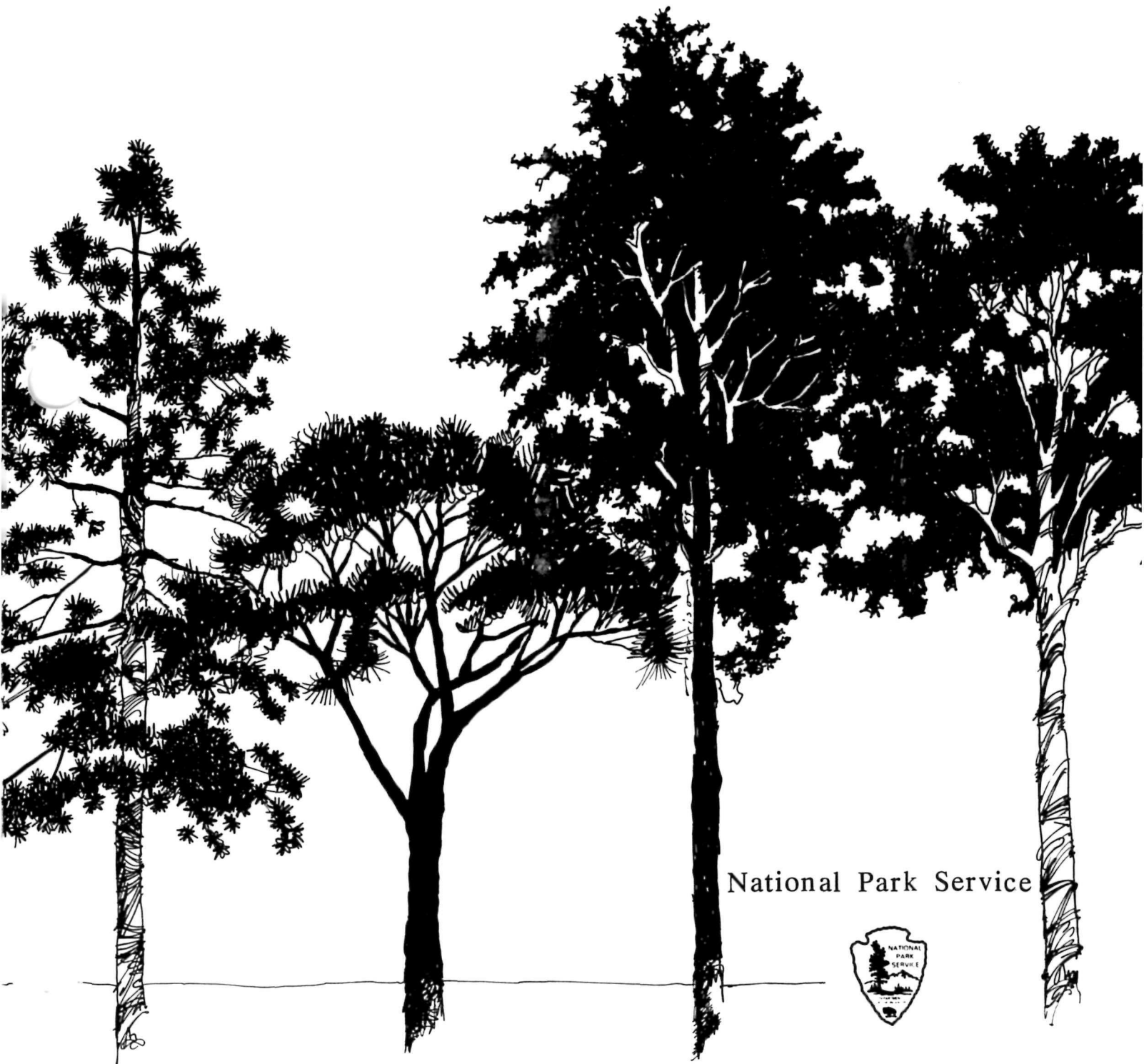


# Natural Resources Publication Management Handbook 1991



National Park Service



National Park Service

# **Natural Resources Publication Management Handbook**

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United States Department of the Interior  
National Park Service  
Office of the Associate Director,  
Natural Resources



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## Chapter 1. Introduction

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The National Park Service (NPS) *Natural Resources Publication Management Handbook* provides, in a single manual, guidance to natural resources scientists, technical specialists, and resource managers disseminating natural resources information through publication. This guidance includes all the internal policies, procedures, and standards governing the publication management and printing of natural resources information through (1) NPS natural resources publications, (2) other NPS publications, and (3) publications outside the National Park Service, including professional journals. The policies, procedures, and standards in this handbook are in accordance with publication management and printing authorities, statutes, and regulations. This guidance is also in agreement with the objectives and management strategies of the NPS Natural Resources Publication Program.

Chapter 1 introduces the authorities and official references and the objectives and management strategies of the NPS Natural Resources Publication Program and summarizes publication policy. To assist users, this chapter also presents how the handbook is organized. Definitions used in this handbook are in Chapter 2.

### Authorities and References

Authorities for publication management and printing include statutes found in the *United States Code* (USC), authorities of the Joint Committee on Printing (JCP), and regulations of the Government Printing Office (GPO) and of the U.S. Department of the Interior (USDI). Authorities and references that guide natural resources information through publication are as follows:

1. Title 44, USC, Sections 103, 501, 1105, 1705, and 1707, November 22, 1967.
2. Title 17, USC, Copyrights. 1976 Copyright Act as amended.
3. *Government Printing and Binding Regulations* (JCP)-Congress, November 1987, No. 25.
4. *Users Guide for Printing and Publications* (USDI 1979).
5. *Departmental Manual*, Part 314. "Printing and Publications," August 18, 1986.
6. *Departmental Manual*, Part 470. "Public Expression," September 30, 1985.
7. *Departmental Manual*, Part 471. "Audiovisual Media and Publications," September 30, 1985.

8. *Departmental Manual*, Part 476. "Utilizing Non-Government Publications to Disseminate Information," July 28, 1972.
9. *Departmental Manual*, Part 478. "Nonofficial Expression," February 7, 1978.
10. *Management Policies*. U.S. Department of the Interior, National Park Service. 1988.
11. *Final Plan for Designing and Operating the National Park Service Natural Resources Publication Program*. U.S. Department of the Interior, National Park Service, Office of the Associate Director, Natural Resources. 1989.
12. *Natural Resources Management Guideline* (NPS-77). U.S. Department of the Interior, National Park Service. In preparation.
13. *CBE Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences*. Fifth edition. Council of Biology Editors, Inc., Bethesda, Maryland, 1983.
14. *The Chicago Manual of Style*. Thirteenth edition. The University of Chicago Press, Chicago and London, 1982.
15. *Words Into Type*. Third Edition. Prentice-Hall, Inc., Englewood Cliffs, New Jersey. 1974.
16. *Webster's Ninth New Collegiate Dictionary*. Ninth edition (or most current). Merriam-Webster Inc., Springfield, Massachusetts. 1988.

## **NPS Natural Resources Publication Program**

In March 1989, the NPS Natural Resources Publication Program was formally approved and instituted to provide guidance for publication management of natural resources information (*Final Plan for Designing and Operating the National Park Service Natural Resources Publication Program*). This section presents the program objectives and the strategies for meeting the program objectives.

### **Program Objectives**

The program objectives are as follows:

1. To communicate in a timely manner the results of natural resources biological, physical, and social science research; technical information and methods; and critical, current natural resources management issues with others who are charged with managing our nation's natural resources, the scientific community, the general public, and the NPS conservation and environmental constituencies.

2. To ensure that natural resources publications include information that has scientific credibility, is technically accurate, is appropriately written for its intended audience, and is designed and published in a professional manner.
3. To ensure that consistent review procedures and manuscript preparation and production standards are used for all natural resources publications.
4. To foster and encourage more creativity, efficiency, and effectiveness in managing and administering natural resources information through publication.
5. To develop a team relationship in producing natural resources publications and in disseminating information on natural resources topics through other NPS publications.

### **Program Management Strategies**

To meet the program objectives, the *Final Plan for Designing and Operating the National Park Service Natural Resources Publication Program* established and formalized the following program strategies:

1. General publication policy.
2. Six natural resources national series (Scientific Monographs, Transactions and Proceedings, Technical Reports, annual Science Reports, Natural Resources Reports, and *Park Science* Bulletins) and three regional series (Technical Reports, annual Science Reports, and Natural Resources Reports) to disseminate information on natural resources topics.
3. Criteria and a formal planning process to select publications for the national series.
4. A program organizational structure to meet the needs of the decentralized components of the publication program, and roles and responsibilities for those involved in disseminating natural resources information through publication.
5. A natural resources publication coordination function to directly coordinate the efforts and functions of publishing the national series and to assist with and monitor the regional series.
6. An advisory board to make program recommendations for managing natural resources publications to the Associate Director, Natural Resources (ADNR Office).
7. A bibliographic database to provide information on the availability of natural resources publications, including announcements of new publications.



## Publication Policy

The publication policy of the National Park Service is to disseminate natural resources scientific, technical, and resource management information for both the advancement of science and the achievement of the National Park Service's mission. NPS policy requires that "the results of all scientific activities conducted in the parks will be made available to park managers, the scientific community, and the public through both technical publications and popular media" (*Management Policies* 1988). The program objectives and the management strategies of the NPS Natural Resources Publication Program support this policy.

Management strategies require that natural resources scientists and technical specialists initially disseminate data and results of research quickly within the National Park Service through the NPS natural resources technical series or other NPS publications. Dissemination opportunities in the internal technical peer-reviewed series should be used prior to or during development and review of journal-quality articles. This information may then be revised and submitted to professional journals.

To communicate the results of research to the scientific community and others, NPS scientists should publish their research findings in widely distributed and indexed outside journal publications that have review procedures to ensure high quality, dissemination, and recognition. Outside journals provide the means to disseminate data and results of research to the international and national scientific community. Such publication allows verification of the soundness of research results and develops credibility in the scientific community, which is especially important when research results are used to support managerial activities where controversy exists. Specific provision is made for funding page charges for journal publications through the NPS Natural Resources Publication Program. Two NPS natural resources refereed scientific series provide alternatives to journal publication, especially when the length of manuscripts may make journal publication prohibitive.

Technical and scientific papers rarely discuss policy positions of agencies. These papers "are intended as an informational vehicle by which a technologist conveys to his/her employers and/or to other scientists working in the same or a related field the results of research. In most cases, no Departmental policy considerations are involved in technical/scientific publications" (471 *Departmental Manual* 4.2B). Authors recognize that policy officials, not scientists or resource managers, are responsible for establishing policy positions of the agency. This does not restrict free discussion of technical issues in internal publications--including technical merits of policies or of differing interpretations of data.

The proper medium for explicitly addressing NPS policy considerations or sensitive issues in relationship to management applicability is the internal natural resources peer-reviewed resource management series. These reports are the designated medium for publishing reports on high priority, current resource management information, with managerial application in mind. This series receives a thorough policy review that considers consistency of material with NPS policy and/or that the relationship to NPS policy is clearly and appropriately stated.

It is conceivable that a scientist or technical specialist could disseminate the results of research through the natural resources Technical Report Series and then develop and analyze comprehensive management alternatives for publication in a Natural Resources Report. This would be appropriate where actions and alternatives must consider factors other than the technical basis for management actions--factors such as economic effects or legal constraints.

NPS policy emphasizes the need to manage natural resources information through publication in a systematic, consistent, and professional manner, and in accordance with publication management and printing authorities, statutes, regulations, and official references. For these reasons, only six natural resources national series (those listed in Chapter 3) and other established NPS publications (such as those listed in Chapters 8-11) may be used to disseminate information on natural resources topics through publication at the national (Servicewide) level within the National Park Service. The Associate Director, Natural Resources, approves all publications disseminated through the natural resources national series. Only three natural resources regional series (those listed in Chapter 4) and other established NPS publications (such as those listed in Chapters 8-11) may be used to disseminate information on natural resources topics through publication at the regional level within the National Park Service. Approval authority for regional series is at a Regional Director's discretion.

No other natural resources series may be used or developed. Parks must disseminate information through a series at a regional office or at a Cooperative Park Studies Unit (CPSU). The natural resources national and regional series presented in this handbook supersede all past series. (Refer to the *Final Plan for Designing and Operating the National Park Service Natural Resources Publication Program* for a listing of past series and which past series have been integrated into the current series.)

Although some administratively required reports, such as Reports to Congress, or other formal presentations of material may or may not be disseminated through a national or regional series, authors are encouraged to disseminate these reports through a series in order to obtain the credibility and quality of an NPS publication.

In some cases, relevant NPS manuscripts outside of the natural resources organization and non-NPS manuscripts may be considered for publication in a natural resources series, but NPS natural resources manuscripts will always have a higher priority for funding. Natural resources information for publication includes material that is either partially or entirely funded, sponsored, or produced by the National Park Service; this information may result from a contract, a cooperative or interagency agreement, a grant, or a purchase order. NPS natural resources organizations are encouraged to consider manuscript preparation as part of project costs and, if possible, to include printing costs as a part of project costs.

All manuscripts (NPS natural resources, other NPS, and non-NPS) submitted to a natural resources national series must go through the planning process (pages 3:20-21), meet all the guidelines for national series (Chapters 3, 5, 6, and 7), and receive ADNR approval (pages 3:22-23), even if not ADNR funded.

## Handbook Organization

The handbook is organized into the three major publication categories in which natural resources information is disseminated, as follows: (1) NPS natural resources publications, (2) other NPS publications, and (3) publications outside the National Park Service.

Part One. Natural Resources Publication Management contains the policies, procedures, and standards that relate to disseminating natural resources information through the NPS natural resources series. Chapter 3 presents the guidelines for disseminating scientific, technical, and resource management information through six natural resources national series. Summaries as to the purpose, audience, content, type of review, and format of each of the national series are presented. A planning strategy for national series and the roles and responsibilities for those involved in national series are also identified. In Chapter 3, all procedures to be followed for the natural resources national series are presented in tables (refer to Tables listing in the Contents). Chapter 4 contains the guidelines for natural resources regional series. Manuscript and production standards for national and regional series are in Chapter 5. Guidance for printing and the publication process are in Chapter 6, and the series dissemination plans are in Chapter 7.

Part Two. Other NPS Publication Management contains the guidelines for disseminating natural resources information through other NPS publications. The guidelines for the *Courier* are in Chapter 8, *CRM Bulletin* in Chapter 9, Park Practice Program *Trends*, *Grist*, and *Design* in Chapter 10, and *Interpretation* in Chapter 11. The Managing Editors of these NPS publications have submitted the most recent guidelines for their publications.

Part Three. Other Publication Management identifies in Chapter 12 the guidelines for submitting papers or manuscripts for publishing outside the National Park Service.

All exhibits referenced in the handbook are in a separate Exhibits section, at the end of the handbook (refer to the Exhibits listing in the Contents). All forms in the Exhibits section are available from the Publications Coordinator (see inside front cover for phone numbers and mailing address).

## Chapter 2. Definitions

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<b>ADNR Review</b>	The Office of the Associate Director, Natural Resources, (ADNR) review consists of a quality control review to ensure that high standards are met for all natural resources national series. In addition to a quality control review, an ADNR reviewer with subject-area and/or managerial (policy) expertise serves as an objective party between the author and other peer reviewers in addressing technical comments for the national Technical Report Series and policy considerations for the national Natural Resources Report Series. For those Natural Resources Reports that address NPS policy and sensitive issues, an ADNR review considers consistency with NPS policy and/or that the relationship to NPS policy is clearly and appropriately stated.
<b>Author</b>	An author is principal writer of a manuscript prepared as official expression (refer to definition on page 2:2).
<b>Color Printing</b>	The selection of one color paper stock and one ink color is considered one color printing. Use of two or more separate ink colors is considered multi-ink color printing.
<b>Duplicating/Copying</b>	The Joint Committee on Printing (JCP) defines duplicating/copying, as distinct from printing, as "material produced by duplicating or copying equipment." If the work is less than 5,000 production units (refer to definition on page 2:3) of any one page or less than 25,000 production units in the combination of multiple pages, it is considered duplicating/copying. (Refer to Chapter 6 for details.)
<b>Government Printing Office</b>	The Government Printing Office (GPO) is any office, established office by the Public Printer in accordance with JCP authorization, that commercially procures federal printing needs. These offices determine the area of bid competition.

**Joint Committee on  
Printing**

The JCP has oversight responsibilities for all federal printing and publishing activities and related services. The JCP publishes stringent guidelines on printing in the federal government.

**Management Review**

Management review consists of a WASO/Regional Chief (refer to definition on page 2:4) giving consideration to NPS policy and sensitive topics.

**National Series**

National series address natural resources topics that are of interest and applicability to a broad readership within the National Park Service and to others charged with managing natural resources, the scientific community, the public, and the NPS conservation and environmental constituencies. Approval of publications in these series is by the Associate Director, Natural Resources. (Refer to Chapter 3 for a listing of the six national series and how national series are managed.)

**Nonofficial  
Expression**

The term as used in the *Departmental Manual* "means the preparation, composition and presentation, including travel to the place where such presentation is to be made, of: (1) books, articles, pamphlets and brochures; (b) speeches, lectures, illustrated talks; or (c) visual presentations or drawings; by an employee of the Department of the Interior in other than the performance of his/her official duties."

**Official Expression**

According to the definition provided in 17 *United States Code*, Section 101, "work of the United States Government is a work prepared by an officer or employee of the United States Government as part of that person's official duties."

**Originating Office**

An originating office is the organization of the principal author or the organization of the person administering a contract, a cooperative or interagency agreement, a grant, or a purchase order. This office may be a park unit, a Cooperative Park Studies Unit, a regional office, a Washington Office division, etc. The originating office is always an NPS organizational unit.

<b>Outside Publications</b>	This category includes all publications resulting from official work that appear in sources other than NPS publication series: regional, national, and international journals; proceedings of meetings, symposia, and workshops; and published abstracts of papers presented at meetings. These articles and books are published by commercial firms, universities, and nonprofit organizations.
<b>Peer Review</b>	A peer review focuses on the technical accuracy of the information. Reviewers are peers, or colleagues, of an author who have subject-area (or managerial) expertise.
<b>Printing</b>	Printing consists of composition, platemaking, presswork, binding, and micropublishing (the use of multi-copy microform method). According to the Joint Committee on Printing, any work exceeding 5,000 production units of any one page or any work exceeding 25,000 production units in the combination of multiple pages is considered printing even if duplicated, and must comply with all printing regulations. (Refer to Chapter 6 for details.)
<b>Production Unit</b>	A production unit is one sheet, any typeset camera-ready galley of any specified size, one side only, one color.
<b>Publication</b>	A publication is a piece of printed or otherwise reproduced textual or graphic material that is formally presented and is intended for a broad distribution to a specific audience or to the general public. Natural resources publications include six national series (Chapter 3) and three regional series (Chapter 4).
<b>Refereed Review</b>	A refereed review focuses on the scientific credibility and technical accuracy of the information. A refereed review is coordinated by an objective third party (the NPS Science Editorial Review Committee for NPS refereed series), and the reviewers are anonymous to the author. This review is the most stringent of all the reviews.
<b>Regional Series</b>	Regional series address natural resources topics that are of interest and applicability to a more specialized, geographical readership within the National Park Service and to others charged with managing natural resources. (Refer to Chapter 4 for a discussion of regional series.)

<b>Series Editor</b>	A professional series editor ensures that publications within a series maintain consistent quality, publication policy, quality of review, format specifications (manuscript preparation and production standards), content, and purpose.
<b>WASO/Regional Chiefs</b>	For the purposes of this handbook, the term "WASO/Regional Chiefs" is defined as the Washington Office (WASO) Natural Resources Division Chiefs, the Regional Chief Scientists, the Regional Chiefs of Resource Management, and the senior Regional Resource Management Specialists. Cooperative Park Studies Unit (CPSU) Leaders who are NPS employees, if given approval authority by a Regional Director, may also be included in the term WASO/Regional Chiefs.

## **Part One**

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# Natural Resources Publication Management



## Chapter 3. National Series Management

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Chapter 3 presents the six natural resources national series, including the purpose, audience, content, type of review, format, and review procedures of each series. All procedures to be followed are in tables. All exhibits referenced in this chapter are in a separate Exhibits section, at the end of the handbook. The planning process for national series and the roles and responsibilities for those involved in disseminating natural resources information through publication at the national level are also featured.

### National Series

National series address natural resources topics that are of interest and applicability to a broad readership within the National Park Service and to others charged with managing natural resources, the scientific community, the public, and the NPS conservation and environmental constituencies. National series achieve high quality through appropriate review procedures to ensure scientific credibility, technical accuracy, and resource management applicability; superior writing and professional editing; state-of-the-art publishing; quality printing; and a large distribution that includes libraries and possibly sales.

The results of natural resources biological, physical, and social science research; technical information and methods; and critical, current natural resources management issues are disseminated through the following six national series:

1. Scientific Monographs (page 3:3)
2. Transactions and Proceedings (page 3:5)
3. Technical Reports (page 3:7)
4. Science Reports ( page 3:10)
5. Natural Resources Reports (page 3:12)
6. *Park Science* Bulletins (page 3:17)

The scientific series consists of the Scientific Monographs and the Transactions and Proceedings. Monographs offer an alternative for scientists to publish longer and more comprehensive research results. Papers presented at NPS-sponsored conferences and symposia that are refereed are published through the Transactions and Proceedings. The NPS Science Editorial Review Committee coordinates a refereed review for these two series by reviewers who are anonymous to the author.

Data and results of research are initially disseminated through the Technical Reports. These reports focus on the usefulness of the information to park managers and are used prior to or during development and review of journal-quality articles. Technical Reports are reviewed by peers, or colleagues, with subject-area expertise. Science Reports present a yearly listing of research activities in the national parks.

