

# Manuscript Approval

USDA FOREST SERVICE RESEARCH AND DEVELOPMENT

FS-1600-1

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Forest Service/primary contact for manuscript: *(name, RWU, contact info)* \_\_\_\_\_

Are any authors non-Federal employees?    Yes    No    *(If yes, please attach signed Author Release form for each)*

## MANUSCRIPT OUTLET

Forest Service (FS) publication (check):    GTR    RP    RN    RB    RU    SU    Other: \_\_\_\_\_

Non-FS publication    Journal article *(name of journal)* \_\_\_\_\_

Book or book chapter *(name of publisher)* \_\_\_\_\_

Proceedings paper *(name of conference and publisher)* \_\_\_\_\_

Other *(name of outlet)* \_\_\_\_\_

## TECHNICAL AND STATISTICAL REVIEWS

Technical Reviews *(may be waived; see instructions on back of form)*

Reviewer 1—Name/title/affiliation/location: \_\_\_\_\_

Reviewer 2—Name/title/affiliation/location: \_\_\_\_\_

Statistical review *(may be required; see instructions on back of form)*

Reviewer—Name/title/affiliation/location: \_\_\_\_\_

## APPROVALS

### Senior FS Author:

*I organized and wrote this manuscript and confirm its accuracy, scientific integrity, credibility, and objectivity. I assume responsibility for the correctness of literature citations; all original data in the text, tables, and illustrations; and the conclusions and recommendations drawn from the data. Each issue raised in technical review has been resolved or rebutted and made part of the written record. Agencies of coauthor(s) have approved the manuscript.*

*Digital signature of senior FS author*

*Title of senior FS author*

### DRO (Designated Responsible Official):

*I reviewed this manuscript and approve it for publication. The manuscript received sufficient technical, statistical, and/or policy reviews, and the author has responded adequately to those reviews. I certify the following (select those that apply):*

Technical reviews:    Reviews and reconciliation letter/rebuttal attached  
Waived *(state criteria, see back of form)*: \_\_\_\_\_

Statistical review:    Review and reconciliation letter/rebuttal attached  
Waived *(not needed based on manuscript content)*

Policy pre-review:    Completed; no further reviews required  
Completed; recommend for consult with Office of Communication  
*(if selected, Center Director forwards to Communications Team Lead for coordination with Office of Communication)*

Publication costs:    [SRS Publishing Charges Certification Worksheet](#) has been fully completed and signed **(REQUIRED)**

*Digital signature of DRO*

*Title of DRO*

# Form FS-1600-1 Instructions

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See Appendix E in the Forest Service QA plan for definitions of research publications and qualifying products.

## Form FS-1600-1 must be used for approval and processing by:

- Forest Service author(s) for research publications and/or qualifying product(s) (see QA plan)
- External author(s) for research publications and/or qualifying product(s) published by the Forest Service

Please note that some stations have additional requirements; please contact the appropriate station Publications Lead for specific submittal requirements.

**\*\*\*For SRS authors, the DRO must certify the Station's publication charges process has been fully complied with, including the signing of the [SRS Publishing Charges Certification Worksheet](#) (if publication charges apply).**

## REVIEWS

There are three types of reviews for all manuscripts: technical, statistical, and policy pre-review. See Appendix G in the Forest Service QA plan for further instructions and definitions of review types.

**Review sequence.** The review sequence generally consists of statistical review (unless waived by DRO), technical review, and then policy pre-review. Each manuscript's review history should be recorded in the study file. The manuscript approval form will be used to document whether the author responded appropriately to the points raised in review(s), or whether a review has been waived and why.

**TECHNICAL REVIEWS:** These serve as your peer reviews. Manuscripts require two peer reviews (at least one must be external). Please ask reviewers to use the guidelines from the Forest Service Handbook (FSH 1609.11\_10, 14.2-Exhibit 01).

The DRO may waive this requirement if your manuscript (or qualifying product) meets one of the following criteria:

1. It will be submitted to a non-FS outlet that will coordinate a refereed review
2. It is a descriptive, non-research paper (e.g., book review, editorial or programmatic paper)
3. It is a refereed, non-Forest Service proceedings paper or poster
4. It is a previously published proceedings paper that is now being submitted to a journal (paper must be cited as previously published)
5. It is a technical paper (e.g., FIA reports) that the DRO interprets and documents as adequately reviewed within the research work unit
6. It is a scientific paper within the unit's expertise, and the DRO decides it only needs one external review
7. It is a time-sensitive paper written for rapid communication in a journal (justification must be provided); must be approved by DRO.

**STATISTICAL REVIEWS:** This is an optional review, but the DRO may require it if:

1. The scientific content is determined to be highly influential or controversial
2. There is no approved study plan, or the study has deviated substantially (without documented approval) from the approved study plan
3. There is no evidence in the study file of pre-data analysis consultation with a qualified statistician
4. The study file does not include a completed Scientist Statistical Checklist (see Appendix F in Forest Service QA plan).

**POLICY PRE-REVIEW:** The DRO is responsible for reviewing the manuscript (or qualifying product) to determine whether or not it requires additional review and coordination through the OC. The policy pre-review will look for and flag (a) opinions on laws or policy, speculation without peer-reviewed experimental data and citations, or provocative statements inappropriate for scientific publication; and (b) discussions of management implications, considerations, and potential outcomes that are not objective and/or advocate for or discriminate against particular management approaches.

If the DRO finds (a) and/or (b) within the manuscript, he/she will either return the manuscript to the author for revisions, or forward the manuscript to the respective Center Director for coordination of a formal policy review or additional coordination with Station, agency, or Departmental communication staffs.

The policy pre-review is generally conducted by the senior Forest Service author's DRO but may be delegated to a similarly qualified senior manager. The DRO, designated by the Station Director, is typically an Assistant Director, Center Director, Project Leader, Program Manager, or comparable designee.

# Non-Federal Author Release

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