USDA - Forest Service SRS-FS-1600-4a (6/98; revised 1/13) Manuscript Approval Certification (Ref: FSH 1609.11, Ch. 14, Sect. 14.2) Title: Author(s): □ Journal or other non-FS outlet name: **SRS**: OGTR ORP ORN ORB OProceedings NOTE: All SRS series are published to the Web. □Other: newsletter, brochure, report, DVD, or other mass-produced item for external use. □ **Non-SRS** Forest Service outlet (other Station, Region, WO); specify/explain: University/Coop Agreement #, Project Title, and date: Please explain the relevancy or application of your research and add an example (required): Please identify your end user audience. Who will use your research and how might they apply it (required): Please indicate an alternate language for your publication and explain why it should be translated (optional): Technical Peer Reviewers: minimum of two for Station series publications, one of whom should be a non-SRS expert. Project leader or Assistant Director for Research may require additional peer reviews. Review for non-Station publications is optional if refereed by publisher, unless required by project leader. Peer reviewer: Date: Peer reviewer: Date: Statistical reviewer signature: Date: 1. Author signature: Date: I certify that all data, conclusions, and recommendations have been checked for accuracy. I have maintained a record of my responses to issues raised in peer reviews. I have read the review and archiving policy on the other side of this form. Number of printed Station series publications to order: ______ copies Chargeable job code (for Station series publications): _____ Override number 2. Project leader signature: Date: I certify that this manuscript conforms to Station review and policy requirements declared on the back of this form, and I certify the following for the enclosed manuscript: Manuscript is potentially:
□Influential □Highly Influential □Neither Statistical/biometrics review: Completed Not required (no statistical content) □Bypass (only media NOT published by SRS are eligible) Editing:

SRS services □Peer review waived based on meeting criteria described on next page (back of form) □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. See next page (back of form) for review and editorial policy.

POLICY FOR MANUSCRIPT APPROVAL CERTIFICATION

1. Author: Your signature certifies that all data, conclusions, and recommendations in this manuscript have been checked, that each issue raised in technical has been resolved in this revised manuscript or has been rebutted and made part of the written record, as required by the Data Quality Act, and that the manuscript contains no unnecessary duplication of previous publications and conforms to the outlet's instructions for authors.

Author's instructions for "bypass editing" option (only media NOT published by the Station are eligible):

- Copyright: If the publisher is not a Federal government organization, include this sentence in you transmittal letter or add it as a footnote on the paper's title page: "This paper was written and prepared by a U.S. Government employee on official time, and therefore, it is in the public domain and not subject to copyright." Making this statement to outside publishers is a legal requirement. If you receive a document from the publisher asking you assign copyright, do not sign it. Add the statement given here, cross out the assignment clause, and return the document.
- Copyright FAQ: go to go to http://fsweb.srs.fs.fed.us/comm/pubs.shtml
- List reviewers and their affiliations in your transmittal letter.
- Send a copy of your published journal article (paper, PDF, or URL) to the Science Delivery Group Outreach & Marketing group for publicizing.

2. Project leader: Your signature certifies that you have reviewed this manuscript and the file of technical comments and rebuttals, and that the information has received adequate statistical review and is technically sound. Your signature **also** certifies that you have reviewed this manuscript for conformance to Station, Agency, and Department policies. You have approved it for further processing or submission to the publisher. If editing has been bypassed, you certify that the manuscript has met the standards required of the Assistant Director for Science Delivery Group (as established by the Technical Publications Team). The project leader or assistant director for research may require additional peer reviews. Peer review process for influential scientific information and assessments must conform to OMB Final Information Quality Bulletin for Peer Review, M-05-03 (http://www.whtiehouse.gov/omb/memoranda/fy2005/m05-03.pdf).

CRITERIA FOR WAIVING PEER REVIEW

These criteria only apply to refereed journal article sand 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 for Research must approve waiver.

SRS EDITORIAL POLICY

The Southern Research Station's Science Delivery Group is committed to achieving the highest standards of scientific communication while meeting author and reader needs. We strive for a balance of accuracy, quality, and timeliness through our collaborative efforts with authors.

All projects submitted for publication, whether through the Station or a non-Station outlet, must be accompanied by a completed Manuscript Approval Certification. If a manuscript for non-Station outlet is elected to bypass Station editing, the author is still responsible for ensuring that the Station is sent a properly completed Manuscript Approval Certification for the manuscript. Manuscripts submitted for publishing through the Station should meet standards established in the Station's manuscript preparation instructions (available at http://www.srs.fs.usda.gov/working/author/). Manuscripts may be rejected, at the technical publications Team Leader's discretion, for editorial deficiencies due to noncompliance with the Station's standards, and will be accepted only after the deficiencies are addressed.

If a manuscript's senior author is an SRS employee, the approval process will be followed regardless of outlet. If this manuscript is wholly sponsored by SRS, but a non-SRS person is the senior author, the approval process will be followed regardless of the outlet. If SRS is a partial sponsor but the senior author is a non-SRS employee, then the approval process will be followed if SRS is publishing; otherwise, the project leader and the AD/SDG or designee will determine if and how SRS approvals will be followed. Authors and project leaders will work cooperatively with other Forest Service units or non-Forest Service outlets in determining the appropriate levels and persons reviewing and approving prior to publishing.

Manuscripts submitted to the Science Delivery Group will be processed and later returned to the Research Work Unit for inclusion in its publications records. The terms "publishing," "manuscript," and "media" in this form include all communication materials prepared for paper, electronic, video, Web, or other media, and these must have all approval signatures as listed on the form.

Questions about publishing? Call the Technical Publications Team at 828-257-4390.