Natural Resources Reports and *Park Science* Bulletins disseminate critical, current resource management topics in lay language and focus on management applicability. Natural Resources Reports are reviewed by peers with subject-area and managerial expertise. *Park Science* Bulletins are reports to park managers on recent and ongoing research in parks, with emphasis on its implications for planning and management. The NPS Park Science Editorial Board reviews articles submitted to the quarterly bulletins.

The term "WASO/Regional Chiefs" is defined as the Washington Office (WASO) Natural Resources Division Chiefs, the Regional Chief Scientists, the Regional Chiefs of Resource Management, and the senior Regional Resource Management Specialists. Cooperative Park Studies Unit (CPSU) Leaders who are NPS employees, if given approval authority by a Regional Director, may also be included in the term WASO/Regional Chiefs.

The Office of the Associate Director, Natural Resources, (ADNR) review consists of a quality control review to ensure that high standards are met for all natural resources national series. In addition to a quality control review, an ADNR reviewer with subject-area and/or managerial (policy) expertise serves as an objective party between the author and other peer reviewers in addressing technical comments for the national Technical Report Series and policy considerations for the national Natural Resources Report Series. For those Natural Resources Reports that address NPS policy and sensitive issues, an ADNR review considers consistency with NPS policy and/or that the relationship to NPS policy is clearly and appropriately stated.

## Scientific Monographs

Scientific Monographs are published only at the national level; this series constitutes a recognized refereed scientific publication of the National Park Service. Types of manuscripts that may warrant publication in this series include (1) reports of comprehensive research studies on unique or unusual natural or physical features of parks, such as geysers at Yellowstone, glaciers at Glacier Bay, hydrology of Everglades; (2) reports of research studies on high priority, critical natural resources issues identified in the Natural Resources Assessment and Action Program Report; and (3) reports of applied social science studies that address problems or conflicts between visitors and park natural resources.

**Purpose** To provide an alternative outlet for NPS and other scientists for publishing longer (book-length) and more comprehensive research manuscripts.

**Audience** Scientists  
Resource Managers with Technical Background  
Educated Lay Public

**Content** Scientific studies of significant natural resources in units of the National Park System. Research of scholarly quality. May include any discipline of the biological, physical, or social sciences.

**Review** NPS Science Editorial Review Committee conducts a refereed review.

**Format** Often lengthy but may be less than 100 pages. May contain several titles under a single cover. Desktop-published copy. Book size, 6 x 9 inch or standard, 8½ x 11 inch. Paperback cover with standard cover design; color cover varies. Standard text format. Presentation often includes illustrations and tables.

## Planning for Monographs

Manuscripts proposed for this series must go through the planning process, discussed on pages 3:20-23; information on ADNR approval and funding and publishing services are also discussed. The roles and responsibilities for authors are found on pages 3:27-28, and manuscript and production standards are in Chapter 5. The printing and the publication processes are in Chapter 6, and the dissemination plan for this series is in Chapter 7.

## Review Procedures for Scientific Monographs

A new NPS Science Editorial Review Committee (pages 3:25-26) will be responsible for defining and administering guidelines for accepting and reviewing manuscripts for the Scientific Monographs. The guidelines will include the role of the committee, the criteria and procedures for submitting manuscripts, and the procedures for administering the refereed reviews and accepting the manuscripts. Once established, the new procedures will be incorporated into the handbook. Until the new editorial committee establishes review procedures, the procedures in Table 1 should be followed.

**Table 1. Scientific Monograph Review Procedures**

Steps	Actions
Step 1:	A WASO/Regional Chief approves manuscript and recommends a referee who is highly qualified in subject area to serve as objective party between author and reviewers. This referee may be inside or outside of National Park Service. If WASO/Regional Chief does not approve manuscript, the Publications Coordinator is notified.
Step 2:	Author submits draft manuscript to Publications Coordinator.
Step 3:	Publications Coordinator submits copies of manuscript to referee and to ADNR reviewer.  An ADNR reviewer verifies that no policy issues are addressed and otherwise ensures that appropriate treatment is given to any sensitive issues. Considering technical nature of these documents, this review should be a limited review.
Step 4:	Referee conducts refereed review of manuscript. Reviewers are anonymous to author and may be inside or outside of National Park Service.
Step 5:	Referee provides author with review comments and directions for appropriate action (major revision, minor revision, etc.); Coordinator provides author with ADNR review comments.
Step 6:	Author makes revisions per referee's decisions and ADNR comments and resubmits revised manuscript to referee.
Step 7:	Referee approves (or rejects) revised manuscript and, if accepted, author submits manuscript and abstract (up to 200 words) to Publications Coordinator for editorial and production services (refer to Tables 3 and 4).

Mail manuscripts to the Publications Coordinator (refer to inside front cover for phone numbers and mailing address).

## Transactions and Proceedings

Transactions and Proceedings are published only at the national level, and publication in this series constitutes a recognized refereed scientific publication of the National Park Service. Conference conveners should inform prospective authors of this fact. (Papers presented at NPS science conferences and symposia that are only peer reviewed must be disseminated through the Technical Report Series, page 3:7, or the Natural Resources Report Series, page 3:12.)

- Purpose** To provide compilations of refereed papers given at NPS-sponsored science conferences and symposia.
- Audience** Scientists  
Resource Managers with Technical Background  
Educated Lay Public
- Content** Compilations of papers given at conferences and symposia on scientific research conducted in units of the National Park System.
- Review** NPS Science Editorial Review Committee conducts a refereed review.
- Format** Desktop-published copy. Book size, 6 x 9 inch or standard, 8½ x 11 inch. Paperback cover with standard cover design; color cover varies. Individual papers prepared to meet specific format and length requirements set by the conference convener.

## Planning for Proceedings

Conference papers proposed for this series must go through the planning process, discussed on pages 3:20-23. Conference conveners who wish to publish their papers in the Transactions and Proceedings should carefully plan their conference in advance. Once the date, place, and agenda have been firmly established, and the sponsoring agencies or institutes (if any) have been lined up and established, the conference conveners should initiate the planning procedures. Decisions must be made on the number of papers to be published and their format guidelines and length limitations. The convener should also decide on the proper dissemination (i.e., how many copies of the proceedings will be required and who should get them). Conveners should consider whether it would be appropriate to include proceedings publication costs in the fee for the conference if participants will receive proceedings.

Manuscript and production standards are in Chapter 5. The printing and the publication processes are in Chapter 6, and the dissemination plan for this series is in Chapter 7.

## **Review Procedures for Proceedings**

A new NPS Science Editorial Review Committee (pages 3:25-26) will be responsible for establishing and administering guidelines to screen and grant permission to appropriate prospective symposia, conferences, and workshops for tentative publication in the Transactions and Proceedings. Once a proceedings is given tentative permission through the planning process, the committee will function to secure adequate refereed reviews of individual papers and serve as referees (or will appoint a highly qualified scientist to serve as referee) in the review and acceptance process.

Until the new editorial committee establishes review procedures, the procedures in Table 1 (procedures for the Scientific Monographs) should be followed. The procedures for submitting manuscripts and the editorial review and approval procedures in Tables 3 and 4 should also be followed.

Mail manuscripts to the Publications Coordinator (refer to inside front cover for phone numbers and mailing address).

## Technical Reports

Technical Reports, at the national level, are the designated medium for initially disseminating data and results of research quickly within the National Park Service. This internal technical peer-reviewed series is used prior to or during development and review of journal-quality articles. The series focuses on research that is directly applicable to resource management issues in multiple parks or of interest Servicewide. The reports provide authors with a forum for displaying lengthy data which are often deleted in journals because of page limitations.

- Purpose** To promote the widest and earliest possible dissemination of scientific and technical information that addresses Servicewide issues to park managers.
- Audience** Resource Managers with Technical Background  
Scientists  
Educated Lay Public
- Content** Biological, physical, and social science research that address natural resources management issues in multiple units of the National Park System; natural resources inventories and monitoring activities; scientific literature reviews; bibliographies; and peer-reviewed proceedings of technical workshops, conferences, or symposia.
- Review** Peer review to ensure technical quality and accuracy of information.
- Format** Length variable. May contain several titles under a single cover, or one single title or subject per issue. Desktop-published copy. Standard size 8½ x 11 inch. Grey-colored cover and standard design, with artwork or photographs. Standard text format. Presentation often includes illustrations and tables.

## Planning for Technical Reports

Manuscripts proposed for this series must go through the planning process, discussed on pages 3:20-23; information on ADNR approval and funding and publishing services are also discussed. The roles and responsibilities for authors are found on pages 3:27-28, and manuscript and production standards are in Chapter 5. The printing and the publication processes are in Chapter 6, and the dissemination plan for this series is in Chapter 7.

These reports are targeted to an audience with a technical background. Information for a more general, diverse audience and information that addresses NPS policies and sensitive issues are disseminated through the Natural Resources Report Series (page 3:12).



## Review Procedures for Technical Reports

Table 2 contains the review procedures for Technical Reports. These procedures assume that the proposed Technical Report has been tentatively approved for funding through the planning process outlined in pages 3:20-21. After the review process, the procedures in Table 3 for submitting manuscripts to the Technical Report Series should be followed. Table 4 contains the editorial review and publishing approval procedures.

**Table 2. Technical Report Review Procedures**

Steps	Actions
Step 1:	A WASO/Regional Chief provides management review and approves manuscript and author's list of potential peer reviewers. List includes four potential peer reviewers (names, mailing addresses, and phone numbers), with subject-area expertise. Reviewers are outside author's office and reviewers outside the National Park Service may be considered.
Step 2:	Author submits draft manuscript and approved list of potential peer reviewers to Publications Coordinator.
Step 3:	<p>Coordinator coordinates peer review and ADNR review.</p> <p>Two peer reviewers and an ADNR reviewer with subject-area expertise must participate. The ADNR reviewer serves as objective third party between author and other peer reviewers in addressing technical comments. As a matter of professional courtesy, an early copy is given to Superintendent of subject park.</p> <p><i>Note: Copy editing may be provided before the review or concurrently with peer and ADNR review. If not, editing will take place after step 6.</i></p>
Step 4:	Coordinator submits peer and ADNR review comments to author.
Step 5:	Author makes revisions per peer review and ADNR comments and resubmits revised manuscript to ADNR reviewer.
Step 6:	ADNR reviewer approves (or rejects) revised manuscript and, if accepted, author submits manuscript to Publications Coordinator (Table 3) for final editorial review and production services (Table 4).



**Table 3. Procedures for Submitting Technical Report Manuscripts**

<b>Steps</b>	<b>Actions</b>
Step 1:	<p>Author submits (1) signed Natural Resources Manuscript Approval Form (Exhibit 1 in Exhibits section), (2) a hardcopy of manuscript and original illustrations and tables (refer to Chapter 5 for format and style requirements), (3) photographs or ideas for artwork for cover, (4) electronic copy (5.25-inch disk) of manuscript in WordPerfect files, and (5) an abstract of up to 200 words (page 3:27) to Publications Coordinator.</p> <p><i>Note: All manuscripts for a given fiscal year must be received for editorial review and production no later than June 1. Any manuscript submitted after this date will have to compete with the next fiscal year proposals for publication priority and funding.</i></p>

**Table 4. Technical Report Editorial Review and Publishing Approval**

<b>Steps</b>	<b>Actions</b>
Step 1:	Publications Coordinator assigns Editor to manuscript and coordinates graphics support and production.
Step 2:	Editor provides copy editing services and submits editorial recommendations to author for review and approval on hardcopy. This step may be done before the reviews or concurrently with the peer and ADNR reviews.
Step 3:	Editor or author revises manuscript on electronic copy (5.25-inch disk); Editor prepares camera-ready copy.
Step 4:	Coordinator submits camera-ready copy, including cover and illustrations and tables to author for final publishing approval and a copy to Associate Director for final funding approval.
Step 5:	Coordinator, after receiving signed author/ADNR approval, administers GPO requisitions, oversee printing runs, assumes responsibility for final printed product, and distributes copies.

## Science Reports

Each annual Science Report lists the research projects and related studies ongoing or completed in National Park System units in a given calendar year. Projects that are funded entirely or partially by the National Park Service or administered by NPS personnel are included in the report.

<b>Purpose</b>	To establish a permanent ongoing record of research on a yearly basis, and to develop an information base which NPS researchers can use in planning future research.
<b>Audience</b>	Scientists Resource Managers Technical Personnel Superintendents Interpreters
<b>Content</b>	A listing of each research project that was ongoing or completed during a given calendar year.
<b>Review</b>	Data accuracy by Regional Chief Scientists and WASO Wildlife and Vegetation Division.
<b>Format</b>	Produced each calendar year from database provided by each region and WASO Natural Resources Divisions. Tan-colored cover and standard design. Standard text format.

## Procedures for Submitting Data

Procedures for submitting data to the annual Science Report, and the publication schedule, are presented in Table 5. For inquiries on the procedures for submitting data, contact the Managing Editor, as follows:

Managing Editor	(FTS) 343-8129
Wildlife and Vegetation Division (WASO 490)	(202) 343-8129
P.O. Box 37127	
Washington, D.C. 20013-7127	

**Table 5. Science Report Submitting Data Procedures and Publication Schedule**

<b>Steps</b>	<b>Actions</b>
Step 1:	Investigator's Annual Reports (Exhibit 2 in Exhibits section) are completed by individual researchers and entered into NPS-automated database system.
Step 2:	Regional Chief Scientist compiles all data from parks for preceding calendar year, and submits data (on floppy disk) to Wildlife and Vegetation Division by April 1 of subsequent year.
Step 3:	Wildlife and Vegetation Division compiles Servicewide database from region submissions, coordinates their review by WASO Natural Resources Divisions and others as appropriate, and produces the Science Report.
Step 4:	Managing Editor distributes Science Report to all WASO/Regional Chiefs by July 1 of each year.

## Natural Resources Reports

Natural Resources Reports are disseminated at the national level. These reports are the designated medium for disseminating high priority, current natural resources management information, with managerial application in mind. This series is targeted to a general, diverse audience and is written in simple, nontechnical language. This series may contain NPS policy considerations or address sensitive issues in relationship to management applicability.

<b>Purpose</b>	To promote the widest and earliest possible dissemination of information on critical, current natural resources management issues, in lay language.
<b>Audience</b>	Superintendents Resource Managers Scientists Technical and Nontechnical Personnel Interpreters Lay Public
<b>Content</b>	Information on technologies and resource management methods; "how to" resource management papers; popular articles through the yearly Highlights Report; proceedings of resource management workshops or conferences; and natural resources program descriptions and resource action plans.
<b>Review</b>	Peer review to ensure quality and accuracy of information and to ensure that topic is focused on managerial application. Since reports may explicitly address policy issues, review also considers consistency with NPS policy and/or that the relationship to NPS policy is clearly and appropriately stated.
<b>Format</b>	Length variable. Desktop-published copy. White matte-stock cover and standard design, with artwork or photographs. Text format variable. Presentation often includes illustrations and tables.

## Planning for Natural Resources Reports

Manuscripts proposed for this series must go through the planning process, discussed on pages 3:20-23; information on ADNR approval and funding and publishing services are also discussed. The roles and responsibilities for authors are found on pages 3:27-28, and manuscript and production standards are in Chapter 5. The printing and the publication processes are in Chapter 6, and the dissemination plan for this series is in Chapter 7.

## Review Procedures for Natural Resources Reports

Table 6 contains the review procedures for Natural Resources Reports. These procedures assume that the proposed Natural Resources Report has been tentatively approved for funding through the planning process outlined in pages 3:20-21. After the review process, the procedures in Table 7 for submitting manuscripts to the Natural Resources Report Series should be followed. Table 8 contains the editorial review and publishing approval procedures.

**Table 6. Natural Resources Report Review Procedures**

Steps	Actions
Step 1:	A WASO/Regional Chief provides management review and approves manuscript and author's list of potential peer reviewers. List includes four potential peer reviewers (names, mailing addresses, and phone numbers), two with managerial expertise and two with subject-area expertise. Reviewers are outside author's office and reviewers outside the National Park Service may be considered.
Step 2:	Author submits draft manuscript and approved list of potential peer reviewers to Publications Coordinator.
Step 3:	Coordinator coordinates peer review and ADNR review.  Two peer reviewers and an ADNR reviewer with subject-area expertise and managerial expertise must participate. The ADNR reviewer serves as objective third party between author and other peer reviewers in addressing managerial and subject-area comments. As a matter of professional courtesy, an early copy is given to Superintendent of subject park.  <i>Note: Copy editing may be provided before the review or concurrently with peer and ADNR review. If not, editing will take place after step 6.</i>
Step 4:	Coordinator submits peer and ADNR review comments to author.
Step 5:	Author makes revisions per peer review and ADNR comments and resubmits revised manuscript to ADNR reviewer.
Step 6:	ADNR reviewer approves (or rejects) revised manuscript and, if accepted, author submits manuscript to Publications Coordinator (Table 7) for final editorial review and production services (Table 8).

**Table 7. Procedures for Submitting Natural Resources Report Manuscripts**

<b>Steps</b>	<b>Actions</b>
Step 1:	<p>Author submits (1) signed Natural Resources Manuscript Approval Form (Exhibit 1 in Exhibits section), (2) a hardcopy of manuscript and original illustrations and tables (refer to Chapter 5 for format and style requirements), (3) photographs or ideas for artwork for cover, (4) electronic copy (5.25-inch disk) of manuscript in WordPerfect files, and (5) an abstract of up to 200 words (page 3:27) to Publications Coordinator.</p> <p><i>Note: All manuscripts for a given fiscal year must be received for editorial review and production no later than June 1. Any manuscript submitted after this date will have to compete with the next fiscal year proposals for publication priority and funding.</i></p>

**Table 8. Natural Resources Report Editorial Review and Publishing Approval**

<b>Steps</b>	<b>Actions</b>
Step 1:	Publications Coordinator assigns Editor to manuscript and coordinates graphics supports production.
Step 2:	Editor provides copy editing services and submits editorial recommendations to author for review and approval on hardcopy. This step may be done before the reviews or concurrently with the peer and ADNR reviews.
Step 3:	Editor or author revises manuscript on electronic copy (5.25-inch disk); Editor prepares camera-ready copy.
Step 4:	Coordinator submits camera-ready copy, including cover and illustrations and tables to author for final publishing approval and a copy to Associate Director for final funding approval.
Step 5:	Coordinator, after receiving signed author/ADNR approval, administers GPO requisitions, oversee printing runs, assumes responsibility for final printed product, and distributes copies.

**Mail manuscripts to the following:**

Publications Coordinator (FTS) 327-2156  
Natural Resources Publication Office (303) 969-2156  
c/o Air Quality Division (AIR)  
P.O. Box 25287  
Denver, CO 80225-0287

**Guidelines for Annual Highlights Report**

The *Highlights of Natural Resources Management Report* is disseminated through the Natural Resource Reports Series. This yearly report highlights the achievements in research and resource management during a calendar year. Each year themes or particular issues are featured.

Articles must be newsworthy, concise, informative, and of general interest to a broad readership. While articles should concern topics of current interest, they should focus on underlying resource concerns, advances in research and investigations, etc., rather than on events, such as steps in litigation, regulation processes, etc., that will become outdated shortly.

Articles must contain simple, nontechnical language and should be approximately 500 words, double spaced. The articles should address what the results of research or resource management decisions mean to the National Park Service in terms of protecting, preserving, and managing natural resources in units of the National Park System. Articles published in the *Park Science* Bulletin or being considered for publishing in the bulletin will not be accepted for publication in the Highlights Report. Black and white photographs should be submitted with articles, but colored slides are acceptable and will be returned to authors. In all cases, the person's name, title, and organization (park, CPSU, regional office), and phone numbers must be included with the article. Table 9 presents the procedures for submitting articles.

**Publication Schedule**

November	Associate Director, Natural Resources, issues call for articles from WASO/Regional Chiefs.
January	Articles are due to Publications Coordinator.
May	Coordinator distributes report.

**Table 9. Procedures for Submitting Articles to Highlights Report**

<b>Steps</b>	<b>Actions</b>
Step 1:	Author ensures that WASO/Regional Chief and Superintendent approve article before submitting to Publications Coordinator.
Step 2:	Submit (1) hardcopy of article, (2) electronic copy (5.25-inch disk) of article in WordPerfect file, and (3) black and white photographs or color slides, and other original illustrations (such as line drawings, etc.).  <i>Note: Article may be submitted on CompuServe to:</i>  <i>NAT-RES-PUB      Attn: Publications Coordinator</i>



## Park Science Bulletins

*Park Science* Bulletins are published only at the national level.

<b>Purpose</b>	To present in lay language the management implications of research in units of the National Park System.
<b>Audience</b>	Superintendents Resource Managers Scientists Technical and Nontechnical Personnel Interpreters Lay Public
<b>Content</b>	Resource management problem case studies and/or research, feature articles, short articles of interest to scientists and resource managers, regional highlights and calendar activities, information crossfile, and regional publications round-up.
<b>Review</b>	All articles reviewed and approved by Superintendent and WASO/Regional Chief before submission; after submission, NPS Park Science Editorial Board reviews for final approval.
<b>Format</b>	Quarterly bulletin. Standard format and design. Illustrations. Typeset.

The editorial guidelines for the *Park Science* flow naturally out of the twin objectives of the bulletin: translation and connection. The aim of the bulletin is to report, in nontechnical language, the management implications of research in units of the National Park System, so that the results of research become available for the broadest possible application Servicewide. *Park Science* is a hands-on, hardcopy shuttle in the NPS information system. News of research findings and projects in progress is available to everyone in and connected with the National Park Service, so that scientists can communicate with one another, Superintendents and operations personnel can communicate with appropriate researchers and with one another. Much unnecessary duplication can be avoided; transmittal and applications of new findings can be accelerated.

