or an expert from an intervener group as a peer reviewer would not be appropriate.

### **2.6.3 Conference Proceedings Manuscripts**

For information about preparing a proceedings for a conference or workshop, refer to the latest version of MD 3.11, "Conferences and Conference Proceedings."

### **2.6.4 Grants**

NRC sometimes funds grants for educational and nonprofit institutions, State, and local governments, and professional societies for the expansion, exchange, and transfer of knowledge and ideas. The U.S. Congress characterizes the relationship between a Federal agency and a grant recipient as one in which "the recipient can expect to run the project without agency collaboration, participation, or intervention as long as it is run in accordance with the terms of the grant."

#### **2.6.4.1 Publications**

NRC or the grantee may publish the results of the award. Each grant specifies any publication requirements of the award.

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If the grantee publishes the results, the grantee grants to the Government a royalty-free, nonexclusive, irrevocable license to reproduce, translate, publish, and use the published results. The grantee also must dispose of all material for which a copyright could be obtained that the grantee produced or composed under the grant.

**2.6.4.2 Journal Articles**

If the grantee prepares an article to be published in a journal under the grant, the grantee follows the procedures in MD 3.9, "NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects."

**2.6.5 International Agreement Publication Manuscripts**

NRC has cooperative nuclear safety research programs governed by agreements with foreign governments and organizations. These agreements include monetary contributions, exchange of information, and comments on program plans and results. The agreements allow for transmitting technical information that is not classified or sensitive unclassified from foreign participants to NRC for publication in the NUREG series. The interests of all international program participants are best served by formal dissemination of information acquired or developed in these programs as publications. Prepare these reports consistent with the general procedures for other manuscripts indicated in Parts 2 and 3 of this handbook.

**Part 3**  
**Procedures for Manuscripts Prepared by the Staff**

The organization and components of NRC publications will vary, depending on their purpose and scope. Before beginning a manuscript, the author needs to answer the following questions (see also Section 3, "Planning Your Document," and Section 4, "General Format and Content," of NUREG-0650 and Part 2, "General Procedures," of this handbook):

- Who is my primary audience?
- What is the purpose of the manuscript?
- What is its scope?
- Will it become a draft publication issued for public comment?
- Are all the references available to the public?
- Will it include information that is copyrighted or patented?
- Has it been reviewed to ensure that it contains no classified or sensitive unclassified information?
- Has a Records and FOIA/Privacy Services Branch Reviewer reviewed the manuscript for Information Collections from stakeholders outside NRC (in accordance with the Paperwork Reduction Act) and signed Block 5.1 on NRC Form 426 (available on NRC's internal and external Web sites) attesting to the completed review?
- Will it contain a glossary?
- Does my manuscript comply with NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1 of this handbook?
- Will it contain measurement and weight values?
- Will it require the services of the Information and Records Services Division (IRSD), such as editing or graphics support?
- Will it require or be enhanced by the use of color photographs or figures?
- Will it require a specially designed cover rather than the standard NRC cover?
- Will this publication be one in a series of publications?
- In what media will my publication be distributed? Paper? Compact disk?
- How long will printing and distribution take?
- Does publication of my manuscript require completed forms?
- Is my schedule for producing and publishing the manuscript realistic?
- How can I disseminate sensitive unclassified information?
- What are the criteria for posting a publication to the external or internal Web site?

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**Who is my primary audience? What is the purpose of the manuscript? What is its scope?**

Consider whether your publication will have to be understood by a technical expert, a technician, a nontechnical audience, or a combination of these. The way in which you present your topic depends on whether you are presenting analyses and results of research, general information, instructions, and so forth. Decide what measure of available information should be included (the scope of your manuscript). One good way to accomplish this goal is to begin with an outline of all possible ideas you may want to include and then refine the outline.

**Will it become a draft publication issued for public comment?**

NRC frequently issues draft publications for comment. Some types of draft publications include licensing documents, such as standard review plans, environmental impact statements, safety evaluation reports, technical evaluation reports, and standard technical specifications. After the staff considers the comments received, they usually revise the draft, as deemed appropriate, and publish a final version. See **Public Involvement, Documents for Comment**, on NRC's external Web site.

