

Natural Resource Publications Management

Publishing Reports in the Natural Resource Technical Report (NRTR), Natural Resource Report (NRR), and Natural Resource Data Series (NRDS)

National Park Service
U.S. Department of the Interior

Natural Resource Program Center
Inventory and Monitoring Program



Background

- NPS publication series has been around since the early 1980s, but with no funding or editors.
- New guidance, standards, and procedures developed in 2006 to make it work with existing staffing and funding realities.
- We permanently document the peer review process for each report, and make sure that a digital copy is archived in a centralized document storage and retrieval system (NRInfo).
- We provide technical support, manuscript templates, and general publication guidance.

Report Series Published Through Natural Resource Publications Management (NRPM)

Natural Resource Technical Report (NRTR)

- Provides contributors with a forum for displaying comprehensive data that are often deleted from journals because of page limitations.
- Typically follows the "Introduction - Methods - Results - Discussion" type organization.

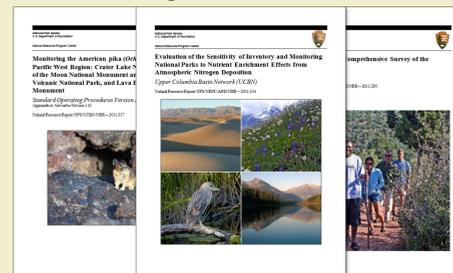
471 NRTR Reports Published Since 2006



Natural Resource Report (NRR)

- Very flexible format and wide range of topics.
- E.g., reports with chapters, protocols and SOPs, management and monitoring plans, policy guides).
- Provide technical support, and guidance reports.

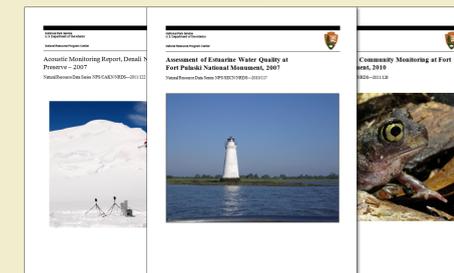
367 NRR Reports Published Since 2006



Natural Resource Data Series (NRDS)

- Timely release of basic data sets and summaries.
- Little or no analysis or interpretation needed.
- Initial analyses of data in these reports are provisional and subject to change.

146 NRDS Reports Published Since Established in 2009

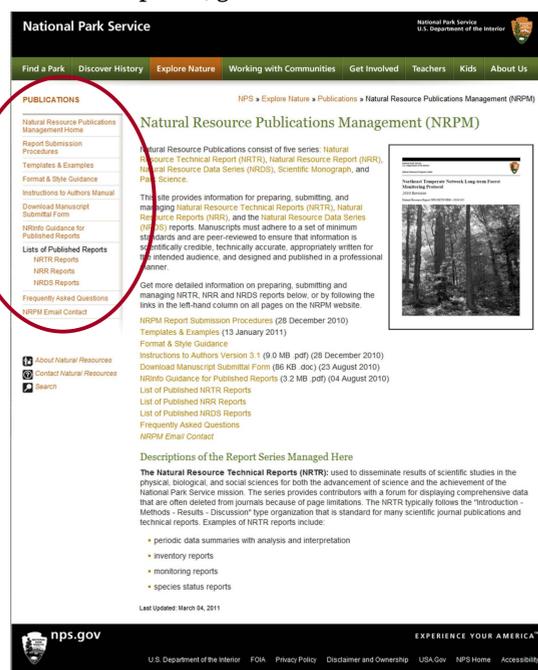


Suggested Steps for Publishing New Reports

Follow the navigation links on the left-hand side of the any page to see:

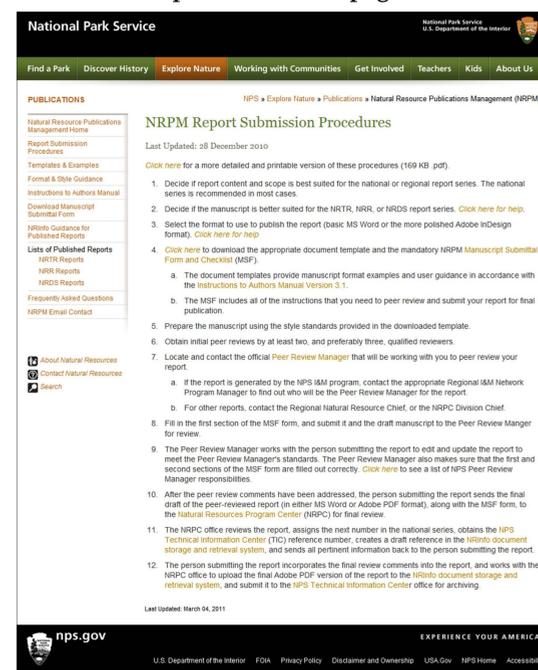
- General information about the NRPM process.
- A step-by-step list of the current procedures for submitting reports for publication.
- A list of the latest downloadable document templates with examples and easy-to-follow guidance for users.
- In-depth format and layout guidance, mostly for advanced editors, and topics not addressed in our document templates.
- Lists of previously published reports.
- Answers to frequently asked questions.
- An email contact link for additional help.