### Review Procedures for Park Science Articles

All articles about a park unit must be reviewed and approved by the Superintendent of the unit and a WASO/Regional Chief before submission. The board of review for copy appearing in the bulletin is the NPS Park Science Editorial Board (page 3:26).

## **Park Science Guidelines**

General guidelines for the various article categories of the *Park Science* are presented in Table 10. In all cases, the person, place, address, and if possible a phone number for further information must be included in the material submitted. Since this is not a journal of thorough, in-depth coverage, the inclusion of multiple avenues for following up is an absolute MUST. All copy in any of the categories, plus the accompanying photographs, must be in the hands of the editor by the designated deadline. If an article comes later and is still suitable, it will be considered for the following issue. Earlier submission of copy is highly desirable. All copy contemplated for inclusion in the upcoming issue will be thoroughly reviewed by the editorial review board during the week following the deadline. Layout will take place immediately thereafter, and camera-ready copy will be delivered to the Government Printing Office, Seattle, at least two weeks ahead of the publication date. Submit articles to the mailing address on the most recent bulletin.

## **Publication Schedule**

Four issues are published annually. The publication schedule is as follows:

**Winter Issue      Deadline: November 15.**

The winter issue is no. 1 (the first issue of the calendar year) and its appearance will be January 15.

**Spring Issue      Deadline: February 15.**

The spring issue will appear April 15.

**Summer Issue      Deadline: May 15.**

The summer issue will appear July 15.

**Fall Issue      Deadline: August 15**

The fall issue will appear on October 15.

**Table 10. Guidelines for Park Science Articles**

**Resource Management Problem Case Studies and/or Research**

1. Should not exceed six doubled-spaced typewritten pages.
2. Submit at least three excellent black and white photos, preferably showing personnel at work in field, equipment, and focal subject matter.
3. Write in lay language, with managerial application in mind always.

**Feature Articles**

Feature articles are science-based but with some human interest twist.

1. Should not exceed three double-spaced typewritten pages.
2. Submit one or two sharp, interesting photos.

**Short Articles**

Short articles contain subjects of interest to scientists and resource managers.

1. Should be only one to two pages tops.
2. Submit one photo (head shots, animal pictures, etc., are welcome)

**Regional Highlights**

1. Should be collected by each Regional Chief Scientist or designated regional person.
2. Submit to editor one week before deadline.
3. Include upcoming symposia, conferences, meetings, etc. News of such gatherings past should go in Regional Highlights.
4. Report on new and ongoing research projects, their personnel, the problem they address, their objectives.
5. Should not be more than four paragraphs, may be as little as one.

**Information Crossfile**

1. Submit one or two, at most, paragraphs describing interesting scientific or management-type articles in recent publications and describing location of source material. Editorial comment is acceptable here, where appropriate, pointing out the usefulness of such information in view of certain park problems, for instance.

**Regional Publications Round-up**

1. Provide a listing of research publications in the preceding quarter, either by region or by some general environmental category, i.e., riparian, forest, wetlands, etc.
2. Include authors' names, publication title, date, place of publication, method cost, and place to write or call to obtain copies. One sentence of explanatory material may be acceptable also (depending on how prolific the field has been that quarter).

## National Series Planning Process

Proposals for a natural resources national series must be submitted through a formal planning process. Proposals for the Scientific Monographs (page 3:3), Transactions and Proceedings (page 3:5), Technical Reports (page 3:7), and Natural Resources Reports (page 3:12) must be submitted through the planning process to receive ADNR funding, tentative approval, and publishing services. The Associate Director approves funding and individual publications prior to printing these series. Other NPS (outside of natural resources organization) and non-NPS manuscripts funded through other sources are also eligible for publication in one of these series; these manuscripts must be submitted through the planning process (page 1:5). The Associate Director exercises final approval of all national publications prior to printing.

The annual Science Report, the yearly Highlights Report that is disseminated through the Natural Resources Report Series, and the articles for the *Park Science* Bulletins do not go through this planning process. The Associate Director funds and approves the national annual Science Reports and Highlights Report. The ADNR Office and the 10 NPS regional offices jointly fund the *Park Science* Bulletins.

Table 11 presents the planning procedures and target dates; Table 12 contains the procedures for submitting proposals to national series. (Procedures for submitting manuscripts to a national series are in the previous individual series sections.)

**Table 11. National Series Planning Procedures**

Steps	Actions
Step 1:	Associate Director issues call for national proposals from WASO/Regional Chiefs in July.
Step 2:	Publications Coordinator receives proposals in August.
Step 3:	Coordinator prepares draft Publication Projects Plan that includes national proposals for two fiscal years, ranks publications in draft priority order using the Ranking Form for National Proposals (Exhibit 3 in Exhibits section), and submits plan to WASO/Regional Chiefs for review and comment in October.
Step 4:	WASO/Regional Chiefs submit comments on draft plan in November.

Steps	Actions
Step 5:	Associate Director uses the priority order and region and WASO comments on proposals to issue Publication Projects Plan in November, announcing proposals that are approved for current fiscal year for national status and for ADNR funding. Tentative approval for projects for the following fiscal year and status of all previously approved projects are announced at the same time.
Step 6:	Coordinator revises Publication Projects Plan in April to include proposals that will be funded by other offices and to present current status of publications underway.

**Table 12. Procedures for Submitting Proposals to National Series**

Steps	Actions
Step 1:	Author fills out Natural Resources Publication Proposal Form (Exhibit 4) and submits form to WASO/Regional Chief for review and approval.
Step 2:	<p>WASO/Regional Chief formally submits Natural Resources Publication Proposal Forms to Associate Director, through Publications Coordinator.</p> <p><i>Note: Authors may submit draft manuscripts with the proposal form, especially if the manuscript is ready for the review process or if guidance is needed for deciding the most appropriate series. Early submission allows publishing to occur year-round, not only at the end of each fiscal year. Early submission also provides a higher ranking in priorities. All manuscripts for a given fiscal year must be received for editorial review and production no later than June 1. Any manuscript submitted after this date will have to compete with the next fiscal year proposals for publication priority and funding.</i></p>

## **ADNR Approval and Funding**

The Associate Director, Natural Resources, approves national proposals for ADNR funding based on the following:

1. Proposal's potential worth and significance for publication at a national level.

A national proposal must meet the criteria for potential worth and significance (Servicewide priorities) for publication at a national level (i.e., at a level higher than single-park or single-regional or geographical scope). Publications in the national series are selected and given priority by ranking each proposal for national status (Exhibit 3 in Exhibits section). The following are the major criteria categories:

Category 1. Topic Significance: Topics of critical, current natural resources issues.

Category 2. Geographical Scope: Information of interest and applicability to several geographical regions.

Category 3. Logistics: Status of draft manuscripts.

2. Availability of funds to cover cost of publication.

Funds to cover the cost of printing manuscripts accepted for publication in the Scientific Monographs and the Transactions and Proceedings will largely depend on the availability of funds from the originating office and the ADNR Office. Generally, because of the high cost of these publications, costs may be shared on an equal (50-50) basis between the originating office and ADNR Office. In some cases, the ADNR Office may be able to cover the full cost, while in others the originating region or division may have the required amount. Because of the high cost of these publications, NPS manuscripts will be given a higher priority (page 1:5). Part of the planning process involves early cost estimates (page 6:3). Cost estimates are made on the estimated number of text pages, illustrations, and tables provided on the proposal form (Exhibit 4).

Proposals approved for national publication but not expected to receive ADNR funding may be funded by WASO divisions or regions (regional offices, CPSUs, park units), either through the national or regional series. Changes in funds availability throughout the year may allow funding to be applied to those projects. Generally, the priority order of the final Publication Projects Plan will be followed. Exceptions may be made, such as where specific funding sources make certain publications more appropriate for funding than others or where the amount of funds available is less than the cost of the highest priority.

3. Compliance with review procedures and results of reviews.

Each publication proposal must comply with the review procedures of the series to which a manuscript is submitted. The results of the reviews determine acceptance to a national series.

4. ADNR review.

An ADNR review consists of a quality control review to ensure that high standards are met for all natural resources national series (refer to page 2:1 for more information).

In addition to tentative approval granted through the Publication Projects Plan, the Associate Director also approves all national series manuscripts prior to printing, except those national publications funded by a WASO division; these publications are approved through the divisional work plan (page 3:24).

## **Publishing Services**

All ADNR-approved and -funded manuscripts for the national series are subject to editorial review. Publishing services are provided for these manuscripts. These services include professional copy editing; production of final camera-ready copy; graphics support for illustrations, tables, and artwork for covers; printing; distribution; and request management.

Professional editorial services are planned from an editorial services contract administered by the Publications Coordinator. WASO divisions would have first priority for use of this contract if constraints arise. A division would be responsible for funding services on a publication-by-publication basis. The Publications Coordinator will provide services to the divisions on a consultant basis.

## **Roles and Responsibilities - Associate Director, Natural Resources**

Under the administration of the Associate Director, Natural Resources, the NPS Natural Resources Publication Program provides a Servicewide function for natural resources national series. The Associate Director is responsible for approving the following:

1. Policies, procedures, and standards for natural resources national series.
2. Annual work plan and fiscal year budget for publication program.



3. WASO divisional national publications through divisional work plans each year.
4. Final publication of national series that are ADNR-funded, or other NPS and non-NPS manuscripts.

### **WASO Natural Resources Divisions**

The four WASO Natural Resources Divisions (Air Quality Division and Geographic Information Systems Division in Denver, Colorado; Water Resources Division in Ft. Collins and Denver, Colorado; and Wildlife and Vegetation Division in Washington, D.C.) may disseminate natural resources information through the divisional national series (Technical Reports and Natural Resources Reports). The Natural Resources Divisions, for the most part, fund publications they prepare. The divisions may, however, submit proposed publications through the planning process for consideration of ADNR funding. Proposed WASO divisional publications are submitted for ADNR approval through divisional work plans. The WASO Division Chiefs (WASO Chiefs) approve individual publications prior to printing.

### **Natural Resources Publication Office - Denver**

The Publications Coordinator, under the supervision of the Program Coordinator and the Associate Director, Natural Resources, coordinates and administers the efforts and functions of ADNR-funded and -approved national series. The Publications Coordinator is responsible for carrying out the following specific functions:

1. Develops policies, procedures, and standards for natural resources national series for approval by the Associate Director, Natural Resources.
2. Develops annual work plan and fiscal year budget for publication program, including list of proposals for national status that is disseminated through Publication Projects Plan.
3. Administers publication procedures for ADNR-funded and -approved national series, such as ensuring that adequate reviews are accomplished to achieve technical accuracy and quality; that quality and professional editorial services are provided; that national series are prepared and produced according to policies, procedures, and standards in this handbook; and that ADNR approval has been given prior to printing, and that divisional national series are in compliance with handbook guidance.
4. Coordinates editorial, graphics support, production, printing, distribution, and request management services for ADNR-funded national series.
5. Develops and publishes national publications such as *Highlights of Natural Resources Management Report*.



6. Coordinates natural resources publication functions with other NPS publications.
7. Provides natural resources response to all information requests regarding natural resources printing and dissemination from U. S. Department of the Interior and National Park Service.
8. Develops and administers a temporary bibliographic personal computer (PC) information system for NPS natural resources publications until NPS bibliographic information system comes online (page 7:3).

### **Natural Resources Publication Advisory Board**

The Natural Resources Publication Advisory Board serves as a formal mechanism for representatives of NPS natural resources scientists, technical specialists, resource managers, and editors to advise the Associate Director, Natural Resources, on policy, procedures, and standards for natural resources national series. The board consists of no more than 10 members and is appointed by the Associate Director. Board members initially serve a three-year term and may not serve more than two consecutive terms. Initial terms are staggered at one-, two-, and three-year intervals. At least one representative from the Chief Scientists, Chiefs of Resource Management, or senior Resource Management Specialists; CPSUs; park units; and WASO Natural Resources Divisions (only one representative from the four divisions), and a representation among the 10 regions, will serve on the board. A listing of current advisory board members is in Appendix A.

The Publications Coordinator determines the need to hold meetings, but members of the board may petition the Associate Director for additional meetings. Generally, the board meets once a year. Members provide advice and consultation through the Publications Coordinator by telephone and through the mail on an as needed basis. The Publications Coordinator coordinates the tasks and activities of this committee.

### **NPS Science Editorial Review Committee**

The purpose of the NPS Science Editorial Review Committee is to assist the National Park Service in judging the appropriateness and suitability of manuscripts submitted for publication in the refereed Scientific Monographs (page 3:3) and Transactions and Proceedings (page 3:5). The committee will only review proposed manuscripts that have gone through the formal planning process (pages 3:20-21).

A new NPS Science Editorial Review Committee will be appointed by the Associate Director. Members will be qualified professional scientists in different scientific disciplines, all with credible journal publication records. The members will be NPS research-grade scientists and scientists outside the National Park Service.

Committee members will initially serve a three-year term and not serve more than two consecutive terms. Initial terms will be staggered at one-, two-, and three-year intervals.

The committee will be responsible for defining and administering guidelines for the review and acceptance of manuscripts for the Scientific Monographs. The guidelines will include the role of the editorial review committee, criteria and procedures for submitting manuscripts, procedures for administering the refereed reviews, and acceptance of manuscripts.

In addition, the NPS Science Editorial Review Committee will establish and administer guidelines to screen and grant permission to appropriate prospective symposia, conferences, and workshops for tentative publication in the Transactions and Proceedings. Once a proceedings is given tentative permission through the planning process, the committee will function to secure adequate refereed reviews of individual papers and serve as referees in the review and acceptance process.

These guidelines will be established by the committee in 1991 and incorporated into this handbook at that time.

### **Park Science Publication Office - Corvallis**

The Park Science Publication Office consists of the Technical Publications Editor of the *Park Science* Bulletins who is under the day-to-day supervision of the Chief Scientist, Pacific Northwest Region. Responsibilities of this office include the editorial responsibilities described in pages 3:17-19. In addition, this office will:

1. Prepare and submit to Publications Coordinator a fiscal year budget.
2. Recommend membership on the NPS Park Science Editorial Board and work with board to obtain advice on the bulletins.

### **NPS Park Science Editorial Board**

This board is appointed by the Associate Director, Natural Resources, based on recommendations from the *Park Science* Editor and the Chief Scientist, Pacific Northwest Region. The board consists of four to six NPS personnel, with technical credentials representing as wide a range as possible of scientific and resource management expertise and as broad experience as possible in dealing with NPS issues (see Appendix B for a listing of current board members).

The function of the board is to review proposed articles and editorials both for technical credibility and management applicability and to give appropriate consideration to NPS policy and sensitive topics. Board members review copy for pertinency, appropriateness, accuracy, and balance.

## **Roles and Responsibilities - WASO/Regional Chiefs**

WASO/Regional Chiefs have the following responsibilities for manuscript preparation under their supervision:

1. Commit to providing time and support for manuscript development to authors under their supervision.
2. Ensure adequate planning for publications, with details as to estimated staff time (including staff time for draft revisions), budget allocation, purpose, justification, and intended audiences.
3. Ensure that any policy or sensitive topics discussed in the text of publications are given appropriate consideration.
4. Submit each fiscal year to Associate Director, through Publications Coordinator, a list of proposals for national status through planning process.
5. Ensure quality and professional integrity of all reports from a region or division.

## **Roles and Responsibilities - Authors**

Authors have the following responsibilities:

1. Ensure that natural resources scientific and technical publications address NPS concerns and meet professional standards for organization of material, analysis of data, interpretation of results, and formulation of conclusions.
2. Ensure that resource management publications address NPS concerns and management applicability and meet professional standards for communicating technical information in lay language.
3. Adhere to the policies, procedures, and standards in the *Natural Resources Publication Management Handbook*.
4. Consider reviewers' comments and suggested editorial changes and incorporate those which improve the manuscript's technical accuracy and readability.
5. Write and submit an abstract (maximum of 200 words) on separate piece of paper when submitting a manuscript. This abstract is used for entering into a database and for submitting the manuscript to the National Technical Information Service, and for providing information for sales consideration.

6. Meet publication deadlines in a timely manner.
7. Communicate with Publications Coordinator regarding publication deadlines and required services for national series
8. Use Author's Checklist before submitting manuscript for review (pages 5:13-14).

## **Roles and Responsibilities - National Series Editors**

At this time, the Publications Coordinator and any editorial staff or contractors working under the Coordinator's direction would have the following editorial responsibilities:

1. Improve writing quality and ensure that submitted manuscripts are well organized and understandable.
2. Suggest changes and improvements and give supportable reasons based on NPS natural resources official references and style manuals.
3. Assist authors in determining appropriate outlets for submitted manuscripts.
4. Provide effective and efficient publishing of manuscripts.
5. Seek means of improving editorial services through use of modern technology, with emphasis on reduction of time spent and on increase of services and quality control.
6. Ensure that adequate peer and refereed reviews are accomplished to achieve technical accuracy and quality.
7. Ensure that national series are prepared and produced according to the policies, procedures, and standards in this handbook.

## Chapter 4. Regional Series Management

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Chapter 4 introduces the natural resources regional series that disseminate scientific, technical, and resource management information at the regional level. The three individual regional series are then presented, with brief summaries as to the purpose, audience, content, type of review, and format of each series. The roles and responsibilities for those involved in disseminating natural resources information through publication at the regional level are also presented.

### Regional Series

Regional series address natural resources topics that are of interest and applicability to a specialized, geographical readership within the National Park Service and to others charged with managing natural resources. Regional series exhibit quality science and management through fast turnaround of accurate data, specialized distribution, lengthy materials, timely information, and appropriate peer reviews. Simplicity and accuracy are the principal considerations of regional series. For these reasons, regional series are required to meet minimum standards for peer reviews to ensure technical quality and accuracy and consideration of NPS policy and sensitive issues.

The results of natural resources biological, physical, and social science research; technical information and methods; and critical, current natural resources management issues are disseminated through the following three regional series:

1. Technical Reports (page 4:2)
2. Science Reports (page 4:3)
3. Natural Resources Reports (page 4:4)

Preliminary data and results of research are initially disseminated through the Technical Reports and focus on the usefulness of the information to park managers. Technical Reports are reviewed by peers with subject-area expertise. A yearly Science Report, which is optional for each region, may be produced at the regional level. These reports summarize ongoing research in national parks within an NPS region. Resource management topics are disseminated through the Natural Resources Reports in lay language and focus on management applicability. Natural Resources Reports are reviewed by peers with subject-area and managerial expertise.

## Technical Reports

Technical Reports, at the regional level, are the designated medium for initially disseminating data and results of research quickly within the National Park Service. This internal technical peer-reviewed series is used prior to or during development and review of journal-quality articles. The series focuses on research that is directly applicable to resource management issues within a region or is of interest to a specialized, geographical readership. The reports provide authors with a forum for displaying lengthy data which are often deleted in journals because of page limitations.

<b>Purpose</b>	To promote the widest and earliest possible dissemination of scientific and technical information to park managers within a geographical region.
<b>Audience</b>	Resource Managers with Technical Background Scientists Educated Lay Public
<b>Content</b>	Biological, physical, and social science research that address natural resources management issues in units of the National Park System within a region or geographical area; inventories and monitoring activities; scientific literature reviews; bibliographies; and proceedings of peer-reviewed technical workshops, conferences, or symposia.
<b>Review</b>	Peer review to ensure technical quality and accuracy of information.
<b>Format</b>	Length variable. May contain several titles under a single cover, or one single title or subject per issue. Desktop-published, word-processed, or typewritten copy. Usually standard size 8½ x 11 inch. Standard stock cover and design. Use of windows on covers optional. Standard text format. Presentation often includes illustrations and tables.

The content of Technical Reports, especially for those reports that present the results of research, is structured to include data analysis and research methodology (refer to Chapter 5 for manuscript and production standards). The Technical Reports are also targeted to an audience with a technical background.

## **Science Reports**

A regional Science Report may be produced to present the research projects and related studies ongoing or completed in National Park System units within a region in a given calendar year. Projects that are funded entirely or partially by the National Park Service or administered by NPS personnel are included in this report.

<b>Purpose</b>	To establish a permanent ongoing record of research on a yearly basis, and to allow more detailed information than the national annual Science Report that only lists the research projects.
<b>Audience</b>	Scientists Technical Personnel Interpreters Resource Managers Superintendents
<b>Content</b>	Brief, descriptive summaries of each research project that was ongoing or completed during a given calendar year.
<b>Review</b>	Chief Scientist approval.
<b>Format</b>	Standard cover and design. Standard text format.

## Natural Resources Reports

Natural Resources Reports are disseminated at the regional level. These reports are the designated medium for disseminating information on criteria, current natural resources management information, with managerial application in mind. This series allows authors to quickly convey information of management implications of research and resource programs to park managers, in lay language, and to a general, diverse audience.

<b>Purpose</b>	To promote the widest and earliest possible dissemination of information on current natural resources management issues, in lay language.
<b>Audience</b>	Superintendents Scientists Technical Personnel Lay Public Resource Managers Nontechnical Personnel Interpreters
<b>Content</b>	Information on technologies and resource management methods; "how to" resource management papers; peer-reviewed proceedings on resource management workshops or conferences; and natural resources program descriptions and resource-specific action plans.
<b>Review</b>	Peer review to ensure quality and accuracy of information and to ensure that topic is focused on managerial application. Since reports may explicitly address policy issues, review also considers consistency with NPS policy and/or that relationship to NPS policy is clearly and appropriately stated.
<b>Format</b>	Length variable. Desktop-published, word-processed, or typewritten copy. Standard cover and design. Text format variable. Presentation often includes illustrations and tables.



