Manuscript Approval and Processing

* = Required O = Optional S = Station-specific

USDA FOREST SERVICE RESEARCH AND DEVELOPMENT FS-1600-1

Manuscript Identity

* Title:

* Author(s):

S Are any authors station employees? ☐ Yes ☐ No Last name(s): _____ Location: _____

S Primary station contact (author): _____ Phone: _____ E-mail: _____

* Program/research work unit number: _____

* Proposed publication outlet:

Station publication: ☐ GTR ☐ RP ☐ RN ☐ RB ☐ RU ☐ RMAP ☐ Other (type) _____

Non-station publication: ☐ Proceedings ☐ Book ☐ Other _____

☐ Journal article (outlet name: _____)

To be completed by communications staff ☐ New submission ☐ or resubmission

Manuscript number _____ Date logged in _____ Publication series and number _____

Manuscript Content Description

* Keywords: _____

* OMB information quality: ☐ Not classified influential ☐ Influential Scientific Information (ISI) ☐ Highly Influential Scientific Assessment (HISA)

* Strategic Program Area: _____

* Primary audience: _____

* Performance Accountability System category: ☐ Formally refereed ☐ Informally refereed ☐ Non-refereed

Reviews

O Statistical review (optional) _____

Reviewer name, affiliation, date

* Technical review (mandatory except for manuscripts submitted to refereed journals, for which review is discretionary)

1. External _____
2. Internal _____

S 3. Additional review _____

Reviewer name, affiliation, date

* Policy review (mandatory) _____

Reviewer name, affiliation, date

Approvals

I organized and wrote this manuscript and checked it for accuracy. 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. ***All parts*** *of the manuscript are attached.*

* Senior author: _____ _____ _____

Signature **Print name** **Date**

Approvals (continued)

I reviewed this manuscript and approve it for publication. The manuscript received adequate technical review, and the author has responded adequately to those reviews. The manuscript is technically sound and has been properly prepared.

* Project Leader/Science Program Manager:

Signature	Print name	Date

I have edited this manuscript for economy and effectiveness to meet the standards of the outlet and the Station.

* Station Editor:

Signature	Print name	Date

I certify that publication of this manuscript is essential to the official business of the Forest Service and that it has been prepared to meet standards of economy and effectiveness.

* Publication Control Officer:

Signature	Print name	Date

Manuscript Processing

* Editorial review: ☐ Request editing ☐ Bypass editing
* Color justification requested: ☐ Yes ☐ No (if yes, please include statement of justification for WO approval)
* Copyrighted material release: ☐ Yes ☐ No
* Photo credits and permissions: ☐ Yes ☐ No
* Pesticide mention: ☐ Yes ☐ No

S Job code/override: _____

Printing/Distribution

* Expected format: ☐ Online only ☐ Print ☐ CD/DVD ☐ Other _____
* Number of copies for standard distribution _____ Number of copies to author _____

O Special printing/binding instructions: _____

O Other instructions/requests: _____

Station-Specific Requirements

Forest Products Laboratory:

Manuscript Content Description — Performance Accountability System category required.

Manuscript Processing — Reconciliation letter required.

International Institute of Tropical Forestry:

Manuscript Content Description —

Primary U.S. Forest Service Strategic Program Areas (SPAs) that this publication pertains to (one only): Fire / Invasives / Recreation / Water, Air, Soil / Wildlife, Fish / Resource Management Use / Inventory & Monitoring

U.S. Forest Service Crosscuts that this publication pertains to (if applicable): Air Quality / Biotechnology / Energy / Global Change / Invasive Species BLI / Invasive Species by NISC Category / Invasive Species by NISC Initiative Group / Alternative to Methyl Bromide / Nanotechnology / Remote Sensing / Selected Pests & Disease / Weather & Climate

Manuscript Processing — Reconciliation letter required.

Northern Research Station:

Manuscript Content Description — Performance Accountability System category required.

Pacific Northwest Research Station:

Reviews — 3rd review is required and must be internal.

Manuscript Processing — Reconciliation letter required.

Pacific Southwest Research Station:

Manuscript Processing — Reconciliation letter required.

Rocky Mountain Research Station:

Manuscript Processing — Reconciliation letter required. Hard-copy printing is by exception; authorization required.

Southern Research Station:

Manuscript Processing — Reconciliation letter required.

Washington Office R&D: none.

Form 1600-1 Instructions

Form 1600-1 must be used for approval and processing of any scientific manuscript by

1. Forest Service authors (any product, any outlet)
2. External authors (product published by the Forest Service)
3. External author (product is Forest Service–funded but published in external outlets without Forest Service author).

In addition, these products must include:

(a) Findings Disclaimer (included in the beginning of the publication)

(b) Funding Agreement Clause requiring Findings Disclaimer to be include in publication

Reviews

Statistical Review may be required if:

1. The unit Designated Responsible Officer feels the scientific content of the manuscript may be highly influential or controversial;
2. There is no approved study plan;
3. The study has deviated substantially from the approved study plan without documented approval;
4. There is no evidence in the study file of pre-data analysis consultation with a qualified statistician; or
5. The study file does not include a completed Scientist Statistical Checklist.

Technical Review—
Technical reviews can cover a wide range of purposes, including reviewing the use of statistics, research design, implementing experimental methods, thoroughness of literature review, presentation of findings, interpretation of results, and other technical aspects of the research to ensure maximum "quality, objectivity, utility, and integrity of information" (OMB Guidelines, Section 515, Public Law 106-554, Data Quality Act).

A technical review can be internal or external, will generally be regarded as a "peer review," and may be done through a refereed or non-refereed process.

Internal and external reviews are generally technical reviews. An internal review is generally considered to be within the author's RWU, facility (lab), or organization (research station). An external review is generally considered to be outside this circle of peers, including another research station or outside of Forest Service R&D. Internal and external reviews are usually conducted as peer reviews. An external review may be refereed, if through journal, or not refereed if a Forest Service publication. An internal review is usually not refereed.

Policy review looks for manuscript content that compromises scientific integrity, credibility and objectivity. The reviewer looks for opinions on laws or policy, speculation without peer-reviewed experimental data and citations, and provocative statements inappropriate for scientific publication. The policy review will ensure that discussion of management implications, considerations, and potential outcomes are objective and do not advocate for or discriminate against particular management approaches. Reviews are generally conducted by the senior Forest Service author's DRO, but may be delegated to a similarly qualified senior manager.

Manuscript Processing

Editorial Review—

An editorial review is primarily concerned with ensuring quality writing, formatting and presentation. Editorial review may also be the final compliance step in a manuscript approval process for Forest Service publications.