

# THE SURVEY'S PUBLICATION PROCESS SUMMARIZED

## REVIEW AND APPROVAL

All reports written by Survey scientists in connection with their official duties must be approved by the originating Division and the Director.

- ▶ All reports require at least one technical review, and most have two or more; Water Resources Division requires at least two.
- ▶ Reports that contain geologic names or ages require review by the Survey Geologic Names Unit.
- ▶ Book reports and maps published by the Survey require editing within their originating Division.
- ▶ Abstracts of papers to be presented at scientific meetings require editing and approval according to individual Division policy.
- ▶ Reports for publication outside the Survey are edited according to individual Division policy.
- ▶ Open-File reports are not edited but are reviewed for policy and reproducibility.
- ▶ You have some latitude as to whether or not your paper for outside publication has a Survey edit. Given a choice, however, consider the advantages of such an edit, because a well-edited report generally is more acceptable to a publisher and reader than one that is not.

## TYPICAL MANUSCRIPT SEQUENCE

Here is a sequence typical of a Survey manuscript through the Geologic Division from inception to publication, complete with hints and admonitions. The left column shows who does what; the right column details the action. Because procedures vary among

1. Author assesses resources for preparing manuscripts.	Begin by determining what resources (such as typists and machines) are available in your Branch or Office preparing manuscripts and what procedures are followed there.
2. Author options for producing draft.	You presently have several options for preparing a draft of your report, depending upon your resources and inclination. You can keyboard the report yourself on a word processor or computer; or you can write the report in longhand or dictate it or rough-type it for later keyboarding on a word processor or computer by a manuscript typist.

<p>2. Author options for producing draft—Con.</p> <p>Hint/admonition</p> <p>Hint/admonition</p> <p>Hint/admonition</p>	<p>If the report is to be published by the Survey, be sure the output from your word processor can be transmitted to the phototypesetter. Check with a local editor about machine readability.</p> <p>If a typist keyboards your report, stay ready to decipher your own possibly illegible handwriting and to answer questions.</p> <p>Neatly handwritten, long, complex tables are acceptable for reviewers and editors, but at some time the tables will have to be keyboarded for typeset copy or for camera-ready copy (copy from which a printing plate is made). The same thing is true for equations. Keep this in mind as you plan your report; your local editor can apprise you of current procedures. If you lack the skills to keyboard complicated tables and equations, plan to have an expert do the job for you.</p>
3. Author proofreads draft.	<p>Proofread the draft of your manuscript carefully. (See section on "Proofreading" for why, when, and how.) Double-check numerical values and computations on a printing calculator. Keep the calculator tape for verification should questions arise from reviewers or editors. Make any changes to the report so that it is ready for technical review.</p>
4. Author assembles copies to send to Branch or Office for technical review.	<p>Assemble as many complete copies of the report as are necessary for technical review. A complete copy generally includes the following: Front matter (such as title page and contents), text, tables, figure captions, illustrations, and routing sheet. All textual matter (including tables) is double spaced and paginated for review and editing. You keep a copy for yourself.</p>
5. Author sends copies to Branch or Office.	<p>Send copies to your Branch or Office, according to transmittal procedures and routing instructions of</p>

5. Author sends copies to Branch or Office—Con.	your Division. Always send material flat, except for oversize maps and tables, which have to be rolled. If the material is in more than one package (say, three), label each piece as 1 of 3, 2 of 3, and 3 of 3.
6. Branch or Office attaches a routing sheet to report.  Hint -----	Someone in the Branch or Office will fill out and attach a routing sheet. (Ask your supervisor who does this.) The routing sheet (fig. 5) is a record of who looks at the report and when. It accompanies the report from now until the report receives Division and Director's approval.  A signature on the routing sheet indicates that the signer is finished; initials indicate that the person wants to see the report again. Hence the derivation of the phrase "sign off on the report."
7. Author revises after technical review.	Revise according to reviewers' comments, and add publisher's format, if not done already. See that corrections are made in the machine-readable media by a skilled typist. Have a fresh copy printed out. Proof this copy carefully.
8. Author sends revised copies and technical review copies to Branch or Office chief.	Send report and technical review copies to your Branch or Office chief for approval. Use the lists at the end of this section to check that the manuscript and its parts are complete before you send it to your Branch or Office chief. You will want to keep a copy should questions arise. Gather and label the originals of all illustrations and file them together.
9. Branch approves and sends report to Division for edit.	When your Branch or Office chief has approved the report, the Branch will transmit it and the technical review copies to the next place according to Division procedure. This copy becomes the "mill copy"—the primary copy of the report used by editors, graphics specialists, cartographic technicians, and drafters.
10. Division edits; author responds.	If your manuscript is to be published as a formal USGS series book report or map, a Division editor will review the mill copy for expression, clarity, mechanical condition, and conformity with USGS and GPO style, usage, and format. You are responsible for having corrections made and for providing fresh printouts.