## **Regional Series Planning Process**

Because of the length and time involved in writing a publication, authors and their supervisors are encouraged to plan on a two fiscal-year basis and to incorporate publication planning into their fiscal planning.

## **Approval and Review Procedures for Regional Series**

Approval for publication in a regional series, and the content of material in regional series (consistent with this handbook), is at a Regional Director's discretion. Approval authority may be delegated to a Chief Scientist, Chief of Resource Management, and senior Resource Management Specialist (Regional Chiefs). CPSU Leaders who are NPS employees may also be delegated authority to disseminate and approve regional series.

Regional series are funded by regional offices, CPSUs, parks, or with WASO project funding. For reports resulting from work accomplished under contract and/or with WASO project funding, publication costs should be appropriately included as project costs, so long as publication can take place within fiscal time constraints.

Regional series are required to meet minimum standards for reviews. At least two peer reviewers with subject-area expertise (or with managerial expertise for Natural Resources Reports) should participate before regional Technical and Natural Resources Reports are disseminated. Reviewers may be inside or outside of the originating office, even outside the National Park Service. Those persons or person that are given approval authority by a Regional Director (such as a Regional Chief) should provide a management review to ensure the quality and professional integrity of all regional reports and to give consideration of NPS policies and sensitive issues. A Chief Scientist should review and approve a Science Report.

Each region should establish step-by-step review procedures for regional series, or use the review procedures that are presented for national series (Chapter 3: for Technical Reports, page 3:7; for Natural Resources Reports, page 3:12).

Regional series are also required to meet minimum manuscript and production standards (Chapter 5) and to comply with all publication management and printing authorities and references (Chapters 1 and 6), and disseminate regional series as stated in Chapter 7.

## **Editorial Services**

Professional editorial services are planned from an editorial services contract to be administered by the Publications Coordinator. A regional organization that does not have editorial capabilities and desires assistance from the Publications Coordinator would be responsible for funding such services on a publication-by-publication basis.

## **Roles and Responsibilities - Associate Director, Natural Resources**

Under the administration of the Associate Director, Natural Resources, the NPS Natural Resources Publication Program provides a Servicewide function for natural resources regional series. The Associate Director approves the minimum policies, procedures, and standards for regional series.

### **Natural Resources Publication Office - Denver**

The Publications Coordinator is responsible for the following specific functions relating to regional series:

1. Develops the minimum policies, procedures, and standards for regional series for approval by the Associate Director, Natural Resources.
2. Provides advice and assistance to regions in administering regional series.
3. Ensures that all regional series have appropriate series number and NPS reference number (Chapter 5), that all regional series are included in the bibliographic database (page 7:3), and that regional series are in compliance with the policies, procedures, and standards identified in this handbook.

### **Natural Resources Publication Advisory Board**

The Natural Resources Publication Advisory Board through regional representatives on this board advises the Associate Director and Regional Chiefs on policies, procedures, and standards relating to the management and dissemination of regional series.

## **Roles and Responsibilities - Regional Chiefs**

The 10 NPS regions (Alaska, Mid-Atlantic, Midwest, National Capital, North Atlantic, Pacific Northwest, Rocky Mountain, Southeast, Southwest, and Western) administer the regional series. Each NPS region, in conjunction with this handbook, may develop more explicit guidance on the roles and responsibilities for regional series, tailoring the guidance to each region's unique organizational structure. The responsibilities of the Regional Chiefs are as follows:

1. Commit to providing time and support for manuscript development to authors under their supervision.
2. Ensure adequate planning for publications with details as to estimated staff time including staff time for draft revisions, budget allocation, purpose, justification, and intended audiences.
3. Ensure that any policy or sensitive topics discussed in the text of publications are given appropriate consideration.
4. Ensure that regional publications are prepared and produced according to the general policies, procedures, and standards in this handbook; ensure that material published in a regional series adheres to guidance for regional publications.
5. Ensure quality and professional integrity of all reports from a region.

## **Roles and Responsibilities - Authors**

Author are responsible for the following:

1. Ensure that regional technical publications address NPS concerns and meet professional standards for organization of material, analysis of data, interpretation of results, and formulation of conclusions.
2. Ensure that resource management publications address NPS concerns and meet professional standards for communicating management issues in lay language.
3. Adhere to the policies, procedures, and standards in the *Natural Resources Publication Management Handbook*.
4. Consider reviewers' comments and suggested editorial changes and incorporate those which improve the manuscript's technical accuracy and readability.
5. Meet publication deadlines in a timely manner.

## Chapter 5. Manuscript and Production Standards

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Chapter 5 presents the manuscript and production standards. The standards are to be used in their entirety for writing, editing, and producing natural resources national series to ensure consistent and professional publications. The standards include minimum standard elements, marked with an asterisk, that are required for regional use as well. Regions are encouraged, but not required, to adopt the standards in full for their regional series. The manuscript and production standards in this chapter are directed to contractors, grantees, etc., as well as NPS authors, preparing manuscripts to submit to a national series. For this reason, this chapter is available as a separate booklet, with appropriate exhibits. Additional information on page composition and design used for national series is available from the Publications Coordinator. All exhibits referenced in this chapter are in a separate Exhibits section, at the end of the handbook.

### General Format and Style Requirements

#### **\*Text-Processing Format**

All manuscripts should be in WordPerfect files. Each text chapter or major section should be in an individual file. Illustrations and tables should be in separate files from text and each other. This standard also applies to all manuscripts prepared through contracts, agreements, grants, purchase orders, and papers to be published through the Transactions and Proceedings.

#### **\*Style Manuals**

The following style manuals (page 1:2) should be used in writing and editing natural resources publications.

*The CBE Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences* should be used when writing and reviewing the Scientific Monographs, Transactions and Proceedings, and national and regional Technical Reports. This style manual is particularly useful in the following categories:

- Ethical Conduct in Authorship and Publication (Chapter 1)
- Writing the Article (Chapter 3, specifically pages 21-23)
- Prose Style for Scientific Writing (Chapter 4)
- References (Chapter 5)
- Editorial Review (Chapter 7)
- Style in Special Fields (Chapter 13)

*The Chicago Manual of Style* should be used when writing and editing (for bookmaking and style) all the national and regional series, particularly for the following:

- The Parts of a Book (Chapter 1)
- Punctuation (Chapter 5)
- Names and Terms (Chapter 7, capitalization emphasis on lower case)
- Quotations (Chapter 10)
- Illustrations, Captions, and Legends (Chapter 11)
- Tables (Chapter 12)
- Abbreviations (Chapter 14)

*Words Into Type* should be used as a primary reference manual in matters of grammar.

### **\*Authorship and Acknowledgements in Manuscripts**

For papers that present research results, the relationship between credit and responsibility for the research and authorship or other credit is sometimes blurred; therefore, the following guidelines should be used to minimize confusion over authorship sequence (modified from *Bulletin of the Ecological Society of America* 1987).

Anyone listed as one of the authors of a manuscript should have actively contributed to the manuscript in at least two of the following areas:

1. Conceived the research idea and the explicit design of the study or experiments.
2. Participated in the active execution of the study (laboratory and/or field work).
3. Analyzed and interpreted the data.
4. Played a major role in the writing of the manuscript.

### **\*Series Number**

The American National Standard Technical Report Numbering (STRN) System is used for all natural resources national and regional series. The intent of this standard numbering system is (1) to facilitate reference and ordering, (2) to provide lists of reports by number without confusion or apparent duplication for indexing services, (3) to identify, locate, and organize the literature for libraries, information centers, abstracting and indexing services, and (4) to cite reports efficiently and accurately. The National Technical Information Service, the designated central authority to coordinate, approve, and monitor agency series numbers, has approved the numbering system for the NPS natural resources series. Examples of these series numbers are as follows:

### *National Series Numbers*

NPS/NRSHEN/NRTR-90/02 (example of Technical Report produced by Natural Resources Publication Office)

- NPS - Agency
- NR - Natural Resources (identifies a national series)
- SHEN - Originating Office (Shenandoah National Park)
- NRTR - Natural Resources Technical Report
- 90 - Year
- 02 - Sequential Number of National Technical Report Series

NPS/NRAQD/NRR-90/05 (example of Natural Resources Report produced by WASO division)

- NPS - Agency
- NRAQD - Natural Resources, Air Quality Division (identifies divisional national series)
- NRR - Natural Resources Report
- 90 - Year
- 05 - Sequential Number of Divisional Natural Resources Report Series

### *Series Acronyms*

- NRSM - Natural Resources Scientific Monographs
- NRTP - Natural Resources Transactions and Proceedings
- NRTR - Natural Resources Technical Report
- NRSR - Natural Resources Science Report
- NRR - Natural Resources Report

### *Regional Series Numbers*

NPS/PNRUI/NRTR-90/43 (example of regional Technical Report)

- NPS - Agency
- PNR - Region (identifies a regional series)
- UI - Originating Office (University of Idaho)
- NRTR - Natural Resources Technical Report
- 90 - Year
- 43 - Sequential Number of University of Idaho Technical Reports

For regional series, continue using the sequential numbers already in use. If manuscript is prepared by contractor, grantee, etc., the acronym for the office that is administering the contract, etc., is used as the originating office.

### **\*NPS Reference Number**

The NPS reference number is the system number used for filing, archiving, and requesting natural resources national and regional series at the Technical Information Center, Denver (page 7:3). An example of an NPS reference number is NPS D-233. The NPS reference number is given to all series (see "Inside Back Cover" section (page 5:8) for placement of this number).

The Publications Coordinator issues the NPS reference number for national and regional series. Authors must call the Coordinator for the reference number, giving the title and park or parks. Acquiring this number is the last step in preparing a manuscript.

### **\*Cover** (Exhibit 5 in the Exhibits section)

Covers for national series are prepared through the Natural Resources Publication Office. Authors should submit a photograph or other artwork to use on cover, or artwork may be created for author. For regional series, the title, author, and series name and number may appear on the title page, with a window used on the cover.

1. Title
2. Author
3. Series Name and Number
4. Artwork or Photograph (optional)
5. Department/Agency/NPS Logo

Logos may be obtained from the Publications Coordinator for regional series.

The location of the information on the cover is standard for national and regional series, as shown in Exhibit 5. The cover has been designed for those regional series that use a window to show the title, author, and series name and number on the title page. Those regional series with windows are encouraged to continue this type of cover. Also, some regional series have standard artwork that appears on each of the serial publications to identify that particular series; this standard artwork should be continued to ensure that series identification. The color-stock of covers is as follows for national series:

#### Natural Resources Publication Office

Technical Reports - Grey  
Science Reports - Tan  
Natural Resources Reports - White

#### Air Quality Division

#### Geographic Information Systems

#### Water Resources Division

#### Wildlife and Vegetation Division

#### All WASO Divisions

Technical Reports - Dark Blue

Technical Reports - Gold

Technical Reports - Light Blue

Technical Reports - Green

Natural Resources Reports - White



**\*Inside Front Cover** (Exhibit 6 in Exhibits section)

For regional series, a separate page before the title page may be used. When preprinting new regional covers, this information may be printed on the inside front cover. This information is standard enough to be used for every report.

1. Introductory Statement of Originating Office

Use a standard introductory statement of the originating office, adapting as appropriate to CPSUs, park units, etc. Two examples are as follows:

(Example 1.) The National Park Service, Cooperative Park Study Unit, University of California, Davis, is dedicated to developing and facilitating ecological, environmental, and sociological programs or research and study in the interest of use, conservation, and management of natural areas and other components of the National Park System in California.

(Example 2.) The National Park Service, Air Quality Division, is responsible for preserving, protecting, and enhancing air quality and "air quality related values" in the National Park System by ensuring compliance with the requirements of the Clean Air Act and the National Park Service Organic Act. Air quality related values include visibility, flora, fauna, cultural and historical resources, soil, water quality, and virtually all resources that are dependent upon and affected by air quality. The Air Quality Division monitors air quality; reviews proposed major emitting sources, air quality legislative and regulatory proposals, and NPS and other federal or state air quality plans; develops data on sensitive park resources; researches acid precipitation; and develops meteorology and atmospheric dispersion modeling.

2. Series Introduction

**Technical Reports**

- The National Park Service disseminates the results of biological, physical, and social science research through the Natural Resources Technical Report Series. Natural resources inventories and monitoring activities, scientific literature reviews, bibliographies, and proceedings of technical workshops and conferences are also disseminated through this series. Documents in this series usually contain information of a preliminary nature and are prepared primarily for internal use within the National Park Service. This information is not intended for use in open literature.



### **Natural Resources Reports**

- The National Park Service disseminates reports on high priority, current resources management information, with managerial application for managers, through the Natural Resources Report Series. Technologies and resource management methods; "how to" resource management papers; popular articles through the yearly Highlights report; proceedings on resource management workshops or conferences; and natural resources program recommendations and descriptions and resource action plans are also disseminated through this series. Documents in this series usually contain information of a preliminary nature and are prepared primarily for internal use within the National Park Service. This information is not intended for use in open literature.

#### **3. Optional NPS Review Notice for Technical Reports**

Rarely do technical and scientific papers discuss policy positions of agencies. When they do, it is important that authors recognize that policy officials, not scientists or resource managers, are responsible for establishing policy positions of the agency. This does not restrict free discussion of technical issues--including technical merits of policies or of differing interpretations of data. However, when technical policy issues or implications for NPS policies exist, the NPS Review Notice may be used if after management review and revisions, it is deemed desirable to clarify the relationship of the material to NPS policy. The notice should be used sparingly and may not be used to avoid accountability for reviewing a manuscript. An ADNR reviewer or a WASO/Regional Chief makes the decision to use this notice.

#### **National Park Service Review Notice**

This report has been reviewed by the National Park Service and approved for dissemination. Approval does not signify that the contents necessarily reflect the views and policies of the National Park Service or does mention of trade names or commercial products constitute endorsement or recommendation for use.

#### **4. Trade Names or Commercial Products Disclaimer**

If the NPS Review Notice is not used, the following disclaimer must appear in the inside front cover:

- Mention of trade names or commercial products does not constitute endorsement or recommendation for use by the National Park Service.

#### **5. Availability of Copies (title of contact, mailing address, and phone numbers).**

6. Disclaimer for Review Only (may be located on title page during review)

- This document is a preliminary draft, being circulated for review and comment. The draft has not been approved by the National Park Service and should not be construed as representing the agency's opinions or policies. Draft documents are not publications.

**Title Page for National Report** (Exhibit 7 in Exhibits section)

1. Title
2. Author
3. Author's Organization (full address)
3. Series Name and Number
4. Month/Year
5. Department/Agency/Washington, D.C.

**\*Title Page for Regional Report Using Window on Cover** (Exhibit 8 in Exhibits section)

1. Title
2. Author
3. Series Name and Number
4. Author's Organization Mailing Address if different from Producing (or Approval) Organization
5. Month/Year
6. Producing Organization's Mailing Address (such as regional office or CPSU)

The producing or approval organization must be an NPS organizational unit. The order of the information for regional title pages is to allow for use of a window on the cover. Regional series not using a window on the cover may use this order of information on the title page or use the order for title pages for national reports.

**\*Inside Back Cover** (Exhibit 9 in Exhibits section)

For regional reports, use a separate page as the last page of text.

1. USDI and NPS Logos.
2. USDI Mission Statement.
3. NPS Reference Number and Publication Month and Year

The USDI mission statement is available from the exhibit, or electronic disk, or may be communicated through CompuServe by the Publications Coordinator.

**Measurement Units**

For the Scientific Monographs, the Transactions and Proceedings, and the Technical Reports, use metric measurement units, and if desired common measurements included parenthetically. As a single source for approved measurement units and conversion factors, use the *ASTM Standard for Metric Practice* (ASTM American 1982). Authors are responsible for converting measurements (page 5:14).

For the Natural Resources Reports, including the yearly *Highlights of Natural Resource Management*, use common measurements. Authors are responsible for converting metric measurements to common measurements.

**Numbers**

Numbers from one through nine are written out; numbers above nine are expressed as numerals except when first word of sentence. Physical measurements (length, width, distance, area, volume, decimals, percentages, degrees, symbols, latitude/longitude, fractions over one, etc.) and time (days, years) are expressed as numerals.

**Common Names**

Use common names of plants and animals initially followed with scientific names parenthetically; thereafter, only common name is necessary. Do not repeat scientific names in tables.

## Illustrations (Figures and Photographs) and Tables

1. Provide brief, descriptive captions or legends.
2. Number illustrations (Figure 1, Figure 2) sequentially throughout manuscript.
3. Number tables sequentially throughout manuscript.
4. Introduce illustrations and tables in text.
5. Do not duplicate material in text that is presented in illustrations and tables.
6. Allow left, right, top, and bottom margins for tables and illustrations as for text.

If photographs are submitted, color prints will be considered but USDI clearance must be obtained for using color prints (page 6:3). Black and white photos are preferred and recommended. All black and white photos should be of a glossy finish (5 x 7 inch), with a sharp contrast between black and white areas.

## \*References

For the Scientific Monographs, Transactions and Proceedings, and Technical Reports, the *CBE Style Manual* (pages 47-65) must be used in preparing the Literature Cited section. The *CBE Style Manual* states:

References to be cited in an article include both published and unpublished documents. Published documents include journal articles, books, technical reports, cataloged theses and dissertations, patents, maps, recordings, and other similar matter available to the public, and to libraries, by subscription, purchase, lease, or free distribution. Unpublished documents include handwritten or typewritten documents (such as letters, diaries, or field notes) held by individuals or libraries in single copies or distributed primarily to limited segments of the scientific community.

In summary, use the following style:

1. Use the standard name-and-year system for text citations.
2. Use et al. in text if citation includes three or more authors.
3. Do not insert a comma between author and year (Smith 1989); use a comma only between individual citations of works by different authors within one set of parentheses (Smith 1989, Jones 1982). For citations of two or more publications by the same author, use a comma (Smith 1970, 1972a, 1972b).
4. Indent additional lines of a citation three spaces.

5. Do not abbreviate journal titles in citations.

Managers do not have access to the publications that decode the abbreviations, and librarians need to locate the source. A number of journals have already decided to require full titles of publications.

*Note: Numbers 4 and 5 differ from the style manual.*

For Natural Resources Reports, use the same style manual but prepare a References section that may include additional references not cited in text.

## **Specific Format and Style Requirements**

### **National and Regional Series**

The final manuscripts for the national Scientific Monographs, Transactions and Proceedings, Technical Reports, and Natural Resources Reports are prepared through the Natural Resources Publication Office. Authors should "keep it simple" and submit manuscripts for review and for publishing services using the following format and style requirements:

1. Double space text
2. Set margins at 1 inch, top, bottom, left, right.
3. Do not hyphenate; use unjustified right margin.
4. Number pages sequentially throughout at bottom of page, centered.
5. Minimize font codes; only use one font throughout entire manuscript.
6. Start all major headers (major sections or chapters) on a new page.
7. Use upper and lower case on all headers.
8. Use the following style for headers:

First Order Header (center)

Second Order Header (flush left)

Third Order Header (flush left, underline)

Fourth Order Header (flush left, colon, two spaces, continue with text)

9. Use underline code for words in Italics.
10. Do not use bold code in manuscript.
11. Do not indent paragraphs; space between paragraphs.
12. Keep headers and illustrations and table titles short.

### **\*Technical Reports**

The order of the major sections for national and regional Technical Reports are as follows:

<b>Major Sections:</b>	Contents
	Illustrations (figures and photographs)
	Tables
	Preface
	Acknowledgements
	Summary (stand alone section)
	Introduction
	Methods
	Results
	Discussion
	Conclusions
	Literature Cited
	Appendixes
	Index

### **Synopsis of Major Sections:**

Introduction	The Introduction section is where the subject is identified. State the hypothesis or define the problem your research was designed to solve. This section is also where the major literature review is done. This section should also contain the objectives of the study, and for clarity these are often enumerated.
Methods	The Methods section should include what techniques were employed in this study. This is not a place to do an extensive literature review. One of the basic premises of science is that other scientists should be able to repeat and confirm another scientist's results. This section is important and an author must present details of the methods, materials, and analytical techniques that were used.

Results	The Results section should present the results found during the study in a sequence that logically supports (or provides evidence against) the hypothesis or answer the question stated in the Introduction. Also be sure to include how data were analyzed and what statistical tests were employed. State which computer programs or other techniques were used to analyze the data. More information is needed on statistical analysis. It is important to know that data have been tested for normality, balance, etc. If it is appropriate, include any of the mathematical formulas that were used.
Discussion	The Discussion section interprets the data presented in the Results section, giving particular attention to the problem, question, or hypothesis posed in the Introduction section. Be sure to include how this work is applicable to the park where the study took place, and to other studies that have been conducted in that area of research.
Conclusions	<p>This section ties the paper together in a succinct fashion. In many instances, this is one of the few parts of the paper that managers will read. Give them a generalized idea of the study.</p> <p>If research results and/or other technical information have direct implications to management, they should be summarized here. It should be recognized that a technical report is not the proper medium for developing and analyzing comprehensive management alternatives that consider factors other than the technical basis for management actions and decisions. However, it is appropriate to highlight where research results suggest further evaluation of existing policies, need for additional research, verification of management activity successes, etc.</p>

### **\*Natural Resources Reports**

The order of the major sections for national and regional Natural Resources Reports is as follows:

<b>Major Sections:</b>	Contents Illustrations (figures and photographs) Tables Preface Acknowledgements Introduction (if not part of text; use as a summary)
------------------------	--

Text Sections Vary

Appendixes  
Glossary (if needed)  
References  
Index

## **Desktop-Publishing Suggestions for Regional Series**

Some desktop-publishing suggestions are presented, as follows:

1. Maximize contrast between headers and body copy.
2. Use a sans serif font for headers (such as Helvetica, Univers, or Futura) and a serif font for body copy (such as Times Roman, Garamond, and New Century Schoolbook).
3. Use white space to frame type on page for emphasis.
4. Use narrow columns when using a two-column format for easier reading (40-character width is the limit).
5. Include enough space between columns to create a clear visual break between columns.
6. Allow asymmetrical page layout.
7. Do not allow subheaders or a new paragraph to fall too low on a page.
8. Use an *Italics* font for underlining.

