



**FOREST SERVICE HANDBOOK  
SOUTHERN RESEARCH STATION  
ASHEVILLE, NORTH CAROLINA**

**FSH 1609.11 – PUBLICATIONS MANAGEMENT HANDBOOK**

**CHAPTER 10 – REQUIREMENTS APPLICABLE TO ALL  
PUBLICATIONS**

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**Approved:** PETER J. ROUSSOPOULOS  
Station Director

**Date Approved:** 09/19/2001

**Posting Instructions:** Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove the entire document and replace it with this supplement. Retain this transmittal as the first page(s) of this document. The last supplement to this Handbook was xxxx.xx-xx-x to xxxxxx.

<b>New Document</b>	14.2	10 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	14.2, Southeastern Supplement 1	3 Pages

**Digest:**

Issues instructions consistent with National direction for review publishing of technical manuscripts. Manuscripts require two peer reviews; neither may be from author's Research Work Unit.

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## **14 - PROPOSAL, REVIEW, AND CLEARANCE**

### **14.2 – REVIEW**

#### **Journal Articles and Non-SRS Proceedings Papers and Posters**

##### **Steps to Direct Submission and Optional Editing Services**

- |                         |   |
|-------------------------|---|
| <b>Author</b>           | <ol style="list-style-type: none"><li>1. When manuscript is complete, consult with Project Leader (PL) about required biometrics and peer reviews (the standard is one biometrics review and two peer reviews; for peer review waiver criteria, see <u>Exhibit 01</u>, Manuscript Approval Sheet, SRS-FS-1600-4a). PL will contact Assistant Director (AD) requesting waiver approval under criteria #5 or #6. AD decides whether to give verbal approval or to request copies of manuscript and justification before considering approval.</li><li>2. Make appropriate revisions and complete and sign Part A of the Manuscript Approval Sheet.</li><li>3. Forward the manuscript and the Manuscript Approval Sheet, including reviewers' names (retaining all reviewer remarks on file), to the PL.</li></ol> |
| <b>Project Leader</b>   | <ol style="list-style-type: none"><li>4. Review the manuscript or arrange review for technical and statistical adequacy. Complete and sign Part B of the Manuscript Approval Sheet and return it with the manuscript to the author. Refer any policy issues to the appropriate AD/PL.</li><li>5. Determine, in consultation with PL, whether the manuscript will be submitted directly to the publisher or sent to the Communications office for editing.</li></ol>   |
| <b>Author</b>           | <ol style="list-style-type: none"><li>6. <i>To Publisher:</i> Style manuscript according to publisher instructions, write cover letter (see <u>Exhibit 02</u>), and submit with required number of copies to publisher. File Manuscript Approval Sheet. Send information copy and waiver justifications if applicable to AD. Go to step 13a.<br/><p style="text-align: center;"><i>OR</i></p><li>7a. <i>To Editor:</i> Submit double-spaced (text and literature citations) manuscript, tables and figures as required by publisher, Manuscript Approval Sheet, and biometrics and peer reviews to Communications Office for editing. Send information copy and waiver justification if applicable to AD. Go to step 8.</li></li></ol>  |
| <b>Technical Editor</b> | <ol style="list-style-type: none"><li>8. Electronically acknowledge receipt of manuscript and provide tracking number.<br/><br/>Review manuscript for clarity and style, logic, accuracy and completeness of</li></ol>  |

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9. information given, presence of extraneous material, soundness of conclusions, and readability for intended audience. Refer any outstanding policy issues to the appropriate AD.  
Style manuscript according to publisher instructions.
10. Return reviewed manuscript to author within 30 days of acknowledged receipt.
11. Review edited manuscript and revise based on suggestions, concerns, and questions. Decide whether to submit directly to publisher or to technical editor for submission.
- Author** 12. *To Publisher:* Write cover letter (see Exhibit 02) and submit with required number of copies to publisher. Go to step 17.
- 13a. *OR*
- 13b. *To Editor:* Return double-spaced, revised copy of manuscript and diskette to technical editor for submission. Go to step 14.
- Review revised manuscript and notify author of any outstanding problems.
- Technical Editor** 14. When all problems are resolved, write cover letter and submit requested number of copies of manuscript to publisher.
15. Forward all correspondence and reviews from the publisher to author and provide assistance when requested.
- 16.

