

Manuscript Approval and Processing

\* = required    ° = optional    s = Station-specific

**Manuscript Identity**

- \* Manuscript Title: \_\_\_\_\_
- \* Author(s): \_\_\_\_\_
  - ° Are any authors Station employees? Last name \_\_\_\_\_ Location: \_\_\_\_\_
  - ° Primary Station contact (author) : \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
- \* Program/Research Work Unit Number: \_\_\_\_\_
- \* Proposed Publication Outlet:
  - Station Publication GTR\_\_ RP\_\_ RN\_\_ RB\_\_ RU\_\_ RMAP\_\_ Other\_\_ (indicate publication type)
  - Non-Station Publication Proceedings \_\_ Journal article \_\_ (outlet name \_\_\_\_\_)
- Book \_\_ Other \_\_

*To be completed by Communications Staff*

Manuscript Number: \_\_\_\_\_ Date Logged In: \_\_\_\_\_ New Submission: \_\_ or Resubmission: \_\_  
 Publication Series and Number to be assigned: \_\_\_\_\_

**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**

- ° 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)
  - ° 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:** \_\_\_\_\_ Date: \_\_\_\_\_

*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:** \_\_\_\_\_ Date: \_\_\_\_\_

(Executive Team Member if Program Manager is an author)

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

\* **Station Editor:** \_\_\_\_\_ Date: \_\_\_\_\_

(\* required only if manuscript edited by Station)

*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.*

\* **Publications Control Officer:** \_\_\_\_\_ Date: \_\_\_\_\_

**Manuscript Processing**

\* Editorial Review: Request editing  Bypass editing

\* Color Justification Requested: Yes  No

(If yes, please include written statement of justification for WO approval)

\* Copyright material release: Yes  No

\* Photo credits and permissions: Yes  No

\* Pesticide mention: Yes  No

\* Job Code/Override: \_\_\_\_\_

**Printing/Distribution**

\* Expected format: On-line only  Print  CD/DVD  Other

\* Number of copies for standard distribution: \_\_\_\_\_ No. of copies to author \_\_\_\_\_

o Special printing/binding instructions: \_\_\_\_\_

o Other instructions/requests: \_\_\_\_\_

**Station-specific Requirements**

<p><b>Forest Products Laboratory:</b>  <b>Manuscript Content Description</b> – Performance Accountability System category required  <b>Manuscript Processing</b> – Reconciliation letter required</p>	<p><b>IITF:</b>  <b>Manuscript Content Description</b> - Primary U.S. Forest Service Strategic Program Areas (SPAs) that this publication pertains to (one only):  <i>Fire/ Invasives/ Recreation/ WaterAirSoil/ WildlifeFish /Resource ManagementUse/ InventoryMonitoring</i>                      U.S. Forest Service Crosscuts that this publication pertains to (If applicable):  <i>AirQuality/ Biotechnology/ Energy/ Global Chnage/ InvasiveSpecies BLI/ InvasiveSpecies by NISC Category/ InvasiveSpecies by NISC Initiative Group /Alternative to Methyl Bromide/ Nanotechnology/ RemoteSensing/ Selected Pests &amp; Disease/ Weather &amp; Climate</i>  <b>Manuscript Processing</b> – Reconciliation letter required</p>
<p><b>NRS:</b>  <b>Manuscript Content Description</b> - Performance Accountability System category required</p>	<p><b>PNW:</b>  <b>Reviews</b> – 3<sup>rd</sup> review is required and must be internal  <b>Manuscript Processing</b> – Reconciliation letter required</p>
<p><b>PSW:</b>  <b>Manuscript Processing</b> – Reconciliation letter required</p>	<p><b>RMRS:</b> none</p>
<p><b>SRS:</b>  <b>Manuscript Processing</b> – Reconciliation letter required</p>	<p><b>WO R&amp;D:</b> none</p>

## INSTRUCTIONS

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### 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:

- a. the unit Designated Responsible Officer feels the scientific content of the manuscript may be highly influential or controversial;
- b. there is no approved study plan;
- c. the study has deviated substantially from the approved study plan without documented approval;
- d. there is no evidence in the study file of pre-data analysis consultation with a qualified statistician; or
- e. 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.