## **Author's Manuscript Responsibilities and Checklist**

Authors preparing manuscripts also have the following responsibilities:

1. Verify spelling of names, places, and scientific names of plants and animals. Scientific names are to be current. The names must be consistent throughout the text.
2. Obtain written permission to reprint any copyrighted figures, photographs, tables, graphs (Exhibit 10). The author must furnish a copy of this proof of permission to Publications Coordinator for national series.



3. Obtain all camera-ready photographs, prints, or illustrations to be used, and verify their accuracy.
4. Ensure that references are correctly cited, that those which appear in the text are included in the Literature Cited section (and vice-versa), and that the author names and dates of publication are correct and consistent between the text and the list.
5. Convert all measurements to the metric system for Scientific Monographs, Transactions and Proceedings, and Technical Reports.
6. Use common measurements for Natural Resources Reports.
7. Write abstract of up to 200 words (page 3:27).
8. Check numbering and sequence of illustrations, tables, and footnotes.

## Chapter 6. Printing and Publication Processes

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Chapter 6 presents the general policies and procedures regarding ink color, pages, quantities, and procurement of printing, and the specific policies and procedures for natural resources national and regional series. All exhibits referenced in this chapter are in a separate Exhibits section, at the end of this handbook.

### General Policies

Natural resources national and regional series must comply with all applicable printing and publication process policies, regulations, and laws (pages 1:1-2). The most effective and economical methods of quality production must be used. Natural resources printing and duplicating will be managed so as to ensure consistent production standards, cost consciousness, and economic distribution.

### Printing

The terms "printing" and "duplicating/copying" are defined by the Joint Committee on Printing (JCP) as follows:

Printing: Any work exceeding 5,000 production units [a production unit is one sheet, any size, one side only, one color; therefore, any work exceeding 5,000 sheets of any size, one side only, and one color] of any one page, or any work exceeding 25,000 production units [a total of 25,000 sheets of any size, one side only, and one color] in the combination of multiple pages is considered printing even if duplicated.

Duplicating/  
Copying Any work less than 5,000 production units of any one page, or any work less than 25,000 production units of multiple pages produced by duplicating or copying equipment.

To identify whether a report will be printed and must comply with all printing regulations or whether a report will be duplicated/copied, perform the following exercise:

1. Count the number of pages in a report, including the preliminaries, text pages, back matter, blank sheets, cover, and back cover, to get a total of the number of pages. This step assumes that only one color is used.

2. Divide the total number of pages into 25,000 (production units of multiple pages).

For example: the total number of pages of a report is 250 pages.

$$25,000 \div 250 \text{ pages} = 100 \text{ copies}$$

Step 2 determines how many copies may be duplicated/copied. In other words, 100 copies of a 250-page report may be duplicated/copied. If 150 copies are needed, then the report must be printed and must comply with all printing regulations even if duplicated.

The Joint Committee on Printing has oversight responsibilities for all federal printing and publishing activities and related services. The committee publishes stringent guidelines on printing in the federal government (314 *Departmental Manual* 1.5B).

All printing must be obtained through the Government Printing Office (GPO). GPO Regional Printing Procurement Offices (GPO-RPPOs) are listed in Appendix C. National series must be printed through GPO-RPPO in Denver, Colorado, and Washington, D.C. All requests for printing originating in the Washington, D.C., area must be reviewed, approved, and processed by the Administrative Services Division, Washington Printing Officer.

Regional series must be printed at the nearest GPO-RPPOs listed in Appendix C. Services of an GPO-RPPO not within a regional jurisdiction may be used if it is advantageous and cost-effective for the government. Regions are responsible for establishing effective internal controls over the printing function at their respective units.

## **Commercial Printing**

Individual printing and related production costs amounting to \$1,000 or less per line item (per printed piece, or per publication) may be procured without reference to JCP regulations provided that (1) they are not of a continuing nature; (2) they are not conducive to establishing an open-ended, indefinite quantity-type contract; or (3) they cannot be ordered against existing GPO contracts.

## **Contractor Printing**

According to JCP regulations, contractors and grantees, etc., may reproduce reports or documents that do not exceed 5,000 production units of one page or 25,000 production units in the aggregate of two or more pages. Any publication exceeding these specifications must be printed by GPO, unless prior approval has been granted by the Joint Committee on Printing. (Refer to the example on pages 6:1-2 to figure out how many copies a contractor may reproduce.)

## **Specific Policies**

### **Ink Color**

National and regional series for the most part will use one-color paperstock and one-ink color. Except for maps not included within a publication, adequate justification must be submitted when two or more colors are requested. Written justification must be provided for national series on a completed USDI-550A Form (Exhibit 11 in Exhibits section) and submitted to the Publications Coordinator.

### **Paper**

National and regional series must be duplicated/copied or printed on paper specified in accordance with "Government Paper Specifications Standards." Use of other paper requires prior JCP approval. National and regional series should be printed or duplicated/copied on recycled paper if possible. As recycled paper becomes more available and cost-effective, all natural resources series will be required to use recycled paper.

### **Printed Products**

National series are for the most part produced from desktop-published copy except the *Park Science* Bulletins are typeset. Regional series are produced from typewritten, word-processed, or desktop-published copy. The decisions on the form of the printed product are made on the length of the manuscript, size of the audience, purpose of the publication, and availability of funds.

### **Cost Data**

Estimating costs for national and regional series is required in the printing and publication process. For national series, the Publications Coordinator acquires the cost estimates when preparing the Publication Projects Plan during the planning process (page 3:20).

Before estimating costs, specific information is needed. These specifics include total number of pages (cover, preliminaries, text pages, back matter, and back cover), number and size of illustrations (figures and photographs) and tables, quantity to be printed, etc.

Those that produce regional series should get cost estimates on printing and duplicating/copying and compare the estimates; sometimes printing is less expensive than duplicating. Contact GPO-RPPO representatives at the phone numbers in the listing in Appendix C for assistance in acquiring GPO cost estimates.

## **Typesetting**

All typesetting services must be procured through GPO or a GPO-established commercial typesetting contract unless authorized inhouse production capability exists.

## **Reprints**

For national series, requests for funding to reprint should go through the planning process (pages 3:20-21). Along with the Natural Resources Publication Proposal Form (Exhibit 4), an author must submit to the Natural Resources Publication Office a copy of the publication. The justification must contain the number to be reprinted, the method of distribution, and verification that the publication has been reviewed by the originating author or office. If the publication has been revised, then it must be so stated in the justification statement. The Publications Coordinator will then assist by submitting required forms and original material for GPO processing.

## **Public Domain**

A work is considered to be in the "public domain" when it is not subject to any protection by the copyright law. The main issue is at what point a work of authorship produced or commissioned by the government becomes available in the public domain. For clarification as to when a piece of work is to be considered in the public domain, please read the decision rendered by the Assistant Solicitor, Fish and Wildlife, on January 30, 1981 (Appendix D).

## **Copyright Issues**

### **No Copyright Protection for U.S. Government Publications**

U.S. copyright protection is not available for any published work prepared by an office or employee of the U.S. Government as part of official duties (Exhibit 12). According to the definition provided in 17 USC, Section 101, "work of the United States Government is a work prepared by an officer or employee of the United States Government as part of that person's official duties." The prohibition does not preclude copyright protection for all works by such employees; they may copyright works not prepared as part of their official duties.

The statutory prohibition does not prevent the government from owning copyrights. The government can accept bequests of copyrights and ordinarily may obtain copyrights in works prepared by contractors or grantees with federal funding, if the contract or grant so provides (17 USC, Section 105).

All material potentially subject to copyright first produced or composed as specified by a contract for the National Park Service becomes the property of the government and, normally, the contractor is not authorized to secure a copyright (454 *Departmental Manual* 2.1).

According to 454 *Departmental Manual*, a contractor may be authorized to secure a copyright on material first produced or composed pursuant to the contract if equity requires or if it is in the best interest of the public. However, when a contractor secures a copyright, the contract must provide the government with a royalty-free, nonexclusive, and irrevocable license. This license allows the government to publish, use, dispose of, and authorize publication or use by others, all copyrighted material produced or composed under the contract by the contractor. (Refer to 454 *Departmental Manual* 2.1 and 2.2 for specific details.)

## **Cooperative Arrangements**

On occasion, natural resources authors may wish to waive limited assistance to an author or organization in producing a copyrighted work by contributing government material, such as photographs, narrative reports, data, the services of natural resources employees, or government funds. Any agreement in such a situation should provide the government with a measure of compensation that may be in the form of a specified number of copies of the completed work or other suitable remuneration. Recognition of the government's contribution should be given by statements in the work identifying the National Park Service as the source of material, assistance, or funds.

The Solicitor's Office must be consulted for a suitable copyright clause for all material falling within purview of 454 *Departmental Manual* 2.3 or 2.4 (Rights on Government Funded Copyrightable Material).

## **Use of Copyrighted Materials**

### **Scientific and Technical Publications**

"Fair use" of copyrighted material, including such use by reproduction in copies for purposes such as criticism, comments, news reporting, teaching, scholarships, or research is not an infringement of copyright (17 USC, Section 107).

### **Nonscientific and Nontechnical Publications**

Use of text, tabular, or graphic representation of data in a nonscientific publication requires written permission from the copyright owner. The owner must be properly credited and a notice of the copyright included.

## Chapter 7. Series Dissemination

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Chapter 7 identifies the standard dissemination plans for natural resources national and regional series, and details where copies are filed. All exhibits referenced in this chapter are in a separate Exhibits section, at the end of this handbook.

### National Series Dissemination Plan

The Publications Coordinator administers the distribution for the national series, except the *Park Science* Bulletins which the Editor administers. The number of copies printed for each publication in a national series is made on a publication-by-publication basis, from 300 to 2,500 copies. The author and the Publications Coordinator (and often a WASO/Regional Chief) jointly make the decision of how many copies will be printed during the planning process based on the interest of the topic.

Copies of national series are distributed to the following:

#### NPS Natural Resources Personnel

WASO/Regional Chiefs order and receive for each national publication copies for scientists, resource managers, Superintendents, Regional Directors, etc., for their divisions/regions

Author/Originating Office

Complementary copies on request

#### Other NPS Personnel

NPS Directorate (Washington, D.C.) 1 copy each

Regional Chiefs, Interpretation 1 copy each

Regional Libraries 1 copy each

Denver Service Center 1 copy  
P.O. Box 25287  
Denver, CO 80225-0287

Harpers Ferry Center Library Harpers Ferry, WV 25425	1 copy
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Technical Information Center Denver Service Center P.O. Box 25287 Denver, CO 80225-0287	1 copy
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#### **Outside National Park Service**

National Technical Information Service U.S. Department of Commerce 5285 Port Royal Road Springfield, VA 22161	11 copies (minimum requirement) (page 7:4)
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Natural Resources Library U.S. Department of the Interior Washington, D.C. 20240	3 copies (page 7:4)
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Superintendent of Documents	(page 7:4)
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Series Mailing Lists	by request only
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Individual Requests (after announcements in  
*Park Science* Bulletins and database listing)

### **Regional Series Dissemination Plan**

Each region should establish a standard dissemination plan for regional series. A regional mailing list may include, for example, a list of university and agency libraries within each region which may be repositories for regionally significant publications.

One copy of each regional publication must be sent to the Publications Coordinator; this copy will be filed at the Technical Information Center (TIC). Regional authors, at this time, are not to send a copy directly to the center. Regional series are required to file copies at the following:

Publications Coordinator Natural Resources Publication Office c/o Air Quality Division (AIR) P.O. Box 25287 Denver, CO 80225-0287	1 copy for filing w/TIC
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National Technical Information Service  
U.S. Department of Commerce  
5285 Port Royal Road  
Springfield, VA 22161

11 copies (minimum requirement)

Natural Resources Library  
U.S. Department of the Interior  
Washington, D.C. 20240

3 copies (optional, page 7:4)

## **Technical Information Center**

The Technical Information Center (TIC), Denver Service Center, is the result of 25 years of planning, developing, and refining a microfilm storage system and computerized information system that is used to manage the National Park Service's technical information. The information base is computerized for the manipulation and retrieval of this data and the source document itself is microfilmed for storage and distribution.

This system is capable of accessing the vast amount of technical information holdings of the National Park Service and of supplying details of what information is available, what format it is in, and where it is stored. DSC-TIC has been designated by the National Park Service as the central repository for all NPS-generated or NPS-contracted planning, design, and construction drawings and maps (NPS-29), as well as related technical report documents, and as such will be the central repository for natural resources national and regional series. One copy of each national and regional series will be filed with TIC through the Publications Coordinator.

It is extremely important for offices to submit documents through the Publications Coordinator to TIC for microfilming and indexing. This library forms a core for the collection and dissemination of NPS-produced or NPS-contract documents, maps, and drawings. Each document is distributed on microfiche to regions, parks, Harper's Ferry Center, several WASO offices, and the Department of the Interior (DOI) Natural Resources Library. In addition, TIC provides copies (paper or microfiche) to the general public for a fee. This enables interested persons (university professors, researchers, private companies, etc.) to obtain hard-to-get NPS information. Although the bibliography is presently computerized, it is not yet available for interactive, online Servicewide use. Future plans include the establishment of the database on a mini or micro network with communications capability that includes easy-to-use menus for queries, downloading, and the preparation of traditional bibliographies. Cataloging and indexing will be enhanced.

With regard to the future, TIC is involved in the proposal for BIBNET (NPSBIB), a computerized bibliographic database/document delivery system for the National Park Service. This database would include citations of documents, journal articles, and other narrative information published by or about the National Park Service; the database would be accessible to the entire National Park Service and the public.

## **Natural Resources Bibliographic Listing**

A temporary bibliographic listing to provide information on the availability of natural resources publications, including announcements of new publications, is currently maintained by the Publications Coordinator. This PC information system is temporary and will be used only until the TIC information system goes online.

## **National Technical Information Service**

The National Technical Information Service (NTIS), Department of Commerce, is a central source for the public sale of government-sponsored research, development, and engineering reports and other data prepared by federal agencies, their contractors, or grantees, and others. NTIS stores documents on microfilm and produces hard or microfiche copy on request, for a fee. NTIS also has a large database from which to access NPS and other scientific titles.

A minimum of 11 copies of each title may be filed with NTIS at no charge to the National Park Service. If fewer than 11 copies are filed of each title, a \$20.00 per title fee is charged. Exhibit 13 in the Exhibits section, at the end of the handbook, contains an NTIS form that must be used in filing natural resources series with NTIS.

All national and regional series must be filed with NTIS. Packets of NTIS forms and a disk that contains the form are available from the Publications Coordinator.

## **Natural Resources Library**

Three copies of all natural resources series distributed to the public must be sent to the Departmental Natural Resources Library (314 *Departmental Manual* 4.5). If a publication (national or regional) is not distributed to the public, copies do not have to be filed.

## **Superintendent of Documents**

The Superintendent of Documents is required to list in official catalogs and indexes every printed and processed publication of the Government Printing Office or elsewhere, excluding material that is purely administrative or confidential in nature (44 USC 1711).

The Publications Coordinator will forward, with the appropriate paperwork (Form DI-39, Exhibit 14), one copy of each publication printed through GPO to the Superintendent of Documents on a monthly basis. Only copies that have been printed through GPO-RPPOs will be included in this listing.

## **Mailing Lists**

National and regional mailing lists of each series should be maintained and revised at least annually to eliminate duplicate mailings, improperly addressed mail, or publications mailed to disinterested persons. According to the Joint Committee on Printing, the use of functional titles on mailing lists instead of names reduces the cost of list maintenance.

## **Requests**

### **General Policies**

No more than 50 copies of any publication (national or regional) may be given away free to any private individual or firm without JCP authorization. This quantity limitation does not apply when the total production cost of the publication to be distributed is less than \$100.

Emphasis is on a systematic and timely response to requests. Authors will be authorized to distribute and maintain a minimal number of national printed products in addition to Publications Coordinator. This will reduce storage space and time spent in personally mailing a large quantity of publications.

## **Other Avenues of Dissemination**

Natural resources series may be disseminated other than through each Standard Dissemination Plan. Those other avenues of dissemination are presented in the following sections.

### **National Depository Library Program**

Certain libraries are designated depositories for government publications through the Government Printing Office, Superintendent of Documents, Library Programs Service. Through these depository libraries, federal documents are made available. GPO absorbs the cost of printing and mailing copies for depositories, and distributes to more than 1,100 libraries on a case-by-case basis, depending upon the interest of the libraries. GPO selects certain titles only for distributing to the depository libraries. This service is available for regional series only printed through GPO.

Designate on requisition of print order "CONSIDER FOR DEPOSITORY LIBRARY DISTRIBUTION" when submitting work through GPO-RPPOs.

## **Sale of Government Documents**

The policy of the U.S. Department of the Interior is to encourage the sale of NPS publications in order to increase the return of user fees to the federal government (470 *Departmental Manual* 1.1D). During the planning process, national proposals will be selected to consider for sales. This also reduces the cost to the National Park Service, potentially increasing the number of publications that can be funded.

The Public Printer, Government Printing Office, through the Superintendent of Documents, Public Documents Department, is charged with the responsibility for the sale of government documents and publications to the public. Only the Public Documents Department, or its authorized representative, may sell government documents or publications.

A "Notification of Intent to Publish" (GPO Form 3868, Exhibit 15) must be completed by the Publications Coordinator for national series at least 45 days before submitting a publication to GPO for printing. If the document is approved for publishing for sales, GPO absorbs the printing and distribution costs for the sale copies only. No additional charges are made to the National Park Service should GPO decide to sell a document.

## **Library of Congress Cataloging**

The Library of Congress automatically receives a copy of every publication printed by GPO except those printed for internal use by agencies. The cataloging of publications, prior to release, may occur with books and pamphlets exceeding 50 pages when the subject matter is such that many libraries will order the publication from the Superintendent of Documents. Cataloging would occur for the national Scientific Monographs and Transactions and Proceedings if the reports exceed 50 pages and would be of interest to many libraries.

The Coordinator sends a copy of the unedited front matter of a publication, along with Form 64-99 (Exhibit 16) to the Library of Congress Cataloging in Publication Office. If the publication qualifies, the Library of Congress returns, within 10 working days, the assigned Library of Congress card number and cataloging in publications data which are printed inside the publication's cover. If a Library of Congress number is assigned, the Coordinator is required to send a copy of the publication to the Cataloging in Publication Office.

## **Part Two**

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### Other NPS Publication Management

## Chapter 8. Courier

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### News magazine of the National Park Service

**Purpose of newsletter:** The Courier keeps employees and alumni of the National Park Service informed about the mission, policies, programs and administrative activities of the agency.

Articles are selected on the basis of their ability to:

- clearly communicate ideas significant to park employees at all levels and in all areas;
- inform and educate readers about NPS activities in the parks, regions and Washington office;
- summarize and clarify Service policies, plans, and program developments; and/or
- reinforce the professional and personal ties that bind present and former employees of the National Park Service.

#### Goals:

- to print articles that are both timely and relevant to the interests of Courier readers;
- to maintain a high standard of stylistic and substantive excellence through the selection of clear, objective, and carefully researched articles;
- to provide a forum for thoughtful and impartial discussion of Service related matters; and
- to present articles in a visually interesting and entertaining format.

**Audience:** The diversity of the Couriers audience requires the publication to be equally diverse. For that reason, clear, concise, informative articles will be sought to meet the needs of the following groups:

Park, Regional, and Service Center staffs: Courier seeks to inform all field employees, irrespective of grade, specialty or location, of systemwide developments in their fields of expertise, as well as developments in other professions throughout the Service;

Washington office staff: the publication serves as a means of communicating policy, personnel, and program developments Servicewide, and seeks to keep Washington employees abreast of developments in the field;

E&AA members: Courier seeks to keep both active and retired employees in touch with long-time friends and colleagues through news on their current activities and accomplishments.

The structure of the Courier reflects the needs of these groups by apportioning space as follows: approximately half of each issue will be devoted to general-interest articles of an informative and entertaining nature, appealing to both employees and alumni; one quarter of each issue to park activities and personalities; and one quarter of each issue to the business and informational needs of the E&AA.

Since general-interest articles are the heart of the publication and are meant to convey a good deal of current information, the editor actively works with prospective contributors to determine the proper length, focus and timing of articles. Issue plans are developed in advance in order to provide thematic unity and topicality to Courier features; therefore, authors should discuss articles with the editor well before submitting them for consideration.

**Responsibility and authority:** The editor is responsible for:

- establishing the editorial tone and determining the contents of each issue of the Courier;
- planning and developing each issue;
- coordinating informational needs with E&AA;
- overseeing production; and
- approving the final product for printing.

The editor may reject articles that are inappropriate or incompatible with the publication's format and focus, postpone the printing of articles until a later date, edit articles for style, syntax, and grammar and, when necessary, rewrite articles to improve clarity and focus. The editor consults with authors on changes that may affect the content of a manuscript. The Courier does not guarantee publication of each article submitted; however, authors will be notified whenever the material is not selected. Should disputes arise between an author and the editor, the Chief, Public Affairs, is the final arbiter.