11. Author proofreads	Proofread the final mill copy of the entire manuscript again; the destination of the report will dictate just when. Commonly what you see on the final mill copy is what will appear in print.  Proofread reports for publication by the USGS just before Director's approval and after all corrections have been made on the disk, or whenever your Division editor suggests.  Proofread reports for publication outside the USGS after Director's approval and before you submit your report or abstract to the journal or outside publisher.
12. Report sent for Director's approval.	Your Division will submit your report for Division and Director's approval. Mill copy of reports to be published by the USGS is sent for typesetting and drafting. Mill copy of reports to be published outside the USGS is returned to you.
13. Author proofs galley and check prints.	You will receive galley proofs (or page proofs) and check prints of illustrations of USGS books and maps. Scrutinize them meticulously, as this is your last chance to eliminate any lingering errors. You may be asked to proof the text word for word with another person. Now, however, is not the time for sweeping changes.
14. Division editor approves layout, printer's proof, and inspection copy.	After any changes are made in galley and check prints, the reproducible type (the galley) is laid out and sent with the final art to the printer. When the printer's proof is returned to Division, your editor reviews it, requests any changes, and approves it for publication. The editor also approves the advance inspection copy from the printer. Normally, you will not see layout, printer's proof, or inspection copies.
15. Author's book is published.	Your book or map is in print, you have received your author copies, and you see no glaring errors. Congratulations are in order, and your thanks to those colleagues, typists, editors, graphics specialists, cartographic technicians, and typesetters whose efforts enhanced the presentation of your scientific information.

Typical manuscript sequence

Form 9-1325  
(Rev. Dec. 1988)  
U.S.G.S.--GEOLOGIC DIVISION

## MANUSCRIPT REVIEW AND APPROVAL SHEET

**AUTHOR(S)** (Last name first; show first name and/or initials as shown in manuscript)<sup>1</sup>

**BRANCH PROJECT NO.** \_\_\_\_\_

<b>FOR BTR USE ONLY</b>	
BTR #	_____
MIS #	_____

**OFFICE & BRANCH:**<sup>2</sup> \_\_\_\_\_

**CONTACT** (Name, address, phone)<sup>3</sup> \_\_\_\_\_

**TITLE** \_\_\_\_\_

**TOTAL PAGES** (Include title page and all page-size figures and tables) \_\_\_\_\_

**TABLES COVERING** \_\_\_\_\_ **PAGES** \_\_\_\_\_

**NUMBER OF ILLUSTRATIONS**

Color \_\_\_\_\_ B & W \_\_\_\_\_

Line Drawings \_\_\_\_\_  
Photographs \_\_\_\_\_  
Fossil plates \_\_\_\_\_  
Oversize plates \_\_\_\_\_

*\* Written justification needed*

**FORM OF PUBLICATION** SERIES, JOURNAL, VOLUME, OR MEETING:<sup>5</sup> \_\_\_\_\_

USGS Book †     Outside report or book review:  
 USGS Map       Edit requested  
 Open-file report     No edit requested<sup>4</sup>  
 Abstract             Other

If part of multichapter USGS book:  
 Total chapters  To be published  Together  Separately

**DEADLINE:**<sup>6</sup> \_\_\_\_\_

**ARE GEOLOGIC NAMES OR AGES USED?** YES  NO

**BRAND OF WORD PROCESSOR USED**<sup>8</sup> \_\_\_\_\_

**REMARKS**

PLEASE REVIEW CHECKLIST ON BACK BEFORE SENDING REPORT TO BTR

NAME Printed or typed	DATE IN	DATE OUT	CHECK PROCESSING STEP WITH "X"					SIGNATURE (or initials) <sup>9</sup>
			Branch	Chief Geologist	Director	Other (Specify)	BTR Chief	