**Are all the references available to the public?**

The public must be able to access all references listed in a publication. Do not discuss in the text or include in the list of references an Institute of Nuclear Power Operations (INPO) document without prior approval from INPO. Attach any such INPO approval to NRC Form 426, the authorization to publish a manuscript. Authors may create a separate list of references for proprietary versions of a document if the public can obtain a nonproprietary version (see Section 4.2.4 of NUREG-0650). Proprietary versions may contain trade secrets or confidential research; or development, commercial, or financial information.

**Will it include information that is copyrighted or patented?**

The staff preparing a manuscript determines whether it contains information that may be copyrighted or patented. Contact the Office of the General Counsel if you have a copyright or patent question. Obtain permission from the copyright holder before using copyrighted material in a manuscript and attach such permission to NRC Form 426 (see also Section 3.8 of NUREG-0650).



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**Has it been reviewed to ensure that it contains no classified or sensitive unclassified information?**

The staff preparing a manuscript ensures by signing NRC Form 426 that it contains no classified or sensitive unclassified information and, if uncertain about the sensitivity of any content, contacts the Office of Nuclear Security and Incident Response. The staff also ensures by its signature on this form that the manuscript is consistent with COMSECY-02-0015, "Withholding Sensitive Homeland Security Information From the Public," dated April 2, 2002, available at <http://www.nrc.gov/reading-rm/doc-collections/commission/comm-secy/2002/>.

**Will it contain a glossary?**

Glossary terms in a publication must be consistent with those in the glossary on NRC's external Web site. If you create a glossary for the manuscript, use the definitions in NRC's external Web site Glossary unless you disagree with them. Send any conflicting definition for a term to the Web Staff Editor to resolve with the Glossary Team. The editor will include you in the resolution process. In addition, send any terms in your glossary not found in the Web Glossary to the Web Staff Editor to add to the Web Glossary.

**Does my manuscript comply with NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1?**

Review your manuscript to ensure that it is consistent with the guidelines in Section 2.6.1 of this handbook. See also Part 1, "Procedural Roles and Responsibilities for NRC Staff," "Office Directors and Regional Administrators," of this handbook to ensure that the publication manuscripts listed received technical editing as specified in Part 1.

**Will it contain measurement and weight values?**

If "Yes," according to NRC's Policy Statement "Conversion to the Metric System" (57 FR 46202, 10/07/92), ensure that measurement and weight values are converted to the International System of Units, followed by the English units in brackets except that "documents specific to a licensee...will be in the system of units employed by the licensee."

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**Will it require IRSD services such as editing or graphics support?**

Contact the Chief of the Publishing and Distribution Services Branch (PDSB), IRSD, for complete information about publishing services and service levels (i.e., what support the staff can offer in a given amount of time). See service levels, available at <http://www.internal.nrc.gov/OCIO/PSB/SERVICE/editorial.pdf>. After preliminary reviews within the author's office are complete, the author initiates an intake interview with an editor if the manuscript is the type of manuscript listed in the first bullet under "Office Directors and Regional Administrators" of Part 1. Work with the editor to decide on the figures you will be using and request graphics support. Sometimes the graphics staff can produce figures while the document is being edited. If the graphics staff will be laying out the entire manuscript, have any editing completed before they begin in order to expedite overall publication production. See also Part 1, "Procedural Roles and Responsibilities for NRC Staff," "Office Directors and Regional Administrators," Section 2.6.1.2 of this handbook, and the response to "Is my schedule for producing and publishing this manuscript realistic?" in this part.

**Will it require or be enhanced by the use of color photographs or figures? Will it require a specially designed cover rather than the standard NRC cover?**

Although printing in color is sometimes necessary (e.g., to show rust or degradation of a reactor component) or desirable (e.g., to promote the agency goal of ensuring openness in our regulatory mission), printing in color is considerably more expensive than printing in black and white. Printing in color is often appropriate for public outreach publications. Publishing color documents on compact disks is less expensive than printing paper documents in color. Request permission to use color in the planning stage from the Chief of PDSB, IRSD, to see if funds are available or if another option could serve the same purpose. (See also Management Directive (MD) 3.13, "Printing," for more specific information.)

