

March 1, 2000

MEMORANDUM FOR: CCEHBR Staff

FROM: Jan Carson, Manuscript Coordinator

SUBJECT: **I. CCEHBR Manuscript Policy and Procedures**
II. Scientific Meeting Representation Notification Procedure

I. Since our move to NOS several administrative procedures regarding our manuscript policy have changed and it seems appropriate to restate our procedures at this time. Listed below are step by step instructions to follow to enter a manuscript into the Center for Coastal Environmental Health and Biomolecular Research (CCEHBR) manuscript tracking system.

1. All manuscripts (for NOAA or non-NOAA journals), technical memorandums and abstracts **for publication** must be assigned a manuscript tracking number by the manuscript coordinator. This tracking number is your manuscript's identity in the CCEHBR Publications and is used as a tracking device as your manuscript moves through various drafts, the process of internal/intramural review and Center approval. In the past, you received a manuscript tracking number when your manuscript was turned in for typing, times have changed and you are usually putting your manuscript into peer review before you are assigned a tracking number. When your manuscript is ready to go into peer review, see me and I will assign you a CCEHBR# to identify your manuscript internally.
2. All manuscripts written by CCEHBR employees require peer review by at least three internal reviewers. (See Example #1 for copy of Peer Review Form.) On occasion the subject or nature of the manuscript may call for one or more external reviewers, arrangements should be made in consultation with your Branch Chief. A copy of manuscript and completed peer review form with all reviewers names should be filed in the manuscript coordinator's office as the manuscript goes into peer review. Prior to submitting your manuscript for peer review, it is recommended that you list each author's contribution to your manuscript.
3. After you have addressed your reviewers' comments, complete a Manuscript Transmittal Form (Example 2), and route a copy of your manuscript plus reviewers' comments through your supervisor and Branch Chief for approval prior to sending to the CCEHBR Center Director (Sylvia Galloway) for final approval. If for some reason you choose not to address reviewers' comments, you should provide a good justification for not doing so in writing and include it with the Manuscript Transmittal Form. Turn around for Center

Approval is approximately two weeks (urgent requests will be respected). After Center Approval you are ready to submit to the selected journal or publish as NOAA Technical Memoranda. **All manuscripts/abstracts to be published must have Center Approval.**

4. An example letter (Example #3) to a non-NOAA journal, is included for your information. The usual correspondence sign-off steps with the addition of the manuscript coordinator, must be completed prior to your manuscript being sent to a journal. Also included (Example #4) is a standard response to requests to sign copyright transfer agreements. Any correspondence from you to the journal should go through the regular approval process: Supervisor, Branch Chief and Center Director. Copies of all correspondence with the journal concerning your manuscript should be given to the manuscript coordinator for inclusion in the Central File. Upon publication of your article this file is returned to the senior author.
5. Once your manuscript is published, **five reprints** should be sent to the manuscript coordinator for distribution to the CCEHBR reprint file, the NOAA Librarian and the NCCOS Information Officer. In the case of **Technical Memoranda, we are required to send 15 copies** to the National Technical Information Service, along with the above distribution for a **total of 20 copies**. At the time you complete the Manuscript Transmittal Form, please indicate the number of reprints requested/ordered and consult with the manuscript coordinator on the number that should be ordered for NOS. If the topic of your paper will be of interest to many, you should request 250 to 500 reprints but if interest will be limited to a select few 50 to 100 reprints may be sufficient.

II. All staff members who are representing the Center at a scientific meeting (abstract/speech) must complete NOAA Form 25-23 (Example #5). Route this form (1) to your Branch Chief and (2) to the Center Director, it will be kept by the manuscript coordinator. All abstracts that will be published should go through the same approval process as manuscripts, accompanied by a Manuscript Transmittal Form.

Attachments