SEE NUMBERED FOOTNOTES ON BACK OF THIS SHEET      CONTINUE ON ADDITIONAL FORMS IF NECESSARY

Front

**Figure 5.** Manuscript review and approval sheet (routing sheet), front and back, used in the Geologic Division.

Authors--**HELP!** Just before sending your report to Branch of Technical Reports, please check the following items:

**For ALL Reports:**

- \_\_\_\_\_ "Mill" copies of text, tables, and all illustrations are up to date and plainly identified.
- All type is double spaced (Open-File Reports excepted).
- Authors' complete mailing addresses are shown (except for USGS authors in USGS reports).
- Cooperative note and acknowledgments are included if appropriate.
- All references cited in text are shown in the reference list.
- All parts of the report are attached, including any oversize plates and tables.
- Highly complex maps and cross sections include one up-to-date black-and-white "mill" copy and one colored copy.
- Technical reviewers' copies are included.
- Title and authorship on front of this form are correct and current.
- Complete project number (all nine digits) is shown.
- Geographic area of study, if any, is named in title. (If report concerns an area that is not named in title, please attach explanatory note.)
- Branch chief and all technical reviewers have signed and dated this form.

**For All USGS Books and Maps:**

- "Author's Check List for Plates, Figures, and Photographs" (form 9-1517) has been filled out and attached to each illustration.

**For USGS Books and Maps With Text:**

- Report is described succinctly in
  - A 50- to 75-word note for "New Publications of the Geological Survey" AND
  - A 15- to 25-word note for Superintendent of Documents.

**For All USGS Books:**

- \_\_\_\_\_ Title page includes a 5- to 25-word descriptive note (Circulars excepted), which is not just a restatement of the title.
- All section headings, illustrations, and tables are listed in the Contents section.
- Abstract is included.
- Complete caption for each illustration is on a separate page attached to the illustration.

**EXPLANATORY FOOTNOTES FOR MANUSCRIPT REVIEW AND APPROVAL SHEET**

- <sup>1</sup> Reports listing more than four authors should be accompanied by an explanatory note. (See "Authorship" section in Suggestions to Authors.)
- <sup>2</sup> Use abbreviations shown in USGS telephone directories.
- <sup>3</sup> A mail stop and extension number will suffice for authors at the same center with the servicing BTR. Out-of-town authors please note whether phone number is FTS or commercial.
- <sup>4</sup> Branch chief must initial. NOTE: Abstracts are not included under "Outside reports"; all abstracts will be edited.
- <sup>5</sup> For USGS publications, show SERIES (Professional Paper, Geologic Quadrangle Map, etc.) and, if applicable, show SUBSERIES (Studies Related to Wilderness, Contributions to Geochemistry, etc.). Show SCALE for maps.  
For journal reports, show name of journal.  
For chapters in books not published by USGS, show book title, publisher, and volume editor.  
For abstracts and other reports prepared for meetings, show sponsoring organization and name, date, and place of meeting.  
For other types of reports, explain the form of publication as well as possible.
- <sup>6</sup> The BTR's give priority treatment to reports with reasonable, legitimate deadlines. Except for abstracts and "no edit" outside reports, manuscripts that have deadlines should be accompanied by a memo from the author's branch chief requesting priority. "Deadline" shown here should be date by which author must have report back to meet publisher's deadline.
- <sup>7</sup> If report was unnumbered, show year of release in parentheses.
- <sup>8</sup> Information required only for in-house USGS publications. May include computers not specifically designated as "word processors"; please show both the type of computer and the wp program used in such cases. If no word processor was used, enter "None."
- <sup>9</sup> Generally, a full signature denotes approval. Initials mean only that the report has been seen.

GPO 852 - 478

**Reverse**

Divisions, Offices, and Branches, the sequence is a general one. Water Resources Division reports travel a similar path, although the timing differs. Editing,

for example, comes after Director's approval. (See figs. 3 and 4 in section on "Planning and Management for Water Resources Reports" for details). Not

FORM 9-1531 (JULY 1984) U.S. DEPARTMENT OF THE INTERIOR - GEOLOGICAL SURVEY WATER RESOURCES DIVISION MANUSCRIPT ROUTING SHEET WRD NO. (ASSIGNED BY HDQRS.)