**Contributors:** The Courier depends on articles submitted from the parks, regions, service centers, Washington office, alumni, and similar sources. Its material comes from unsolicited submissions by NPS authors as well as from manuscripts solicited by the editor. For unsolicited material, a query letter or a brief phone call to the editor, to discuss the content of the proposed article, is requested. A query simply defines the main idea of the article (generally in an attention-getting



manner) and summarizes the contents. The importance of the topic and its impact on NPS management or other areas of interest may be included. Letters detailing topics the writer would like to research also could serve as a starting point for editorial assistance in developing submissions.

A phone call or query letter early in the development of a manuscript idea is strongly encouraged. In the long run, it can save both the editor's and the author's time. Upon publication of submitted material, authors will receive from one to three copies of the issue in which their materials appeared.

**Submission format:** All manuscripts should be typed and double-spaced, with generous margins to the left and right of the page as well as the top and bottom. Number every page and include author's last name in upper right hand corner.

The first page of the manuscript should contain the suggested title of the article, the author's full name, title, duty station, address and phone number. Requirements for individual departments follow:

**Features:** There are several kinds: a) those that profile a program (such as cultural resources in a region) or a subject (the way a region is accomplishing accountability for its museum collections); b) a current events feature dealing with a timely NPS event (the dinosaur discovery at Petrified Forest, or a press briefing held by the Director)--these can be hard news stories, but care must be taken to consider the two-month production lead-time required by the *Courier*; c) a profile of an individual who has an interesting job/hobby, or is an expert on some topic, or has reached a significant career benchmark--retirement, important award, new assignment with major responsibility, or other accomplishment worthy of recognition--these stories should give readers a clear profile of the person being discussed; d) general/human interest might be classified as "soft" news stories that develop around a general subject like surviving winter in the parks or how to handle isolation; e) policy/opinion pieces might take the form of question and answer columns (interviews) or regular features explaining new administration policy (such as a change in RIP regulations). Unsolicited opinion pieces are subject to close scrutiny.

As a rule, feature articles should be a minimum of three and a maximum of eight pages long. illustrations are extremely important, and should be submitted for all feature articles (see the section on illustrations). Footnotes and bibliographies are acceptable for technical articles. Remember that what distinguishes feature material from material for departments like Park Briefs is its general interest and applicability to those outside the park or region where the subject matter originated. For example, a park clean-up day or community celebration is interesting to a more limited number of readers than information on Servicewide fee legislation.

In all cases, be sure to check the facts of the story. Inaccuracies reflect not only on the publication but also on the originating author. Be thorough. The editor cannot be expected to catch everything.



**Park Briefs:** The *Courier* always needs material for this department, but make submissions concise, focused, and snappy. Content can range from park projects to interpretive events, from the who/what/when/where of critical park activities (for example, discussions of the status of the Cape Hatteras Lighthouse) to innovations on visitor services. Keep material for this section to one typewritten page, double-spaced, or less. Photographs are appreciated.

**Awards, Retirements, Deaths:** There's a story lurking in everything, but finding that story and telling it effectively depends on the writer's perceptions as well as his or her skills. This department has the potential for featuring fully developed articles, as well as shorter, more pithy announcements. Keep in mind that information must be timely. This is one department where the *Courier* depends principally on unsolicited contributions. Therefore, each NPS employee or alumnus is responsible for seeing that pertinent information reaches the editor. Don't wait for news to drift up through channels because it may not reach the editor in time. Remember, this department can represent the personal side of the Service. It needs contributors.

**Letters:** Letters on professional subjects and/or in response to articles that have been printed in the *Courier* are always welcome. They should be short, no more than one page, typed and double-spaced. In order to encourage open communications, letters are edited only for spelling, punctuation, grammar, and space. Unless otherwise requested by the author, those containing an important point of view, whether positive or negative, are printed. However, a letter that is abusive, libelous, or abrasive may be withheld from publication. Long letters cannot be published in their entirety.

**Book Reviews:** Book reviews on subjects of interest to the readership are printed as available, and reviewers able to provide objective critiques of current publications are encouraged to contribute to this department. Submissions should be no longer than two typewritten pages (with some exceptions). Complete information on the book, author, publisher, and purchase price should be included. Promotional materials from authors or publishers will not be used.

**F&AA News:** Submissions should be made to the alumni editor, Naomi Hunt, 414 Robin Road, Waverly, OH 45690. Feature articles covering past accomplishments of NPS alumni as well as their current activities also will be considered for this section (for example, the article concerning Henry Pratt's involvement in freelance writing after his retirement, or Jack Williams' participation in local politics, as reported by Woody Williams). With help from the alumni, this section could become a forum for sprightly accounts of personal experiences.

**Illustrations:** Photos and/or line drawings are extremely important for article illustration and should be submitted with all articles, whenever possible. Contributors should send at least three to five photos, preferably black-and-white prints that are 3x5 or larger. Negatives may be sent in lieu of prints. Color slides are also acceptable, but only if black and white is not available and only if they are submitted enough ahead of time for conversion to black-and-white. Photos should show action, and thus should not appear formal or staged in their composition; they should clearly illustrate the associated articles, and be sharply focused so that details will reproduce well during

reprinting. Consider the visual appeal of the photograph (the interesting arrangement of shapes and forms) as well as the significance of its content when making selections. Include captions with all illustrations, as well as the name of the photographer to be credited.

**Permissions:** Notify the editor if articles published initially in the *Courier* are to be published elsewhere. Within the submitted manuscript, credit all sources of information and obtain the necessary permission where copyright laws apply.

**Deadlines:** Deadlines for submissions are as follows:

<u>Issue</u>	<u>Deadline</u>
July	May 1
August	June 1
September	July 1
October	August 1
November	September 1
December	October 1
January	November 1
February	December 1
March	January 1
April	February 1
May	March 1
June	April 1

**Address manuscript to:**

Editor, *Courier*  
National Park Service  
P.O. Box 37127  
Washington, DC 20013-7127

**For information phone:**

(FTS) 268-7394  
(202) 208-7394

## Chapter 9. CRM Bulletin

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### **Cultural Resources Management A National Park Service Technical Bulletin**

The *CRM Bulletin* is published by the National Park Service for parks, Federal agencies, states, local governments, and the private sector to promote and maintain high standards for preserving and managing cultural resources.

We are interested in receiving articles that address problems, experiences, successes in managing natural resources in cultural areas and managing cultural resources in areas established by Congress to protect natural resources.

The editor of the *CRM Bulletin* requests that authors submit an outline of a proposed article or a draft for review before a commitment to publish is made.

Direct inquiries to

Ron Greenberg  
Managing Editor, *CRM Bulletin*  
National Park Service  
P.O. Box 37127 (WASO 400)  
Washington, D.C. 20013-7127

(FTS) 343-3411  
(202) 343-3411

# Chapter 10. Trends, Grist, and Design

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April 1990

## Guidelines for Contributors

### Park Practice Program TRENDS, GRIST, DESIGN

#### Program Description

The Park Practice Program is a cooperative publications program of the National Park Service and the National Recreation and Park Association consisting of three technical assistance magazines: TRENDS, GRIST and DESIGN. In this cooperative venture, the NPS has responsibility for editorial content; NRPA is responsible for printing and distribution of the publications on a paid-subscription basis.

#### The Audience

TRENDS, GRIST and DESIGN are written for park and recreation professionals and practitioners in all jurisdictions--national, regional, state, local and private as well as a substantial foreign readership. Subject matter of all three publications addresses issues and specific topics of interest to their specialized audience. The publications seek to inform the readership broadly on significant trends and developments in the park and recreation field, to heighten readers' environmental sensitivity and awareness, to promote sound conservation and preservation practices and to stimulate creativity and cost-effective consciousness.

#### TRENDS

A 48-page quarterly that addresses contemporary concerns to park and recreation managers. Most issues have a thematic format and become valuable resources for the specific subject area.

TRENDS manuscripts should be 7-10 typed, double-spaced pages in length (no more than 2,000 words). As a general rule, excessive use of first-person pronouns and passive voice should be avoided. Footnotes should also be avoided whenever possible. A listing of references or source material for additional information for each article is encouraged and will appear in the "Who Can You Turn To?" section at the end of the issue. Subheadings should be used whenever appropriate. A brief identification of the author with title and present position should be included at the end of the article. Submission of manuscripts on 5 1/4-in. floppy disks is encouraged.

#### GRIST

A 12-page quarterly which shows maintenance and safety personnel, supervisors, secretaries and other operating staff innovative ways to recycle existing materials, conserve energy and resources with minor modification to equipment and produce a safer, more cost-effective work environment for employees.

GRIST welcomes any idea or suggestion that helps meet day-to-day challenges of limited staff and budget resources or which helps to solve on-the-job problems of park and recreation practitioners...time, effort and/or money-saving ideas. Practical suggestions for recycling materials, increasing vandal-resistance of facilities or equipment, conserving energy, maintenance, storage or safety tips, all fall within the scope of GRIST. More recently, GRIST has included tips relating to personal computers such as how to set up a

menu, file management for hard disk users, etc.

GRIST articles should be brief (1-3 typed, double-spaced manuscript pages) and should include photographs and diagrams whenever possible.

## **DESIGN**

A 16-page quarterly that provides designers and architects with plans and drawings for new concepts in environmentally sensitive building design and park layout. These plans and drawings range from a kiosk/contact station to a grey water disposal unit; from a group picnic shelter to a lively playground for all children.

When submitting articles and/or ideas for DESIGN, we would like

- (1) text (approximately 300-500 words) describing each structure or site plan to include location, materials used, costs, any cooperative efforts and agencies involved, etc.
- (2) line drawings (on architectural design sheets or individual 8x10-in. pages). Designs should include accessibility to disabled persons.
- (3) photographs (several shots of each structure).

## **On Submitting Manuscripts Via Floppy Disks**

Submission of manuscripts for all three publications on 5 1/4-in. floppy disks is encouraged. However, disks must be IBM-compatible using WordPerfect 4.2 or 5.0 software. Type your copy flush left ragged right, keeping word processing coding to a minimum. Cancel any hyphenation program in effect, hyphenating only compound words. Label your disks, accompany them with a clean double-spaced printout on 8 1/2 x 11-in. bond paper and keep a backup copy of everything you submit to us.

## **Photographs and Illustrations**

If possible, photographs should accompany all article contributions. Photographs with people in them are more interesting and display better than general scenic shots. The people being photographed should be representative of our population which includes women, minorities, elderly and disabled persons.

Black and white glossy photographs reproduce best, but color photographs and slides may be used. All should be of good quality and in sharp focus. We prefer 8x10-in. photographs but smaller ones can be used if their quality is good. Polaroid pictures are not acceptable because they do not reproduce well during the printing process. Each photo or slide should include a brief caption and photo credit. Illustrations, line drawings and charts are also welcome. We prefer these to be of camera-ready quality if at all possible. Photos will be returned to you after printing if you wish.

## **Article Submissions**

All submissions will be reviewed, but publication cannot be guaranteed. All information which appears in the publications is considered to be in the public domain. Park Practice cannot pay for articles or photographs submitted or published, but full credit is given to authors and photographers whose material is used. Since these publications are widely read and circulated, each contributor is guaranteed high visibility

among his or her peers throughout the park and recreation community.

Authors will receive complimentary copies of the issues in which their work appears. Please submit material to:

*Managing Editor  
Park Practice Program  
National Park Service  
PO Box 37127  
Washington, DC 20013-7127  
  
Telephone: (202) 343-7067*

## Chapter 11. Interpretation

### Style Sheet

#### Submission of Articles

- It is preferred that articles and regional reports be submitted on 5 1/4" DS/DD computer disk formatted with MS-DOS 3.2 or less. It is also preferred that Word Perfect 5.0 be used, but will accept Word-Perfect 4.2, MultiMate, Word Star, or an ASCII text file.
- Do not imbed any formatting commands such as fonts, super- or sub-scripts, or tabs.
- Do not justify article. This only adds extra spaces which must then be eliminated.
- If the above conditions cannot be met, then submit a clean typed copy or printout. Use a standard typewriter face such as Courier without italics or bold. If underlining is needed to indicate bold or italics, please use a blue pencil to avoid confusing the text scanner.
- Type single spaced with approximately one inch margins. Paragraphs should not be indented, but should have one line separating.
- Regional Summaries are very restricted in size. They must not exceed a maximum line length of 34 characters nor be more than 28 lines long.
- Photographs should be submitted as black and white glossy prints. They should be sharply focused and of good contrast. If only color photographs are available, please convert to black and white before submitting.
- The inclusion of charts, graphs, diagrams or other such graphics which illustrate the text is encouraged. Artwork submitted should be well drawn and clearly rendered.
- The point at which the chart, diagram or other graphic is to appear in the text should be clearly noted.

#### Editorial Style

- The name of this journal will always appear in Helvetica bold italics ie, *Interpretation*
- Body text will be set in 11 point Century Schoolbook.
- "Short quotes in body will be enclosed in double quotation marks." *Extended quotes will be set in italics with no indentation.*
- Book titles, journals, ship names, etc in italics: *Grapes of Wrath*, *USS Cairo*.
- National Park Service, the Park Service, and the Service will be capitalized as indicated.
- Initials of persons will be spaced, ie: D G Dooright.
- Other initials will appear without space between, ie: USNPS.
- No periods (.) will be used in abbreviations, professional titles, or initials, ie: Ms Mr Dr Dudley S Dooright
- State Names will be spelled out except in the Regional Summaries which will use two letter postal abbreviations.
- Author's names will appear in the left hand column even with the first line of the article and will be set in **Bold Roman** with title and/or affiliation in Roman set below.
- A brief identification of the organization to which the author is affiliated may appear as a footnote on the first page of the article.

	<ul style="list-style-type: none"><li>• Emphasis will be indicated as <b>bold</b>, unless it was <u>underlined</u> in quoted material in which case the original form of emphasis will be used.</li><li>• Acronyms may be used once the full name or title is spelled out; the acronym will not be placed in parentheses following the full name or title.</li><li>• Notes will appear at the end of the article. <i>Chicago Style Manual</i> will be used except that only place and year of publication will be noted within parentheses and the abbreviation for pages or pages will not be followed by a period, ie: (Williamsburg, 1974), pp 63-64.</li><li>• Numbers zero through twelve, the tens, and hundreds will be written out, ie: seven, forty, three hundred Other numbers will appear as digits: 14 375 1964 2,476,543 Numbers above 9999 will be broken with commas to delineate thousands, millions, etc A number beginning a sentence will always be written out.</li></ul>	
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Editor, *Interpretation*  
c/o Washington Office, Division of Interpretation  
P.O. Box 37127  
Washington, D.C. 20013-7127



## **Part Three**

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### Other Publication Management

## Chapter 12. Other Agency and Nongovernment Publications

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Natural resources scientists should publish their research findings in widely distributed and indexed outside publications that have review procedures to ensure high quality, dissemination, and recognition (page 1:4). This chapter explains the requirements and responsibilities for publishing in outside publications--both as official expressions of NPS work and as individual, nonofficial expressions.

### Categories of Outside Publications

Outside publications include (1) those produced by another agency of the federal, state, or local governments; (2) nongovernment scientific journals, books, proceedings, or published symposia published by commercial firms, universities, and nonprofit organizations; (3) some symposia proceedings and publications written for a lay readership that have little or no technical review procedures; and (4) formal presentations at meetings resulting in a published abstract. The requirements in this chapter apply to NPS personnel who write or edit such publications or contribute articles or chapters to these publications.

### Official Expressions--Publication as NPS Work

All material written as a part of an NPS employee's official duties (or by a contractor under a contract with the National Park Service) are considered official expressions. Three important requirements apply to official expressions using nongovernment publications (476 *Departmental Manual* 1-5):

1. Official expressions cannot be copyrighted.
2. USDI employees may not accept and retain remuneration from outside sources for material involving any contribution by the U.S. Government.
3. Proposed publications of official expressions must be reviewed to determine that any policy position enunciated in the paper is descriptive of a policy position fully adopted by the Department; that it is not merely the expression of an individual's or group's projected or desired program that does not reflect the official Departmental stance; that is well constructed; that there is authority for dissemination of such information; that funds are available for any relevant page charges; and that publication in an outside publication, including incurring page charges, is the best means of dissemination.

Rarely do technical and scientific papers discuss policy positions of agencies. When they do, it is important that authors recognize that policy officials, not scientists or resource managers, are responsible for establishing policy positions of the agency. This does not restrict free discussion of technical issues--including technical merits of policies or of differing interpretations of data, nor does it restrict policy recommendations.

Procedures relating to these requirements are explained in the following sections.

## **Responsibilities**

### **WASO/Regional Chiefs**

The responsibilities of WASO/Regional Chiefs (refer to page 2:4 for definition) for official expressions are as follows:

1. Ensure that any policy or sensitive topics discussed in papers and manuscripts are given appropriate consideration and meet Departmental requirements. A WASO/Regional Chief may make the decision to use the following disclaimer, or may submit a paper or manuscript to a Regional or WASO Public Affairs Office.

#### **National Park Service Review Notice**

This report has been reviewed by the National Park Service, and approved for publication. Approval does not signify that the contents necessarily reflect the views of the National Park Service or does mention of trade names or commercial products constitute endorsement or recommendation for use.

2. Ensure that papers or manuscripts not afforded a refereed review have a clear record of adequate technical review before submission; for example, use Exhibit 1 in the Exhibits section, at the end of handbook.

It is the prerogative of a WASO/Regional Chief to seek a technical or refereed review when appropriate before submission. It must be recognized, however, that the refereed process conducted by most journals, book editors, and editors of symposia proceedings should suffice to establish the technical integrity of a paper or manuscript.

## **Natural Resources Authors**

Authors are responsible for the technical accuracy and quality of the manuscript prior to submitting the publication for management review, recognizing that the refereed process conducted by most journals, book editors, and editors of symposia proceedings should suffice to establish the technical integrity of the publication. Papers that are published in nonrefereed media should have a clear record of adequate technical review before submission. Authors should provide a courtesy early draft to the Superintendents in whose parks research and management activities were conducted.

## **Review Procedures**

Any paper or manuscript that contains sensitive issues must be submitted to the appropriate WASO/Regional Chief for a management review before submitting the article for publication. This review may be delegated to CPSU Leaders who are NPS employees except that publication by a Unit Leader should be reviewed by a Chief Scientist. A WASO/Regional Chief may decide to submit the paper or manuscript to a Regional or WASO Public Affairs Office. Publications with short deadlines such as invited papers and proceedings of symposia may be submitted for simultaneous management and refereed or peer review upon mutual agreement of all parties.

## **Copyright Issues**

No natural resources manuscripts or papers accepted for publication in nongovernment outlets may be copyrighted. The author is responsible for establishing sufficient notice that these manuscripts or papers are considered government works and, therefore, not copyrightable. In no instances will an NPS author sign a copyright transfer for works created as "official expressions" (page 6:4). Requests from publishers for copyright transfer should be answered with a letter indicating that they may not copyright government work. The response should be modeled after the letter in Exhibit 12 in Exhibits section, at the end of handbook. Natural resources authors may wish to include as a footnote to the title a statement such as: "This article was written by employees of the U.S. Government as part of their official duties and, therefore, may not be copyrighted."

## **Page Charges**

The costs of publishing research findings should be an expected part of the research funding, taking into consideration fiscal year constraints. Manuscript preparation, including typing and the cost of illustrations, page charges, and the cost of producing and distributing an appropriate number of reprints should be identified as part of the funding process and identified in the original proposal for the research project.

Page charges, however, may be funded by the Associate Director, Natural Resources, through the NPS Natural Resources Publication Program, if the findings are of interest and applicability to a broad readership. Proposals for page charges must be submitted through the planning process (pages 3:20-21).

## **Nonofficial Expression—Publication by NPS Employees Outside of Official Duties**

Informed nonofficial expression by employees on matters within their competence is encouraged by Departmental policy. Employees may receive proper recognition, including financial payments, for legitimate nonofficial expressions.

### **Conditions**

There are several important criteria that must be met to fulfill the definition of nonofficial expression:

1. The work on the material in question must be performed wholly outside duty hours.
2. The preparation/presentation of the material cannot involve any contribution by the government of time or services of other government employees while in duty status, or of government funds, facilities, or materials.
3. The expression embraces only those ideas, concepts, data, statistics, intelligence, descriptions of scientific or technical processes or design, formulae, and similar information resulting from or in connection with those Departmental activities that are already published, or if unpublished, are available to the public at the time of the employee's disclosure.

*(478 Departmental Manual 1.)*

This does not mean that an employee is prohibited from publishing copyrighted books and articles or giving lectures and receiving remuneration for them on subjects closely connected to their official duties. It does mean that authors carry out such work on their own time, with their own resources, and that they are extremely careful to use only material and insights equally available to others. For example, an author could publish as an official expression a technical report or article based on research conducted as a part of official duties. The author could rework the material, on his/her own time, into a more popular article and publish it for remuneration. However, in doing so, the author must make certain that new ideas, insights, information gleaned from official travel, research, meetings, etc., not available to the public, are not included.

Employees are encouraged to discuss planned private publications with their direct supervisor and regional or WASO Ethics Officer.

## **Approval**

In accordance with Departmental requirements, the following must be provided to the Director, with a copy to the Chief, Office of Public Affairs, for clearance and consent prior to the publication of a nonofficial expression related to or based primarily on knowledge acquired as a consequence of his/her official duties:

1. An outline of the subject matter of the proposed expression.
2. The medium of expression.
3. The title under which the work is to be published or presented.
4. His/her name and title to be used in the work, if such title is to appear.
5. The name or title of the publisher, or of the sponsoring organization in the case of lectures, speeches, or visual presentations.
6. A signed certification that the subject matter has been prepared or will be presented in full accord with the conditions set forth in 478 *Departmental Manual* 1.