**Has a Records and FOIA/Privacy Services Branch Reviewer reviewed the manuscript for Information Collections from stakeholders outside NRC (in accordance with the Paperwork Reduction Act) and signed Block 5.1 on NRC Form 426 attesting to the completed review?**

Submit a copy of your manuscript to the Records and FOIA/Privacy Services Branch for review and approval before submitting the final manuscript to IRSD for publishing. This review and approval ensures that either NRC has obtained Office of Management and Budget (OMB) approval to request information from stakeholders outside NRC or

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that the manuscript contains no information collections. Ask the reviewer to sign Block 5.1 on NRC Form 426 attesting to the results of the completed review.

**Will this publication be one in a series of publications?**

If the manuscript is one in a series of ongoing publications, prepare a list of all previous publications in the series, including each publication's designator and issuance date. The list can span more than a single page and would be placed after the title page (see Table 4.1 in NUREG-0650). An example of such a series is the NUREG-1556 series concerning materials licensees (see on the external Web site the **Electronic Reading Room, Collections of Documents by Type**, then **NUREG-Series Publications**).

**In what media will my publication be distributed? Paper? Compact disk?**

Discuss printing and distribution of your publication with the Chief of PDSB before you begin. After a manuscript is printed in paper, compact disk, or a combination of these media, NRC enters each NUREG-series publication in the Agencywide Documents Access and Management System (ADAMS) and declares it an official record. All publications are made publicly available in ADAMS, except those intended only for staff use. However, all NUREG-series publications are available to the public and are posted to either the internal or the external Web site.

**How long will printing and distribution take?**

After a manuscript has undergone a quality assurance review by the IRSD staff, printing and distribution of an average size (i.e., 150 to 200 pages) and black-and-white or two-color (e.g., blue and white) manuscript typically takes 10 to 12 workdays. Printing of color manuscripts varies. Consult the Chief of PDSB for more specific information and see the PDSB printing staff service levels.

**Does publication of my manuscript require completed forms?**

Yes. NRC requires two completed forms to publish a manuscript: NRC Form 426, "Authorization To Publish a Manuscript in the NUREG Series," and NRC Form 335, "Bibliographic Data Sheet." Both forms are available on NRC's internal and external Web sites.

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- **NRC Form 426.** Answer the questions and obtain the signatures required to authorize publication of your manuscript. Instructions for completing the form are on page 2 of the form.
- **NRC Form 335.** Place an abstract of 200 or fewer words in Block 11 of the form and complete all other blocks except 13 through 16 (see NUREG-0650). Concisely summarize the contents of your manuscript in the abstract so that a reader can determine whether to read the entire report. Omit details and numerical references in the abstract to the extent possible.

**Is my schedule for producing and publishing the manuscript realistic?**

The author should factor into the schedule for publishing a manuscript the time needed to—

- write and revise;
- resolve and incorporate comments from reviewers;
- obtain any IRSD services;
- complete forms; and
- obtain review and signatures authorizing publication.

IRSD, OCIO, offers services to help in preparing a manuscript:

- Professional technical editing
- Graphics services
- Quality assurance review of manuscripts
- Reproduction and distribution
- Publishing: printing and posting on the Intranet or Internet
- Declaring the publication an official agency record in ADAMS

For each service offered, OCIO has service levels to help you plan the production and publication of your manuscript. These levels are available on the internal Web site at <http://www.internal.nrc.gov/OCIO/PSB/SERVICE/index.html>.

**How can I disseminate sensitive unclassified information?**

IRSD can design appropriate first pages for or reproduce for the staff appropriately marked sensitive unclassified information for dissemination to those with a “need to know” but does not publish such information in the NUREG series. To disseminate such

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material to those with a “need to know,” contact the Office of Nuclear Security and Incident Response, and consult MDs 12.2 and 12.6.

Contact the Chief of PDSB to obtain one or more of these services or to be directed to the Web staff for Intranet or Internet publishing. If the originator is preparing the manuscript without using IRSD editing, composition, or graphics services, simply submit the manuscript with a signed authorization to print (NRC Form 426) and bibliographic data sheet (NRC Form 335) to the Chief of PDSB for review and publication.