AUTHOR(S) (LAST NAME FIRST) PROJECT NO. (Example VA099)

TITLE NO. PAGES (INCL. TABLES)

(CHECK ONE)  INTERPRETIVE REPORT  DATA REPORT  ABSTRACT  OTHER NO. ILLUSTRATIONS

TYPE OF PUBLICATION (WSP, HA, OPEN FILE, JOURNAL, STATE PUBLICATION, ETC.) TABLES NO. NO. PAGES

COOPERATING AGENCY DOES REPORT CONTAIN GEOLOGIC NAMES?  YES  NO

	NAME (Print or type)	DATE IN	DATE OUT	TOPICS REVIEWED	NO. HRS SPENT	CHECK STEP COMPLETED										ENTER NEXT ROUTING HERE (Print or type)	
						AUTHOR	EDITORIAL REVIEWER	*TECHNICAL REVIEWER	DIST/PROJ CHIEF	REGIONAL HYDROLOG	GEOLOGIC NAMES	ADDITIONAL EVALUATION	SCI PUB PROG	SPADM	DIRECTOR		
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CONTINUE ON ADDITIONAL FORMS, IF NECESSARY.  
\* See instructions for technical reviewers on back of page.

Front

Figure 6. Manuscript review and approval sheet (routing sheet), front and back, used in the Water Resources Division.

## INSTRUCTIONS FOR TECHNICAL REVIEWERS

A thorough and competent review is essential to maintain the technical quality of Water Resources Division reports. The purpose of the review is to give a technical evaluation that will improve the report and eliminate errors that may lead to the embarrassment of the author and the Division. The following guidelines summarize critical policies and procedures in the report-review process.

*Number of reviewers* – At least two technical reviews are mandatory for all interpretive reports. Whenever possible, the reviewers should be selected on the basis of special knowledge or interest in the subject material of the report. At least one technical reviewer should be outside the District or Research Project office.

*Role of reviewers* – The role of the technical reviewer is to ensure the technical adequacy of the report. However, significant editorial discrepancies, particularly in organization, should be identified.

*Specific items to consider during review* –

- *Technical correctness* – Is the report technically valid? Are conclusions properly supported by correctly interpreted data? Are all computations correct? Are assumptions reasonable and clearly stated?
- *Readability* – Is it written for the intended audience, and with correct grammar, syntax, and a minimum of scientific jargon? Are illustrations and tables legible and readily understandable?
- *Title* – Is it explicit and does it reflect the objectives of the report? Generally the title should not exceed 12 words and, if appropriate, should give the project location and study period.
- *Abstract* – Does it state the purpose of the report? Is it informative? Does it describe the study and summarize pertinent results and conclusions? See pages 267–270, WRD Publications Guide (1982), Volume 1.
- *Introduction* – Does it clearly describe the problem(s) addressed by the report, state the objectives and scope of the report, present pertinent background information, and acknowledge significant help? See pages 265–266, WRD Publications Guide (1982), Volume 1.
- *Methods* – Were appropriate techniques used in the study? New methods should be described.
- *Body of manuscript* – Is it organized and presented in a logical sequence that contains the basic information, interpretation of that information, and the results or conclusions of the interpretations?
- *Illustrations and tables* – Are all necessary; do they clearly present basic information and emphasize relationships? Illustrations and tables should be interpreted and referred to in the text, but should be understandable without the text.
- *Conclusions or results* – Do they summarize the principal findings of the study and answer each of the objectives described in the introduction? Are they sound and properly documented? No information should be given that was not discussed in the body of the report. See pages 271–272, WRD Publications Guide (1982), Volume 1.
- *References* – Are all references cited in text included in this section? Are they cited correctly? Were pertinent references omitted in preparing the report?
- *Policy considerations* – See pages 23–24, WRD Publications Guide (1982), Volume 1.

GPO 908-502

Reverse

surprisingly, your responsibilities as author entail more than just writing the report. Manuscript review and approval sheets are shown by figures 5 and 6.

The exact form and wording of these sheets have changed slightly through the years, but the contents have remained basically the same.