If there is any question about whether this requirement applies (i.e., the work is related to or based primarily on knowledge acquired as a consequence of official duties), an author should consult with a direct supervisor and an Ethics Officer.

## **Part Four**

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### Appendixes

## Appendix A.

# Natural Resources Publication Advisory Board

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### Current Members

Terence P. Boyle  
Research Ecologist  
Water Resources Division  
Washington Office

Milford Fletcher  
Chief, Division of Natural Resources  
Management  
Chief Scientist Representative  
Southwest Regional Office

Jean Matthews  
Editor, *Park Science*  
Pacific Northwest Region

Donna O'Leary, *ex officio*  
Publications Coordinator  
Natural Resources Publication Office  
Office of the Associate Director, Natural  
Resources

Edna Ramey  
Chief, Technical Information Center  
Denver Service Center

Charles van Riper, III  
Research Scientist/CPSU Leader  
Northern Arizona University, Flagstaff  
Western Region

Meg Weesner  
Resource Management Specialist  
New River Gorge National River  
Mid-Atlantic Region

### Past Members

Sandra Key  
Greater Yellowstone Coordinating  
Committee  
National Park Service/Forest Service

Nora Mitchell  
Resource Management Specialist  
North Atlantic Regional Office

Jim Wood  
Technical Publications Editor  
Southeast Regional Office



## **Appendix B. NPS Park Science Editorial Board**

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Gary E. Davis  
Marine Research Scientist  
Channel Islands National Park

John Dennis  
Biologist  
Wildlife and Vegetation Division  
Washington Office

James W. Larson  
Editorial Board Chairman and Chief Scientist  
Pacific Northwest Region

Harvey Fleet  
Chief, Digital Cartography  
Geographic Information Systems Division  
Washington Office, Denver

Harold Smith  
Superintendent  
Organ Pipe Cactus National Monument  
Ajo, Arizona

Jean Matthews  
Editor, *Park Science*  
Pacific Northwest Region

## Appendix C. Government Printing Office

### Regional Printing Procurement Offices

#### REGION 1

GPO Regional Printing Procurement Office  
John F. Kennedy Federal Building  
Government Center, Room 612  
Boston, MA 02203-0001  
Phone: 617-565-3161      FTS: 835-3161

#### REGION 2 (I)

GPO Regional Printing Procurement Office  
Southampton Office Park  
928 Jaymore Road, Suite A-190  
Southampton, PA 18966  
Phone: 215-364-6465      FTS: 8-215-364-6465  
Philadelphia does not have direct FTS available; to dial FTS include area code

#### REGION 2 (II)

GPO Regional Printing Procurement Office  
201 Varick Street, Room 752  
New York, NY 10014  
Phone: 212-620-3321      FTS: 660-3321

#### REGION 3 (I)

U.S. Government Printing Office  
Rapid Response Center (Procurement)  
1st and N Streets SE, Building 136  
Washington, DC 20403  
Phone: 202-755-2110      FTS: 755-2110

#### REGION 3 (II)

GPO Regional Printing Procurement Office  
11836 Bunker Boulevard, Suite 400  
Newport News, VA 23606  
Phone: 804-873-2800      FTS: 8-804-873-2800  
Hampton does not have direct FTS available; to dial FTS include area code

#### REGION 4

GPO Regional Printing Procurement Office  
R.B. Russell Federal Office Building  
75 Spring Street SW, Room 222  
Atlanta, GA 30303  
Phone: 404-331-5198      FTS: 242-5198

GPO Satellite Printing Procurement Office  
L. Mendel Rivers Federal Building  
334 Meeting Street, Room 122  
Charleston, SC 29403  
Phone: 803-724-4137      FTS: 677-4137

#### REGION 5 (I)

GPO Regional Printing Procurement Office  
610 South Canal Street, Room 1051  
Chicago, IL 60607  
Phone: 312-353-3916      FTS: 353-3916

#### REGION 5 (II)

GPO Regional Printing Procurement Office  
Federal Building  
200 North High Street, Room 614  
Columbus, OH 43215  
Phone: 614-469-6884      FTS: 943-6884

#### REGION 6

GPO Regional Printing Procurement Office  
Old Post Office Building  
815 Olive Street, Room 328  
St. Louis, MO 63101  
Phone: 314-425-4371      FTS: 279-4371

#### REGION 7

GPO Regional Printing Procurement Office  
U.S. Courthouse & Federal Office Building  
1100 Commerce Street, Room 3D4  
Dallas, TX 75242  
Phone: 214-767-0451      FTS: 729-0451

GPO Satellite Printing Procurement Office  
Building 1552, Door Two  
Kelly Air Force Base, TX 78241  
Phone: 512-229-4775      FTS: 730-4775

GPO Satellite Printing Procurement Office  
U.S. Customs House  
423 Canal Street, Room 310  
New Orleans, LA 70130  
Phone: 504-589-2538      FTS: 682-2538

GPO Satellite Printing Procurement Office  
Building 206, L-55  
Tinker Air Force Base, OK 73145-5000  
Phone: 405-231-4146      FTS: 736-4146

#### REGION 8

GPO Regional Printing Procurement Office  
Denver Federal Center  
Building 53, Room D-1010  
Denver, CO 80225  
Phone: 303-236-5292      FTS: 776-5292

#### REGION 9 (I)

GPO Regional Printing Procurement Office  
Federal Office Building  
15000 Aviation Boulevard, Room 2W26  
Lawndale, CA 90261-1087  
Phone: 213-297-1650      FTS: 984-1650

GPO Satellite Printing Procurement Office  
Federal Building  
880 Front Street, Room 2-S-16  
San Diego, CA 92188-0016  
Phone: 619-293-6390      FTS: 895-6390

#### REGION 9 (II)

GPO Regional Printing Procurement Office  
Building 99, Treasure Island  
San Francisco, CA 94130  
Phone: 415-974-0847      FTS: 454-0847

#### REGION 10

GPO Regional Printing Procurement Office  
4735 East Marginal Way South  
Seattle, WA 98134  
Phone: 206-764-3726      FTS: 446-3726

## Appendix D.

# Public Domain Status of Printed Material

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UNITED STATES  
DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SOLICITOR  
WASHINGTON, D.C. 20240

JAN 30 1981

**Memorandum**

**To:** FWS Cooperating Associations Coordinator,  
Division of Refuge Management, Fish and Wildlife  
Service

**From:** Assistant Solicitor, Fish and Wildlife

**Subject:** "Public Domain" status of printed material

This is in response to your memo of December 31, 1980, in which you requested our opinion as to when a work of authorship produced by the Government, i.e. from its employees' official duties, or contractors' efforts, becomes part of the "public domain" and thus freely available for use by private entities such as the cooperating associations on refuges.

In our view, use of the term "public domain" is confusing with respect to the issue here involved. The real question is at what stage of the aforesaid work's creation is that work available to the public. Once public access to that work has been officially sanctioned it can be unrestrictively utilized by the public without limit. Thus, once a cooperating association has obtained the Government work as indicated, it can publish that work without further permission or the like. Nevertheless, the Government origin of the work must be identified in the private publication pursuant to the Copyright Act of 1976, 17 U.S.C. 403.

As you point out, most Federal Government publications are made available without copyright. In fact, section 105 of the Copyright Act, 17 U.S.C. 105, states that "[c]opyright protection . . . is not available for any work of the United States Government. . . ." A "work of the United States Government" is a work prepared by an officer or employee of the United States Government as part of that person's official duties." 17 U.S.C. section 101. A "work" exists when:

it is fixed in a copy or phonorecord for the first time; where a work is prepared over a period of time, the portion of it that has been fixed at any particular time constitutes the work as of that time, and where the work has been prepared in different versions, each version constitutes a separate work. Id.

A work of the Government would appear to exist at any stage of completion of a particular project. For example, if a FWS employee were preparing a Service pamphlet on a particular subject, that portion of the pamphlet which the Service may deem usefully completed at any given time constitutes a work of the Government, and that work may be obtained by the public at large through official release by the Government. A Freedom of Information Act (FOIA) request may, as found appropriate, gain access to such portions of a work in progress; it is possible, however, that they may be withheld from the public under one of the FOIA exemptions.

The Service, as a matter of official policy, is free to release to the public at any time works in progress or completed works. Once released to the public, the works are available to all publishers who would wish to reproduce them for any purpose.

The decision to release works in progress or completed works and to whom should not be made arbitrarily. There may be more than one publisher interested in obtaining a work for publication. It would therefore be advisable for the FWS to advertise the availability of the work, perhaps by publication of a notice in the Federal Register to the effect that a particular work has been completed and is available. All publishers would then have simultaneous knowledge of the availability of the publication and it could not be alleged that the Service favored one publisher over another. Fish and Wildlife Service employees working on material of this nature should be instructed that it is not to be released to the public until a determination has been made by FWS officials that it should be released and it has been offered to the public at large.

The extent to which and when publishable works prepared for the Government under contract may be made available to the public are dependent on the terms, and other exigencies of the contract, i.e. patent protection considerations as may be applicable. Thus, under some circumstances contractors may retain the commercial rights, i.e. under copyright registration, to deal with such works, whereas the Government is licensed under such rights for all Governmental purposes. Relevant to such contract matters are the Departmental Manual 454 DM 2 (copy attached), and the Department's DWRI contract data regulations, 41 CFR 14R-9.2, and, in this case, particularly the clause under 41 CFR 14R-9.202-3(f).

We have discussed this matter with the Patents Branch of the Division of General Law and have received that Branch's concurrence with our views. If there are any further questions on this matter, please contact Mr. David Fisher of this office at x2172 or Mr. Gersten Sadowsky of the Patents Branch at x4471.

  
Donald J. Barry

## **Part Five**

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### Exhibits

# Exhibit 1. Natural Resources Manuscript Approval Form

U.S. Department of the Interior National Park Service <b>NATURAL RESOURCES MANUSCRIPT APPROVAL FORM</b>		Coordinator Record Section  Date Received _____ Region/WASO Division _____ No. of Copies _____ Printing Cost (Actual) _____
<b>1. Title</b> _____	<b>2. Author(s)</b> _____	
<b>3. Manuscript Consists of (No.)</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         _____ Text Pages          _____ Tables (No./size _____ No./size _____)          _____ Illustrations (No./size _____ No./size _____)           _____ No. of Printed Copies _____       </div> <div style="width: 45%;">         Illustrations Include:          _____ Line Drawings or Other Figures          _____ Photographs (B&amp;W _____ Color _____)       </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>_____ Series Name</span> </div>		
<b>4. Author's Certification</b> I have checked the manuscript for accuracy and prepared the manuscript in accordance with the <i>Natural Resources Publication Management Handbook</i> .  Signature _____ Date _____		
<b>5. WASO/Regional Chief Management Review</b> I have reviewed the manuscript for quality and have given appropriate consideration to policies and sensitive topics.  Signature _____ Date _____		
<b>6. Peer Review</b> The following have provided technical and/or management applicability review of manuscript.		
	Name	Title/Affiliation
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
<b>7. Editorial and Publishing Approval</b>		
_____ NPS Science Editorial Review Committee	Manuscript approved for Scientific Series (see attached memorandum and comments)	
_____ NPS Science Editorial Review Committee	Manuscript not recommended for Scientific Series (see attached memorandum and comments)	
_____ ADNR Reviewer	ADNR Review for quality control and technical content	
_____ Publications Coordinator	Final copy prepared and edited; recommend for publication	
_____ Associate Director, Natural Resources	Final approval for ADNR funding	
_____ Author	Final approval for printing and distribution	

## Exhibit 2. Investigator's Annual Report Form

Form 10-226  
(revised)

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

INVESTIGATOR'S ANNUAL REPORT

To be completed by the researcher and returned to the Superintendent

NRSP Number	Park	Region	Year
RMP Proj. Number			

1a. Project Title

1b. Project Objectives

2. Name(s), Institution, mailing address and telephone number of principal researchers during calendar year (CY).

3. Estimated funding amount(s) expended (including personnel time) during CY:  
Enter \$ (in thousands) and agency/organization name for each source.

a. NPS	\$ /
b. Other Fed Agency	\$ /
c. State/Local Agency	\$ /
d. Academic Instit.	\$ /
e. Non-profit Instit.	\$ /
f. Personal/Volunteer	\$ /

4. Project start date (mo/yr):

5. Expected end date (mo/yr):

6. Percent completion of project to date:

7. Summary: Please address each of the following, where applicable; (a) progress, (b) significant findings, (c) reports/publications during calendar year, (d) status of any specimens collected, and (e) plans for next year. (Use back of sheet if necessary)

8a. Keywords (Enter up to 4 keywords from standard list)

8b. Name of species (or Genus) studied (entered up to 2 names)

Name of Family or Order studied:

## Exhibit 3. Ranking Form for National Proposals

The Natural Resources Publication Office uses this form to rank each national proposal to determine proposal priorities. The following three categories for ranking proposals are as follows:

Category 1: Topic Significance (cannot exceed 8 points)

Category 2: Geographical Scope (cannot exceed 5 points)

Category 3: Logistics (cannot exceed 5 points)

### Category 1: Topic Significance

Four subcategories are available but only one subcategory may be chosen. Category points cannot exceed 8 points.

Subcategory 1: Pertains to problems/issues of current, specific high interest reflected in MBOs, presidential initiatives, and specifically enunciated ADNR priorities.	(8 pts)	_____
---	---------	-------

Subcategory 2: Pertains to NRPP issues not covered above.	(6 pts)	_____
---	---------	-------

Subcategory 3: Pertains to day-to-day operations/activities (other than those included in the above subcategories) and therefore has a high degree of applicability with the National Park Service (based on considerations other than geographical).		
---	--	--

List Operation or Activity	(4 pts)	_____
----------------------------	---------	-------

Subcategory 4: Pertains to limited, or special interest.		
--	--	--

List Special Interest Subject	(2 pts)	_____
-------------------------------	---------	-------

<b>Category 1 Point Total:</b>	_____
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### **Category 2: Geographical Scope**

This category has three subcategories but only one subcategory may be chosen. Category point total cannot exceed 5 points. Generally, material is excluded if it concerns a limited geographical area, unless a compelling case can be made that the topic, issue, or other factors make it of significant interest and/or applicability nationally.

Subcategory 1: National in Scope

List (5 pts) \_\_\_\_\_

Subcategory 2: Two or more Geographical Regions

List (3 pts) \_\_\_\_\_

Subcategory 3: Limited Geographical Area

List (1 pt) \_\_\_\_\_

**Category 2 Point Total:** \_\_\_\_\_

### **Category 3: Logistics**

This category contains five subcategories but only one subcategory may be chosen. Category point total cannot exceed 5 points.

Subcategory 1: Draft in Production (5 pts) \_\_\_\_\_

Subcategory 2: Draft in Revision (4 pts) \_\_\_\_\_

Subcategory 3: Draft in Review (3 pts) \_\_\_\_\_

Subcategory 4: Draft Completed (Written) (2 pts) \_\_\_\_\_

Subcategory 5: Outline Completed (1 pt) \_\_\_\_\_

**Category 3 Point Total:** \_\_\_\_\_

## Exhibit 4. Natural Resources Publication Proposal Form

U.S. Department of the Interior  
National Park Service  
**NATURAL RESOURCES  
PUBLICATION PROPOSAL FORM**

Coordinator Record Section

Date Received \_\_\_\_\_  
Region/WASO Division \_\_\_\_\_  
Proposal Priority No. \_\_\_\_\_  
No. of Copies \_\_\_\_\_  
Printing Cost (Estimate) \_\_\_\_\_

<b>1. Proposal Title</b>		<b>2. Author(s)</b>	
<b>3. Author Contact</b>	<b>4. Organization</b>	<b>5. WASO/Regional Chief (see note)</b> /s/ _____	
<b>6. Supervisor:</b> I acknowledge the need to develop this manuscript and am committed to providing time and support to author(s) for its development. _____ /s/ _____			
<b>7. Author's Phone No.</b>  FTS _____ (    ) _____		<b>8. Proposed Series/Page Charges</b>  <input type="checkbox"/> Scientific Monographs <input type="checkbox"/> Transactions and Proceedings <input type="checkbox"/> Technical Reports <input type="checkbox"/> Natural Resources Reports <input type="checkbox"/> Page Charges Journal _____ Cost Estimate: _____	
<b>9. Manuscript Consists of (Estimate No.)</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Text Pages  <input type="checkbox"/> Tables (No./size _____ No./size _____)  <input type="checkbox"/> Illustrations (No./size _____ No./size _____)    <input type="checkbox"/> No. of Printed Copies (suggested by author or WASO/Regional Chief)         </div> <div style="width: 45%;"> <b>Illustrations Include:</b>  <input type="checkbox"/> Line Drawings or Other Figures  <input type="checkbox"/> Photographs (B&amp;W _____ Color _____)         </div> </div>			
<b>10. Synopsis</b> (25 words or less; relate synopsis to Category No. 1 in Ranking Form in Publications Project Plan)			
<b>11. Justification for National Status</b> (relate justification to Category No. 2 in Ranking Form)			
<b>12. Timeframe</b>  Current Draft Status _____  Date of Manuscript to Publications Coordinator _____  Review Period _____ Revision Period _____ Publication Date _____ Distribution Date _____			

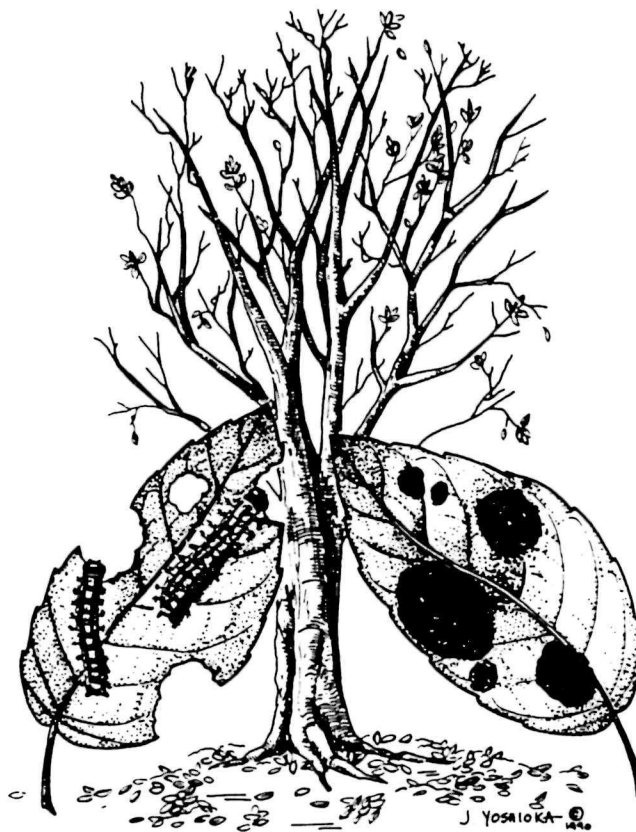
Note: WASO/Regional Chiefs are defined in the handbook, Chapter 2:4.

## Exhibit 5. Cover

### Role of Biological Control as a Management Tool in National Parks and Other Natural Areas

Donald E. Gardner

Technical Report NPS/NRUH/NRTR-90/01



United States Department of the Interior • National Park Service



## Exhibit 6. Inside Front Cover

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The National Park Service, Air Quality Division, is responsible for preserving, protecting, and enhancing air quality and "air quality related values" in the National Park System by ensuring compliance with the requirements of the Clean Air Act and the National Park Service Organic Act. Air quality related values include visibility, flora, fauna, cultural and historical resources, soil, water quality, and virtually all resources that are dependent upon and affected by air quality. The Air Quality Division monitors air quality; reviews proposed major emitting sources, air quality legislative and regulatory proposals, and NPS and other federal or state air quality plans; develops data on sensitive park resources; researches acid precipitation; and develops meteorology and atmospheric dispersion modeling.

The National Park Service disseminates reports on high priority, current resource management information, with managerial application for managers, through the Natural Resources Report Series. Technologies and resource management methods; "how to" resource management papers; popular articles through the yearly Highlights report; proceedings on resource management workshops or conferences; and natural resources program recommendations and descriptions and resource action plans are also disseminated through this series. Documents in this series usually contain information of a preliminary nature and are prepared primarily for internal use within the National Park Service. This information is not intended for use in open literature.

Mention of trade names or commercial products does not constitute endorsement or recommendation for use by the National Park Service.

Copies are available from the following:

Publications Coordinator	(FTS) 327-2156
Natural Resources Publication Office	(303) 969-2156
c/o Air Quality Division (AIR)	
P.O. Box 25287	
Denver, CO 80225-0287	

## **Exhibit 7. Title Page for National Report**

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### **Role of Biological Control as a Management Tool in National Parks and Other Natural Areas**

Donald E. Gardner

Cooperative Park Studies Unit, National Park Service  
Department of Botany, University of Hawaii at Manoa  
Honolulu, Hawaii 96822

Technical Report NPS/NRUH/NRTR-90/01

September 1990

United States Department of the Interior  
National Park Service  
Washington, D.C.

## **Exhibit 8. Title Page for Regional Report Using Window on Cover**

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### **Exotic Plant Species Management Strategies and List of Exotic Species in Prioritized Categories for Everglades National Park**

Louis D. Whiteaker and Robert F. Doren

Technical Report NPS/SEREVER/NRTR-89/04

Everglades National Park  
P.O. Box 243  
Homestead, FL 33030

June 1989

National Park Service  
Southeast Regional Office  
Science and Natural Resources Division  
75 Spring Street, S.W.  
Atlanta, GA 30303

## Exhibit 9. Inside Back Cover

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As the nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural and cultural resources. This includes fostering wise use of our land and water resources, protecting our fish and wildlife, preserving the environmental and cultural values of our national parks and historical places, and providing for enjoyment of life through outdoor recreation. The department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people. The department also promotes the goals of the Take Pride in America campaign by encouraging stewardship and citizen responsibility for the public lands and promoting citizen participation in their care. The department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration.