**What are the criteria for posting a publication to the external or the internal Web site?**

After each publication is entered into ADAMS, IRSD posts it to either the internal or the external Web site. Generally, a publication is posted to the internal Web site if it serves a staff need. All others are posted to the external Web site (see also MD 3.14, “U.S. Nuclear Regulatory Commission External Web Site,” concerning the external Web site). However, all NUREG-series publications are available to the public upon request.

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**Part 4**  
**Procedures for Manuscripts Prepared by a Contractor,**  
**A Grantee, or Other Holder of a Legal Instrument Governing**  
**Manuscripts for Publication in the NUREG Series**

A contractor, a grantee, or other holder of a governing legal instrument requiring as a deliverable a manuscript for publication in the NUREG series must meet the conditions and terms of the legal instrument and work with the NRC Project Officer to deliver the manuscript in accordance with the policy and procedures in this directive and handbook.

**4.1 Project Officer Responsibilities**

The NRC Project Officer overseeing a publication manuscript prepared by a contractor, a grantee, or other holder of a legal instrument performs the following tasks:

- Works with the Contracting Officer, Division of Contracts, ADM, to specify applicable publication requirements in the proposed statement of work for the governing legal instrument consistent with Section (3.7-038);
- Acts as liaison between the contractor, grantee or other holder of a legal instrument and the staff of the Publishing and Distribution Services Branch (PDSB), Information and Records Services Division (IRSD), OCIO;
- Submits any manuscript for publication in the NUREG series prepared by the holder of a legal instrument that requires a manuscript as a deliverable to the NRC Records and FOIA/Privacy Services Branch for review to ensure either that NRC has obtained an Office of Management and Budget (OMB) number authorizing NRC to request information from a stakeholder outside NRC or that the manuscript contains no such request and requests that the reviewer sign Block 5.1 on NRC Form 426 (available on NRC's internal and external Web sites) attesting to the results of the completed review.
- Responds to any questions from the organization preparing the publication, consulting with the Chief of PDSB or the PDSB staff as necessary;
- Assists the preparing organization in identifying who should receive copies of the publication;

- Ensures that the contractor, grantee, or nonprofit organization receives 50 free copies of each publication produced in accordance with the Joint Committee on Printing's regulations, unless the preparer requests fewer copies;
- Approves the final manuscript before instructing the contractor, grantee, or other holder of a legal instrument to send the final manuscript to the PDSB staff for review and publication; and
- Works with the PDSB staff to have the manuscript published (i.e., reviewed; revised, as necessary; printed; and distributed).

#### **4.2 Responsibilities of Contractor, Grantee, or Other Holder of a Legal Instrument Governing Manuscripts for Publication in the NUREG Series**

##### **4.2.1 General Responsibilities**

When the procurement requires that a deliverable be developed as a manuscript for publication in the NUREG series, the contractor, grantee, or other holder of a legal instrument performs the following tasks:

- As specified in the governing legal instrument, prepares by the due date the number of manuscripts required as deliverables until the NRC deems a manuscript publishable;
- Revises each manuscript as necessary until NRC deems it publishable by the date due;
- Ensures that the final manuscript receives technical editing as specified in the statement of work in the governing legal instrument;
- Prepares manuscripts in accordance with the policy and guidance in this directive and handbook;
- Sends only a manuscript approved by the Project Officer to the PDSB staff for review and publishing;
- Refers all questions to the Project Officer, who may, in turn, contact the PDSB staff for information;

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- Prepares stick-on address labels for individuals designated to receive a copy of a publication who does not appear on one of NRC's automated distribution mailing lists;
- As discussed with the Project Officer, considers the guidance of Section 4.2.2 of this part when preparing a manuscript.

#### **4.2.2 Preparing the Manuscript**

The organization and components of NRC publications will vary, depending on their purpose and scope. Before beginning a manuscript, the author should answer the following questions (see also Section 3, "Planning Your Document," and Section 4, "General Format and Content," of NUREG-0650).

