

Guidelines for Publishing Newer Versions of Previously Published Natural Resource Technical Reports (NRTR), Natural Resource Reports (NRR), and Natural Resource Data Series Reports (NRDS)

National Park Service
U.S. Department of the Interior

Natural Resource Program Center
Inventory and Monitoring Program



Why Bother?

- It is always a good idea to provide clarity for the reader.
- Even internal NPS reports almost always include some form of digital distribution.
- Anytime a report is placed online, or is distributed by email, it is:
 - More discoverable by the general public.
 - Potentially subject to additional scrutiny from outside the NPS (legal and otherwise).

The mobility of digital versions of reports make them easier to find by the public, and subject to additional scrutiny



You Should Publish a Separate and New Report When:

- Anyone may need to reference or download the older version(s) of a report.
- Adding or updating factual information (data, analysis, etc.), or changing the message or recommendations presented in the report.
- Changes that result in altering the pagination of chapters, sub-chapters, tables, figures, or paragraphs in the report.

You should publish a new report anytime you add to or change the information or data presented, analysis, policy recommendations, etc.

- The caption, headings, legend, and footnotes must contain all the information the reader needs to understand a figure or table without referring to the text. If line drawings and artwork are necessary, they must be in high-contrast black and white and of a reproducible quality.
- Figures and tables must be able to "stand alone" without referring back to the text; therefore, do not use acronyms for park names, but spell out the names of the parks; i.e., Shenandoah National Park instead of SHEN. Additionally, if for a figure, and the figure has the acronym on it, then put the acronym in parentheses after the park name in the caption; i.e., Shenandoah National Park (SHEN).

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Comment [cf9]: Added Bullet with New Information

Category	NRTR	NRR	NRDS	Total
Air Quality	9	39	2	50
Geology	21	91	2	114
Landscape Scale	2	9	1	12
Other	16	55	3	74
Plants and Animals	332	105	89	526
Water Resources	52	47	12	111
Weather and Climate	39	21	37	97
Total	471	367	146	984

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Total	471	367	196	1034

You Don't Need a New Report When the Old Report Never Need Be Seen or Referenced Ever Again

- For all reports - minor spelling or editing corrections that do not change the message, data or analysis presented, or pagination.
- For internal NPS procedural reports (protocols, SOPs, management or monitoring plans, technical guides, policy guides).
 - Minor changes or clarifications that do not change the policy or procedures presented.
 - Pagination is not an issue.
 - Such changes should still be documented on the Change History page (or similar).

You don't need to publish a new report for minor edits that do not change the message or pagination inside the report

- The main body of the report (beginning with the introduction and including the appendixes) should be numbered sequentially using Arabic numerals (1, 2, 3).
- Most first order headings should begin on a new, right-hand, and odd numbered page (see [chapter 4](#) Content Guidelines for details). This arrangement assures that all first order headings in the main part of the report face the reader when reading or leafing-through the report.

OR

For clarification updates to internal procedural reports that do not change policy or procedures presented.

7.1 Applying Styles to Text
To apply a style to a section of text that you have copied or typed into a NRPMS Word template:

- Select the text section to which you want to apply a style.
- On the Home tab:
 - Use your mouse to click the icon in the lower right-hand corner of the Styles section of the Home menu bar.
 - The Styles Window will open down the right-hand side of your screen.
 - When the Styles window opens, select the style you want from the list provided.

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Naming New Versions of Older Reports

The same base report title should be used for new versions, adding a description to the end of the title or subtitle to denote the difference between this and older version(s).

Instructions to authors — Natural Resource Report, Natural Resource Technical Report, and Natural Resource Data Series: Version 3.1

Estuarine water quality in parks of the Northeast Coastal and Barrier Network (2003—2006)

Coastal Geomorphology of the Ocean Shoreline at Gateway National Recreation Area – Revised July 2010

This ensures that all versions of a report will be returned when searching in NRInfo and with other online search engines.