### Ordering Reprints

- Author** 17. Receive galley proofs, notification of page charges, and reprint order form from publisher.
18. Review galleys for printing errors. Author-initiated changes will result in additional charges, to be paid by the RWU.
19. Return galley proofs and notify publisher that the reprint order will follow.
20. Call the Technical Information Specialist (828-257-4830) to discuss the number of reprints to order.
- 21a. *Journal submissions:* Send page charge information, reprint order form, a copy of the article, and copyright form to the Technical Information Specialist. Do not assign copyright to publisher.
- \* On the order form enter only the name of the journal, the title of the article, manuscript number, and page count.
  - \* On a transmittal sheet (FAX or other) list the number of reprints needed, your shipping address, your phone and FAX numbers, whether you are requesting reprint covers, and your management code for cover costs, and whether membership in a professional society affects page charges.

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- 21b. *Other publications (such as book chapters or papers/posters/proceedings printed outside the Forest Service):* Make arrangements with the tech info specialist to purchase or co-purchase a copy of the proceedings or book from which reprints will be made.

**Tech Info  
Specialist**

22. When all required information arrives from the author, order reprints, proceedings, or books. Enter headquarters shipping address on the order form.
23. Imprint copyright form with the statement that work of a Federal government employee is in the public domain and return to author or publisher.
24. Electronically notify author when the order is placed.
25. When the reprints arrive from publisher, distribute them according to standard distribution and author's instructions and route a reprint for each SRS author's file.
26. Enter the citation into the database for the catalog of recent publications.

**Southern Research Station Papers: Research Notes, Research Papers, Resource Bulletins, and General Technical Reports**

**Steps to Publishing**

**Author**

1. When the manuscript is complete and adequately reviewed (two peer reviews required; one biometrics review if needed--consult with your Project Leader) make appropriate revisions and respond to recommendations not used.
2. Complete and sign Part A of the Manuscript Approval Sheet, SRS-FS-1600-4a (Exhibit 01).
3. Forward the manuscript, review comments and responses, and the Manuscript Approval Sheet to the Project Leader.

**Project  
Leader**

4. Review the manuscript or arrange review for technical and statistical adequacy. Refer any policy issues to the appropriate Assistant Director (AD) for review and approval.

**AD**

5. Work with Project Leader on any policy issues.

**Project  
Leader**

6. Complete and sign Part B of the Manuscript Approval Sheet and return it with the manuscript and reviews to the author.

**Author**

7. Submit a double-spaced draft (text, literature citations, and tables), the Manuscript Approval Sheet, and the biometric and peer reviews to the Communications Office in Asheville.
8. Send an information copy of the manuscript to the AD.

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- Technical Editor**
9. Electronically acknowledge receipt of the manuscript and assign a tracking number.
  10. Review the manuscript for clarity and style, logic, accuracy and completeness of information given, presence of extraneous material, soundness of conclusions, and readability for intended audience. Refer any outstanding policy issues to the appropriate AD.
  11. Return the reviewed manuscript to the author within 30 days\* of acknowledged receipt. (\* In cases of long, more complex manuscripts, negotiate a return date with the author.)
- Author**
12. Review the edited manuscript and revise based on suggestions, concerns, and questions.
  13. Return the double-spaced, revised hardcopy and electronic manuscript to the Communications Office.
- Technical Editor**
14. Review the revised manuscript and notify the author of any outstanding problems.
  15. When all problems are resolved, forward the manuscript to the production editor.
- Production Editor**
16. Style and copy-edit the manuscript.
  17. Contact the author with any questions and arrange for delivery of photos and line art (if not already included).
  18. Prepare galleys (camera-ready copy and cover); complete Part A of the Distribution Request (SRS-FS-1600-5a).
  19. Photocopy galleys, rubber stamp the first page (for author's signature), and send with the Distribution Request to the author within 60 days\* of receipt from technical editor. (\* In cases of long, more complex manuscripts, negotiate a return date with the author.)
- Author**
20. Review galleys, correct any errors made by the Communications staff, and sign on the designated line of the manuscript first page. Author-initiated changes at this stage may result in a 30-day delay in printing and will require another review of galleys by the author.
  21. Complete Part B of the Distribution Request and attach mailing labels for specialized audience.
  22. Return the package to the production editor.
- Production Editor**
23. Negotiate with the author on the number of copies to print based on anticipated audience and storage capacity at headquarters and the Research Work Unit. (For press runs of more than 1,500 copies, do not send the manuscript to the printer without first arranging storage.)
  24. Correct author-identified errors and send to author for final approval.