- Who is my primary audience?
- What is the purpose of the manuscript?
- What is its scope?
- Will it become a draft publication issued for public comment?
- Are all the references available to the public?
- Will it include information that is copyrighted or patented?
- Has it been reviewed to ensure that it contains no classified or sensitive unclassified information?
- Will it contain measurement and weight values?
- Will it contain a glossary?
- Does my manuscript comply with NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1 of this handbook?
- Will it require or be enhanced by the use of color photographs or figures?
- Will it require a specially designed cover rather than the standard NRC cover?
- Will this publication be one in a series of publications?
- Is it consistent with all applicable NRC guidance furnished?
- Does publication of my manuscript require completed forms?

#### **Who is my primary audience? What is the purpose of the manuscript? What is its scope?**

Consider whether your publication will have to be understood by a technical expert, a technician, a nontechnical audience, or a combination of these. The way in which you present your topic depends on whether you are presenting analyses and results of research, general information, instructions, and so forth. Decide what measure of



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available information should be included (the scope of your manuscript). One good way to accomplish this goal is to begin with an outline of all possible ideas you may want to include and then refine the outline with your Project Officer.

**Will it become a draft publication issued for public comment?**

NRC frequently issues draft publications for comment. Some types of draft publications include licensing documents, such as environmental impact statements, or technical evaluation reports. After the preparer considers the comments received, and revises the draft, as deemed appropriate, NRC publishes a final version. See **Public Involvement, Documents for Comment**, on NRC's external Web site.

**Are all the references available to the public?**

The public must be able to access all references listed in a publication. Do not discuss in the text or include in the list of references an Institute of Nuclear Power Operations (INPO) document without prior approval from INPO. Attach any such INPO approval to NRC Form 426, the authorization to publish a manuscript. Authors may create a separate list of references for proprietary versions of a document if the public can obtain a nonproprietary version (see Section 4.2.4 of NUREG-0650). Proprietary versions may contain trade secrets or confidential research; or development, commercial, or financial information.

**Will it include information that is copyrighted or patented?**

If the preparer is uncertain whether the manuscript contains information that may be copyrighted or patented, consult the NRC Project Officer who may, in turn, contact NRC's Office of the General Counsel about copyright or patent questions. Obtain permission from the copyright holder before using copyrighted material in a manuscript and attach such permission to NRC Form 426 (see also Section 3.8 of NUREG-0650).

**Has it been reviewed to ensure that it contains no classified or sensitive unclassified information?**

The NRC Project Officer attests by signing NRC Form 426 that it contains no classified or sensitive unclassified information and, if uncertain about the sensitivity of any content, contacts the Office of Nuclear Security and Incident Response. The staff also ensures by its signature on this form that the manuscript is consistent with COMSECY-02-0015, "Withholding Sensitive Homeland Security Information From the

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Public," dated April 2, 2002, at <http://www.nrc.gov/reading-rm/doc-collections/commission/comm-secy/2002/>.

**Will it contain a glossary?**

Glossary terms in a publication must be consistent with those in the glossary on NRC's external Web site. If you create a glossary for the manuscript, use the definitions in NRC's external Web site Glossary unless you disagree with them. Send any conflicting definition for a term to the Project Officer who, in turn, will send the conflicting terms to the Web Staff Editor to resolve with the Glossary Team. The editor will include the Project Officer in the resolution process. In addition, send any terms in your glossary not found in the Web Glossary to the Project Officer, who, in turn, will send them to the Web Staff Editor to add to the Web Glossary.

**Does my manuscript comply with NRC's Plain Language and Editorial Guidelines specified in Section 2.6.1?**

Review your document to ensure that it is consistent with the guidelines in Section 2.6.1 of this handbook. Ensure that your manuscript received technical editing as specified in Part 1 of this handbook under responsibilities of the Director of DC, ADM.

**Will it require or be enhanced by the use of color photographs or figures? Will it require a specially designed cover rather than the standard NRC cover?**

Although printing in color is sometimes necessary (e.g., to show rust or degradation of a reactor component) or desirable (e.g., to promote the agency goal of ensuring openness about our regulatory mission), printing in color is considerably more expensive than printing in black and white. Publishing color documents electronically or on compact disks is less expensive than printing paper documents in color. Request permission to use color through your Project Officer in the planning stage to see if funds are available or if another option could serve the same purpose (see also Management Directive (MD) 3.13, "Printing").