NPS D-427

July 1990

## Exhibit 10. Permission to Reprint Copyrighted Material

### LETTERHEAD

(Name of Company)  
(Address)  
(Salutation)

### RELEASE

This office is engaged in the preparation of the manuscript material to be published under the title \_\_\_\_\_.

Permission is requested to include in the above-identified work the following material, to wit:

(Here insert specific information with respect to the pages and lines of illustrations and/or textual matter to be released.)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ of the work entitled \_\_\_\_\_, published by your institution and written by \_\_\_\_\_.

It will be appreciated if you will indicate below, on one copy of this letter, whether the above-identified material may be used in the above work, and whether an appropriate credit line is desired. A self-addressed envelope is enclosed for your convenience.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

#### Publisher's Permission:

The above RELEASE is hereby granted, royalty free.

The material covered by this release (may) (may not)\* be placed on sale by the U.S. Government Printing Office.

Credit line (is) (is not)\* requested.

\*Line out response not applicable.

(Name of \_\_\_\_\_  
copyright owner or authorized agent)

By \_\_\_\_\_  
\_\_\_\_\_  
(Title)

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



# Exhibit 11. USDI-550A Form

DI 550A November 1984		UNITED STATES DEPARTMENT OF THE INTERIOR														
<b>PUBLICATIONS APPROVAL REQUEST AND QUALITY CONTROL WORKSHEET</b>																
To:		From:		Date submitted												
<b>SECTION A PUBLICATION</b>																
1. Title					6. Total Est. Cost											
2. Category	3. Status	4. Format	5. Frequency													
<b>SECTION B JUSTIFICATION</b>	1. Give objective/reason for publication.*															
	2. Specify advantage over other communication methods.*															
	3. Is it integrated with other communication methods? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," specify)*															
	4. Is it a cooperative effort with another governmental or private entity? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," specify)*															
	5. If more than one color, justify															
	6. Primary audience (be specific)															
<b>SECTION C DISTRIBUTION</b>	1. Have distribution and promotion plans been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No															
	2. Recommended for GPO sales? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "no," explain)*															
	a. Recommended for other sales outlets?															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">3. QUANTITIES FOR FREE DISTRIBUTION</th> <th rowspan="2">TOTAL COPIES</th> <th rowspan="2">4. Printing to be accomplished by GPO in <input type="checkbox"/> Region <input type="checkbox"/> Washington <input type="checkbox"/> Other (specify)</th> </tr> <tr> <td>DOI Employees</td> <td>General Public</td> <td>Organizations</td> <td>Libraries (Not Depository)</td> <td>Stock</td> <td>Other</td> </tr> </table>					3. QUANTITIES FOR FREE DISTRIBUTION				TOTAL COPIES	4. Printing to be accomplished by GPO in <input type="checkbox"/> Region <input type="checkbox"/> Washington <input type="checkbox"/> Other (specify)	DOI Employees	General Public	Organizations	Libraries (Not Depository)	Stock
3. QUANTITIES FOR FREE DISTRIBUTION				TOTAL COPIES	4. Printing to be accomplished by GPO in <input type="checkbox"/> Region <input type="checkbox"/> Washington <input type="checkbox"/> Other (specify)											
DOI Employees	General Public	Organizations	Libraries (Not Depository)			Stock	Other									
<b>SECTION D BUDGET</b>	<b>ESTIMATED COST</b>															
	ITEM		CONTRACT	STAFF	ITEM		CONTRACT	STAFF								
	1. Writing/editing				3. Typesetting/printing/distribution											
	2. Layout/design				TOTAL (1, 2, 3)											
	4a. Chargeable account(s)		4b. FY		4c. Amount budgeted											
<b>SECTION E APPROVALS</b>	1. Project Officer		Phone (include area code)		Date											
	2. Office/Field Station Head		Title													
	3. Program/Regional Official		Title													
<b>SECTION F FORMAT AND SPECIFICATIONS</b> <i>To be completed by Printing Management Unit</i>																
1. SIZE	2. NO. PAGES	3. PAPER STOCK		4. INKS (COLORS)		5. NO. ILLUSTRATIONS	6. BINDING									
		COVER	TEXT	COVER	TEXT											

(Continued on reverse)

\*Attach additional sheets, if necessary.

**SECTION F FORMAT AND SPECIFICATIONS (Con.)**  
*To be completed by Printing Management Unit*

7. Typewritten, Typeset, or Word Processor		8. Artwork requirements	
9. SPECIFICATIONS			
(Check appropriate boxes)	YES	NO	(Check appropriate boxes)
a. Proof required			d. Mailing labels required
b. Press inspection required			e. Envelopes required
c. Mailing list supplied			f. Other (specify)
10. Requested delivery date	Signature Bureau/Office Printing Management Specialist		Date

**SECTION G INDIVIDUALS/OFFICES RESPONSIBLE FOR**

1. Policy (Public Affairs Officer or Designated Bureau Official)	
Title	Office
2. Editorial Quality	
Title	Office
3. Technical Accuracy	
Title	Office
4. Graphics/Layout/Design	
Title	Office

**SECTION H EVALUATION**

1. Need for test marketing	
2. Evidence of effectiveness (May be completed by Project Officer after publication.)	
3. Suggestion for future revision	
4. Cost (Actual)	
PER COPY	TOTAL
\$	\$

Comments:

## Introduction

Completion of Form DI-550A (*Publications Approval Request and Quality Control Worksheet*) is the first step in obtaining Departmental approval for a proposed publication. Form 550A must be completed before submission of Form 550 (*Publication Approval Request and Control Document*), and Form 550A must be available for Departmental review if requested. Form 550A should be submitted to the Bureau's Publications or Printing Office, which is responsible for review, and, if necessary, preparing and circulating Form DI-550. No Typesetting, Final Design, or Artwork will be done prior to the DI-550 approval.

## SPECIFIC INSTRUCTIONS

## SECTION A—PUBLICATION

## Item

1. TITLE—Actual or working title of the publication.
2. CATEGORY OF PUBLICATION—Select the most appropriate, depending on content, purpose, and audience: General Interest, Site Specific (*contains information about a specific facility*), Scientific/Technical/Statistical, Periodical.
3. STATUS—New, reprint, revision (*attach sample to be revised*). If part of a series, designate series name and number.
4. FORMAT—(See examples below):
 

Agency/Program Report	Flyer
Book	Leaflet ( <i>one folded sheet</i> )
Booklet	Manual ( <i>handbook</i> )
Brochure	Map
Bulletin	Newsletter
Catalog	Poster
Certificate/Credential	Scientific Publication ( <i>for policy Review/Color Approval only</i> )
Directory	Statistical/Technical Report
Fact Sheet	
5. FREQUENCY—Projected time frames for issuance of publications (*i.e., annual, semi-annual, quarterly, monthly, etc.*).  
NOTE: If publication is issued less than once a year, but within 2 years indicate biennially.
6. TOTAL ESTIMATED COST—Estimate the entire cost of producing the publication for the agency. Include contract and staff time for writing, editing, layout and design, typesetting, printing, distribution, etc.  
NOTE: Do not include research or development costs for scientific or technical publications.

## SECTION B—JUSTIFICATION

## Item

1. OBJECTIVE/REASON—What benefits will be derived from publishing the material and, conversely, what problems may become evident if it is not published: (a) Cite pertinent legal requirements to publish, (*e.g., "The Endangered Species Act prohibits the importation of products made from listed species. Importation of illegal wildlife items is a significant enforcement problem for the Agency. This brochure explains this aspect of the law to travelers and assists them in compliance."*) (b) Explain how or why this publication will not duplicate any similar materials on the subject. (c) If this DI-550 is solely to obtain color approval, so indicate in this section.
2. ADVANTAGE OVER OTHER COMMUNICATION METHODS—Advantages of the proposed format must be convincingly explained, (*e.g., explain why a brochure is more effective than a public service announcement*). Cost effectiveness in reaching a targeted audience is also an important factor to consider.
3. INTEGRATED WITH OTHER COMMUNICATION METHODS—Specify what they are and explain the specific role of the proposed publication in meeting the overall communication objective (*e.g., brochure offered in a T.V. public service announcement*).
4. COOPERATIVE EFFORT—If cooperating entity is contributing staff time and/or funding, state type and extent of support (*e.g., contributing manuscript, providing \$5,000 for production etc.*).

5. MORE THAN ONE COLOR—Be specific, *e.g., to provide positive identification of specific habitat/terrain (colored paper does not count as a second color)*.
6. PRIMARY AUDIENCE—Name the types of organizations, professionals, (*e.g., biologists, engineers, etc.*), or general audience (*e.g., students, field station visitors, and news media*) to be reached with message. Be as specific as possible.

## SECTION C—DISTRIBUTION

## Item

1. DISTRIBUTION AND PROMOTION PLANS—These plans should be developed, with the method of distribution to target audiences identified prior to submission of the DI-550.
2. GPO SALES—Determine if the material should be sold by the Superintendent of Documents.
- 2a. OTHER SALES OUTLETS—Specify other sources, *e.g., NTIS for technical documents*.
3. QUANTITIES FOR FREE DISTRIBUTION—Identify the number required for each category and the total number required. For "Other," specify audience (*you may specify by referring to Section B, Item 6, if appropriate*).
4. PRINTING ACCOMPLISHED BY GPO—Check appropriate box. If "Other," specify.

## SECTION D—BUDGET

## Item

- 4a. Enter account number(s) to be charged; *e.g., 97110-1061-125*. If more than one account is being used to fund publication, enter all account numbers. If funds from the same account are being used for a period including more than one fiscal year, list account once for each FY and indicate specific FY in 4b.
- 4b. Enter Fiscal Year for each account number listed in Column 4a.
- 4c. Enter amounts in dollars being charged to each account and FY listed in preceding columns.

## SECTION E—APPROVALS

Have appropriate officials sign.

## SECTION F—FORMAT AND SPECIFICATIONS

Items should be self-explanatory to Printing Management Specialists, who should complete this section.

## SECTION G—INDIVIDUALS/OFFICES

Indicate office and/or official who is responsible for each element.

## SECTION H—EVALUATION

Item I—Indicate whether test marketing will be done or why it is inappropriate. Other items to be completed after publication.

## Exhibit 12. No Copyright Protection Statement

---

Dear Editor:

Your organization has requested a copyright transfer for the following manuscript:

Title:

Author(s):

This manuscript was written by one or more federal employees as part of their official duties, and as such is considered to be a U.S. Government publication. Under the provisions of the Copyright Act (17 USC Section 8), "No copyright shall subsist . . . in any publication of the U.S. Government, or any report in whole or in part thereof." Furthermore, the Public Printing and Documents Law (44 USC Section 58) states that ". . . no government publication shall be copyrighted." We are therefore returning your copyright transfer agreement unsigned but have supplied an author certification below.

We request that you do not print a Copyright Clearing Center code number on the title page if that is your practice. Such a code would indicate copyright protection where none exists. Thank you.

### **AUTHOR CERTIFICATION**

I (we) certify that the manuscript named above was prepared as part of official duties by one or more U.S. Government employees and therefore copyright protection cannot be directly indicated with affixing a copyright notice, or through inference of any kind.

\_\_\_\_\_  
Senior Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Author

\_\_\_\_\_  
Date

## Exhibit 13. NTIS Form

REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188	
<small>Public report on budget for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small>				
1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE	3. REPORT TYPE AND DATES COVERED		
4. TITLE AND SUBTITLE			5. FUNDING NUMBERS	
6. AUTHOR(S)				
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)			8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES)			10. SPONSORING / MONITORING AGENCY REPORT NUMBER	
11. SUPPLEMENTARY NOTES				
12a. DISTRIBUTION / AVAILABILITY STATEMENT			12b. DISTRIBUTION CODE	
13. ABSTRACT (Maximum 200 words)				
14. SUBJECT TERMS			15. NUMBER OF PAGES	
			16. PRICE CODE	
17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF ABSTRACT	

NSN 7540-01-280-5500

 Standard Form 298 (Rev. 2-89)  
 Prescribed by ANSI Std. Z39-18  
 298-102

## GENERAL INSTRUCTIONS FOR COMPLETING SF 298

The Report Documentation Page (RDP) is used in announcing and cataloging reports. It is important that this information be consistent with the rest of the report, particularly the cover and title page. Instructions for filling in each block of the form follow. It is important to *stay within the lines* to meet optical scanning requirements.

**Block 1. Agency Use Only (Leave blank)**

**Block 2. Report Date.** Full publication date including day, month, and year, if available (e.g. 1 Jan 88). Must cite at least the year.

**Block 3. Type of Report and Dates Covered.** State whether report is interim, final, etc. If applicable, enter inclusive report dates (e.g. 10 Jun 87 - 30 Jun 88).

**Block 4. Title and Subtitle.** A title is taken from the part of the report that provides the most meaningful and complete information. When a report is prepared in more than one volume, repeat the primary title, add volume number, and include subtitle for the specific volume. On classified documents enter the title classification in parentheses.

**Block 5. Funding Numbers.** To include contract and grant numbers; may include program element number(s), project number(s), task number(s), and work unit number(s). Use the following labels:

C - Contract	PR - Project
G - Grant	TA - Task
PE - Program Element	WU - Work Unit Accession No.

**Block 6. Author(s).** Name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. If editor or compiler, this should follow the name(s).

**Block 7. Performing Organization Name(s) and Address(es).** Self-explanatory.

**Block 8. Performing Organization Report Number.** Enter the unique alphanumeric report number(s) assigned by the organization performing the report.

**Block 9. Sponsoring/Monitoring Agency Name(s) and Address(es).** Self-explanatory.

**Block 10. Sponsoring/Monitoring Agency Report Number.** (If known)

**Block 11. Supplementary Notes.** Enter information not included elsewhere such as: Prepared in cooperation with...; Trans. of...; To be published in.... When a report is revised, include a statement whether the new report supersedes or supplements the older report.

**Block 12a. Distribution/Availability Statement.** Denotes public availability or limitations. Cite any availability to the public. Enter additional limitations or special markings in all capitals (e.g. NOFORN, REL, ITAR).

DOD - See DoDD 5230.24, "Distribution Statements on Technical Documents."

DOE - See authorities.

NASA - See Handbook NHB 2200.2.

NTIS - Leave blank.

**Block 12b. Distribution Code.**

DOD - Leave blank.

DOE - Enter DOE distribution categories from the Standard Distribution for Unclassified Scientific and Technical Reports.

NASA - Leave blank.

NTIS - Leave blank.

**Block 13. Abstract.** Include a brief (*Maximum 200 words*) factual summary of the most significant information contained in the report.

**Block 14. Subject Terms.** Keywords or phrases identifying major subjects in the report.

**Block 15. Number of Pages.** Enter the total number of pages.

**Block 16. Price Code.** Enter appropriate price code (*NTIS only*).

**Blocks 17. - 19. Security Classifications.** Self-explanatory. Enter U.S. Security Classification in accordance with U.S. Security Regulations (i.e., UNCLASSIFIED). If form contains classified information, stamp classification on the top and bottom of the page.

**Block 20. Limitation of Abstract.** This block must be completed to assign a limitation to the abstract. Enter either UL (unlimited) or SAR (same as report). An entry in this block is necessary if the abstract is to be limited. If blank, the abstract is assumed to be unlimited.

Standard Form 298 Back (Rev. 2-89)



## Exhibit 15. GPO Form 3868

### NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

To insure that your publication will receive proper consideration for inclusion in our Sales and Depository Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Please type. Form is aligned for typewriter use.

Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

Stock Number \_\_\_\_\_  
(SuDocs will provide.)  
Printing and Binding Req. Number \_\_\_\_\_  
RPPD Control Number \_\_\_\_\_  
Date Submitted \_\_\_\_\_

(Publisher, Program Officer, or Author's Name) \_\_\_\_\_ (Position or Title) \_\_\_\_\_ (Area Code) (Phone) \_\_\_\_\_  
(Publishing Agency) \_\_\_\_\_ (Bureau) \_\_\_\_\_

1. Title of publication \_\_\_\_\_
2. What publication does it supersede? Stock Number \_\_\_\_\_ Title \_\_\_\_\_
3. How does this compare with previous editions? \_\_\_\_\_
4. Intended target audiences. (Please be as specific as possible, e.g., indicate fossil fuel energy researchers instead of researchers or scientists.) \_\_\_\_\_
5. Brief description of contents \_\_\_\_\_
6. Quantity for agency distribution \_\_\_\_\_ Specific audiences for agency distribution \_\_\_\_\_
7. Recommended for sale ☐ Yes—Quantity \_\_\_\_\_ ☐ No Reason for recommendation \_\_\_\_\_
8. Suggested audiences for sale copies \_\_\_\_\_
9. Will agency mailing lists be used for your promotional mailings? ☐ No ☐ Yes If yes, number of addresses available \_\_\_\_\_
10. Please check types of promotions planned by agency for sales copies:  
☐ Flyer—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
☐ Press Releases—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
☐ Review Copies—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
☐ Advertising In: ☐ Agency Publications ☐ Paid Media ☐ Other \_\_\_\_\_ Est. Total Circulation \_\_\_\_\_
11. Depository Library distribution ☐ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

### Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER.

(Printing Officer's Name) \_\_\_\_\_ (Area Code) (Phone) \_\_\_\_\_

12. Publication description: ☐ Non-subscription ☐ Subscription ☐ New ☐ Revision ☐ Reprint  
 Series—Number \_\_\_\_\_ Anticipated revision date \_\_\_\_\_ Series—Title \_\_\_\_\_
13. FORMAT: ☐ book ☐ tape ☐ COVER: ☐ self ☐ BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded  
☐ folder ☐ microform ☐ paper ☐ side stitch ☐ punched ☐ shrink wrapped  
☐ form ☐ other \_\_\_\_\_ ☐ casebound ☐ adhesive ☐ drilled ☐ other \_\_\_\_\_  
☐ map ☐ other \_\_\_\_\_ ☐ sewn
14. Unit of issue \_\_\_\_\_ No. of Pages \_\_\_\_\_ No. of Illustrations \_\_\_\_\_ Trim Size \_\_\_\_\_ No. of Foldings \_\_\_\_\_
15. 4-color process ☐ Yes ☐ No Smallest type size in points \_\_\_\_\_
16. Jacket No. \_\_\_\_\_ Program No. \_\_\_\_\_ Print Order No. \_\_\_\_\_
17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) \_\_\_\_\_

### Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for \_\_\_\_\_ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other \_\_\_\_\_  
 19. Dep. Lib. riding for \_\_\_\_\_ copies File Copies \_\_\_\_\_ IES Copies \_\_\_\_\_ Item number \_\_\_\_\_  
 IMS initials/Date \_\_\_\_\_


Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of order decision.

GPO will ride for \_\_\_\_\_ paper copies \_\_\_\_\_ cloth copies  
 Paper S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_ Cloth S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_

GPO Form 3868 (R 5-88)



## Exhibit 16. Library of Congress Cataloging Form

 <b>THE LIBRARY OF CONGRESS</b> <b>CIP DATA SHEET FOR BOOKS</b> <small>(See back of gold sheet for summary instructions. See CIP Publishers Manual for complete instructions.)</small>		1. Date Form Completed  2. Contact Person Name: _____ Phone: (     ) _____
3. Name of Publisher Exactly as it Appears on the Title Page _____		4. Name of In-House Editor: _____ Phone: (     ) _____
5. Full Names of Authors Appearing on the Title Page (last name, first, middle) _____ _____		Birthdate _____ _____
6. Title and Subtitle _____		
7. If this is a <i>translation</i> from a foreign language, give <i>original</i> title: _____		8. Language of <i>original</i> title: _____
9. Give title(s) of any other English language edition(s) if <i>different</i> from this title: _____		
10. Projected date of Publication: (month) _____ (year) _____ Projected print date: (month) _____ (year) _____		11. Check here if book has: <input type="checkbox"/> bibliographical references <input type="checkbox"/> index
12. If title in block no. 6. comprises more than one physical volume, the number of volumes planned is: _____		13. This is the galley for volume number: _____
14. If title belongs to a series of monographs having a comprehensive title, the series title (exactly as it will appear in the book) is: _____		
15. If the series reflects a change in title, the earlier title of the series was: _____		
16. If the series is numbered, the number for this title is: _____		17. LC catalog card number if preassigned _____
18. Work is essentially <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> religion/philosophy/psychology  <input type="checkbox"/> Hispanic area studies  <input type="checkbox"/> education/sports/recreation         </div> <div> <input type="checkbox"/> fiction/literature  <input type="checkbox"/> novel  <input type="checkbox"/> clinical medicine         </div> <div> <input type="checkbox"/> textbook  <input type="checkbox"/> other _____         </div> </div>		
19. Primary audience for whom book is intended. <input type="checkbox"/> children/young adults (age level _____ grade level _____) <input type="checkbox"/> general <input type="checkbox"/> other _____		
20. ISBN: _____ \$ _____ ISBN: _____ \$ _____ ISBN: _____ \$ _____ ISBN: _____ \$ _____		
21. Summary of Book's Content: (Be as specific as possible, continuing on a separate sheet if necessary.)		
22. Person & address to which CIP data should be mailed:  <div style="text-align: center;">           Type or press firmly in ink            NAME ♦            ADDRESS ♦            This label will be used to            mail your CIP data to you.         </div>		