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25. Complete the print order, including the publication name and series number, author(s), number of copies to vendor for distribution and/or storage, number of copies to author for storage, and number of copies to headquarters. Notify the author of the anticipated delivery date.
26. Send the camera-ready copy and art, with print order, to the printer.
27. Within 5 working days, place the Distribution Request and a copy of the print order in the tickler file box marked IN PRESS.
28. One week before the scheduled delivery date, confirm the actual delivery date with printer and notify the author of any schedule changes. Change delivery date on print order, if needed.
29. When the publication is delivered, randomly select boxes and copies for inspection (for orders of 3,200 or less, inspect 50 copies; for 3,201 to 10,000 inspect 80). Notify GPO and the author of any errors in printing or binding.
30. When the inspection is complete, attach one copy of the publication to the print order and place in the INSPECTED PUBLICATIONS box. Give tech info specialist inspected copies.

**Tech Info  
Specialist**

31. Send inspected copies of the publication to all authors and/or editors.
32. Distribute copies of the publication according to the standard distribution list and/or the specific author instructions on the Distribution Request.
33. Complete Part C of the Distribution Request and file.
34. Enter the citation into the Digest database.
35. Store a 1-year supply of copies at headquarters.
36. Contact the vendor to arrange shipping and/or storage of remaining copies.

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**14.2 Exhibit 01 - Manuscript Approval Sheet, SRS-FS-1600-4a**

USDA - Forest Service	SRS-FS-1600-4a (07/01)	
<b>Manuscript Approval Sheet</b> (FSH 1609.11, Ch. 10, Sect. 14.2)		
<b>A. Author</b>		
Title: _____		
Author _____		
Study Plan _____	University/Coop Agreement # and date: _____	
Project Title: _____		
Acknowledgment (as written in coop agreement): _____ _____		
Recommended for (journal name or type of Station paper): _____		
Signature _____	RWU _____	Date _____
Two peer reviewers, including title, affiliation, and location (note: neither of the two reviewers can be from the author's research work unit).		
_____	_____	_____
_____	_____	_____
<b>Criteria for waiving peer review (these criteria only apply to refereed journal articles and refereed non-SRS proceedings papers and posters--check at least one):</b>		
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).		
<b>*Assistant Director must approve waiver</b> _____		
	Signature	Date
<b>B. Project Leader</b> (or authorized designee)		
_____ Policy review not needed because this manuscript does NOT contain advocacy statements on the laws or policies that guide natural resource research and management in the Federal government.		
_____ Biometrics review enclosed	_____ Biometrics review waived (documentation on back)	
_____ Peer technical review(s) enclosed	_____ Peer review waiver denied	
_____ Peer review waived based on meeting above criteria		
Signature _____	Date _____	



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**14.2 Exhibit 02 - Sample Cover Sheet**



**United States  
Department of  
Agriculture**

**Forest  
Service**

**Southern Research  
Station**

**RWU Mailing Address  
City, State Zip Code  
Phone and Fax**

**File Code: 1630  
Date:**

Name and Title of Appropriate Recipient  
Name of Journal or Association  
Mailing Address  
City, State Zip Code

Dear \_\_\_\_\_ :

I enclose \_\_\_\_ (number required by the journal) copies of "Title of Manuscript" by Author(s) Name(s). We are submitting this manuscript for possible publication in Name of Journal. This manuscript was reviewed by Reviewer Name, Affiliation, City, State and Reviewer Name, Affiliation, City, State (dependent on number of reviewers -- in some cases author may be asked to submit names and addresses of potential reviewers).

Thank you for considering this manuscript.

Sincerely,

Submitting Author's Name  
Working Title

Enclosures

cc:  
(if needed)