**Will it contain measurement and weight values?**

If "Yes," according to NRC's Policy Statement "Conversion to the Metric System" (57 FR 46202, 10/07/92), ensure that measurement and weight values are converted to the International System of Units, followed by the English units in brackets except

that “documents specific to a licensee...will be in the system of units employed by the licensee.”

**Will this publication be one in a series of publications?**

If the manuscript is one in a series of ongoing publications, prepare a list of all previous publications in the series, including each publication’s designator and issuance date. The list can span more than a single page and would be placed after the title page (see Table 4.1 in NUREG–0650). An example of such a series is the NUREG-1556 series concerning materials licensees (see on the external Web site the **Electronic Reading Room, Collections of Documents by Type**, then **NUREG-Series Publications**).

**Is it consistent with all applicable NRC guidance furnished?**

Before submitting your final manuscript to the Project Officer, ensure that it complies with this directive and handbook; NUREG–1379, “NRC Editorial Style Guide”; NUREG-0650, “Publishing Documents in the NUREG Series”; and, if applicable, MD 3.11, “Conferences and Conference Proceedings.”

**Does publication of my manuscript require completed forms?**

Yes. NRC requires two completed forms to publish a manuscript, both available on NRC’s internal and external Web sites: NRC Form 426, “Authorization To Publish a Manuscript in the NUREG Series,” and NRC Form 335, “Bibliographic Data Sheet.” Consult your NRC Project Officer about using these forms.

- **NRC Form 426.** Answer the questions, have your authorizing official sign, and send the completed form to your Project Officer to obtain the signatures required to authorize publication of your manuscript.
- **NRC Form 335.** Place an abstract of 200 or fewer words in Block 11 of the form and complete all other blocks except 13 through 16 (see NUREG–0650). Concisely summarize the contents of your manuscript in the abstract so that a reader can determine whether to read the entire report. Omit details and numerical references to the extent possible.

## **Glossary**

**Book.** A publication intended as a permanent reference (a textbook) or as a major critical review of a technical or regulatory topic. Its content should be applicable for at least 5 years after publication and may meet an industry-wide need.

**Classified information.** At NRC, material that meets the requirements for designation as Confidential, Secret, or Top Secret in accordance with an Executive Order (currently E.O. 12958, "Classified National Security Information," as amended, or the Atomic Energy Act of 1954, as amended. (See MD 12.2, "NRC Classified Information Security Program," for more information.)

**Manuscripts directed toward public outreach.** Manuscripts that contain general regulatory information about NRC or general technical information about a specific topic, which are often prepared by the Office of Public Affairs (e.g., "NRC: Regulator of Nuclear Safety" (NUREG/BR-0164), the "Public Petition Process" (NUREG/BR-0200), the "Citizen's Guide to U.S. Nuclear Regulatory Commission Information" (NUREG/BR-0010), and "Regulating Nuclear Fuel" (NUREG/BR-0280).

**NUREG-series publication.** Nonsensitive information related to NRC's mission that does not contain regulatory requirements and is published in a formal agency series to ensure the "dissemination to the public of scientific and technical information relating to atomic energy...." as mandated by the Atomic Energy Act of 1954, as amended. Each publication bears an agency designator (NUREG-number-year).

**Peer review.** Critical evaluation of the technical content of a book manuscript by independent experts to judge whether the author successfully accomplished the intended purpose. The independent experts must not be able to profit financially by influencing whether the information is published and could have no appearance of conflict of interest, such as, in the case of NRC, a licensee.

## **Glossary** (continued)

**Project Officer.** The member of the NRC staff responsible for overseeing the legal instrument that requires as a deliverable a manuscript to be published in the NUREG series.

**Sensitive unclassified information.** This information includes unclassified Safeguards Information (SGI), Official Use Only information, and Proprietary information. It also includes unclassified information from other Government agencies and sources outside of NRC and its contractors and licensees that requires special protective measures. Markings used by these agencies and sources include, for example, For Official Use Only, Company Confidential, and Private. (See MD 12.4, "NRC Telecommunications Systems Security Program," and Volume 12, "Glossary," for a complete definition of "sensitive unclassified information.")

**Technical editing.** Collaboration between a technical editor and an author to improve the quality, clarity, and consistency of a manuscript.