Begin on the NRPM website for the most current templates, guidance etc.



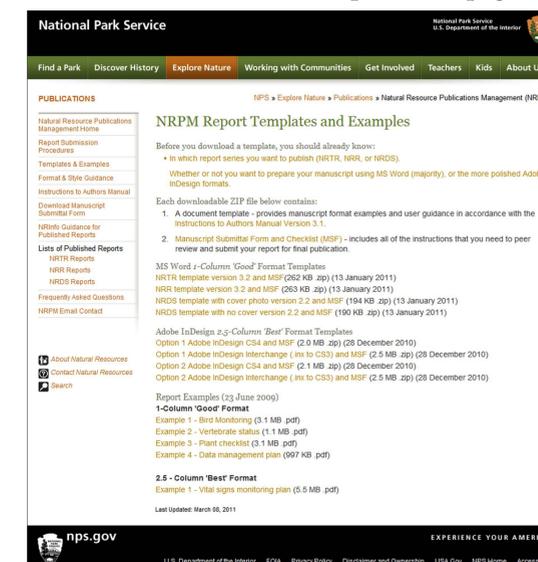
<http://www.nature.nps.gov/publications/nrpm/>

Follow the step-by-step directions on the NRPM procedures webpage



<http://www.nature.nps.gov/publications/nrpm/procedure.cfm>

For new reports, we suggest that you download a fresh document template and manuscript submittal form from our templates webpage



<http://www.nature.nps.gov/publications/nrpm/nrrnrrt.cfm>

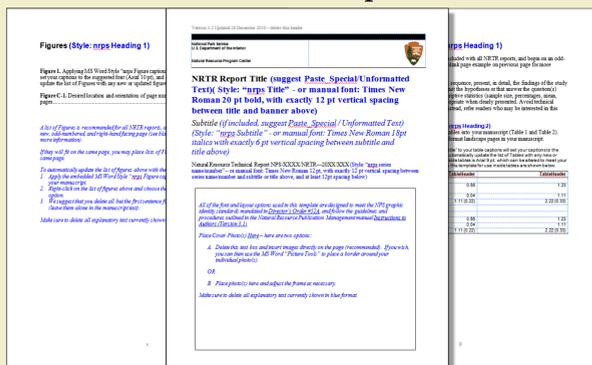
About Our Document Templates

Why Should You Download Fresh Document Templates Every Year or So?

Templates downloaded from the NRPM website always have up-to-date:

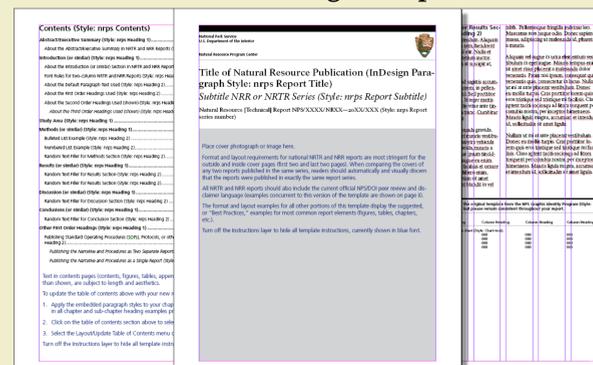
- Working examples of most common report elements, as outlined in the Instructions to Authors manual.
- Updates that address software changes and bugs.
- Hints and suggestions to make preparing your manuscript easier, and the final product more stable.
- Versions of the official NPS and DOI peer review and disclaimer language for that report series.

MS Word Template



Most reports are published using MS Word. Uses fonts available to the general public (Times New Roman and Arial).

Adobe InDesign Template



More polished, usually reserved for reports with a large print distribution (over 50 printed copies) and high-profile reports. Uses NPS proprietary fonts that are not readily available to the general public (NPS Rawlinson and Adobe Frutiger).

What Are the Big Things That We Look for in the Final Draft?

- Front and back cover pages (first two and last two pages) are consistent with the national report standard.
- The report contains the official NPS peer review and disclaimer language for that report series (usually located on page ii).
- Obviously broken items related to things like tables of contents, page numbers, software bugs, etc.
- We prefer that major chapters begin on a new and odd-numbered page (face reader in a paper copy of the report).

If you send the final draft in MS Word format, we will fix these items for you, and send it back for your final approval.