



Field Guide to Publishing I&M Projects in the NR Series

The purpose of this guide is to provide key information for publishing in the Natural Resource Publication (NR) Series, including plans, protocols, and annual reports. Since 2006, the NR series has been managed primarily by the I&M Program, and is the most important outlet for the Program’s deliverables.

Natural Resource Publications Management (NRPM) Home Page

(<http://www.nature.nps.gov/publications/NRPM/index.cfm>) The NRPM Home Page is the source for the latest version of guidance and templates.

The screenshot shows the NRPM website interface. At the top, the National Park Service logo and name are visible. Below is a navigation bar with options: Find a Park, Discover History, Explore Nature (highlighted), Working with Communities, Get Involved, Teachers, Kids, and About Us. The main content area is titled 'Natural Resource Publications Management (NRPM)'. On the left, there is a sidebar with links: 'About the NRPM Report Series', 'Lists of Published Reports' (with sub-links for NRR, NRDS, and NRTR reports), 'Procedures for Submitting New Reports' (with sub-links for Report Templates, Peer Review Standards, and Format & Layout Guidance), 'Frequently Asked Questions', 'Manuscript Submittal Form & Checklist (.docx)', and 'Contact NRPM'. The main content area includes a 'Quick Links' box with a list of links: 'Lists of published reports (by report series)' (with sub-links for NRR, NRDS, and NRTR reports), 'Procedures for Submitting New Reports' (with sub-links for Format & Style Guidance and Report Templates), and 'Frequently Asked Questions'. Below this is an 'About Our Report Series' section with three boxes: 'Natural Resource Reports (NRR)', 'Natural Resource Data Series (NRDS)', and 'Natural Resource Technical Reports (NRTR - Legacy 1996-2014)'. The text describes the NRR series as being used to disseminate comprehensive information and analysis about natural resources and related topics concerning lands managed by the National Park Service.

NRPM Report Submission Procedures

(<http://www.nature.nps.gov/publications/nrpm/procedure.cfm>) – Detailed overview of the process.

NRR or NRDS Series?

- a) The Natural Resource Report (NRR) series is designed for reports about natural resources and may include: quantitative data that are accompanied by significant analysis or interpretation; protocols and standard operating procedures; planning or policy information; or resource



management information. Most monitoring trend and synthesis reports will also be published in the NRR series.

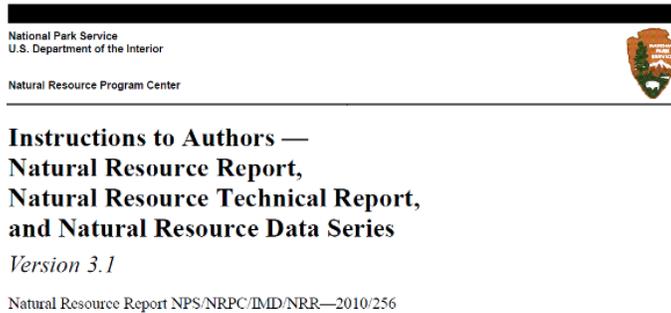
- b) The Natural Resource Data Series (NRDS) is designed for timely release of data sets and data summaries without analysis or interpretation. A brief Discussion section is optional and should not include interpretation of results or management implications or recommendations. Most monitoring annual reports will be published in the NRDS series.

National or Regional Series? (<http://www.nature.nps.gov/publications/nrpm/faq.cfm>)

All authors submitting a report that is related to or funded by the I&M Program are required to use the national Natural Resource Publication Series. This includes monitoring protocols and annual reports (exception: protocols and synthesis reports produced by USGS). Publishing in peer-reviewed journals is encouraged, especially for 4- or 5-year synthesis and trend reports; otherwise, the two NR series are the I&M Program’s preferred publication outlet for I&M funded projects.

I. Authoring Draft Documents (<http://www.nature.nps.gov/publications/nrpm/procedure.cfm>)

- a) Using one of the **format/style templates** (e.g., MS Word or Adobe InDesign; NCCN reports typically use the MS Word templates) for the appropriate publication series, write the draft report following the “Instructions to Authors” document (detailed formatting guidance) (<http://irmafiles.nps.gov/reference/holding/421736>) and the template accompanying “Notes” documents (included with template downloads).



- b) Circulate the draft report for scientific peer review from three local peer reviewers. Select park or network colleagues, or colleagues in other regional agencies or organizations, with appropriate expertise. This step can be skipped when publishing protocols because each protocol goes through a formal blind peer review conducted by the Region.
- c) Incorporate reviewer comments as appropriate. Keep a record of the reviewer comments and reconciliation.
- d) Author completes Section 1 of Manuscript Submittal Form (MSF) and Checklist (http://www.nature.nps.gov/publications/nrpm/assets/docs/Manuscript_Submittal_Form.docx).
- e) Author submits the draft manuscript and the MSF to the **NCCN I&M Network Publications Manager***. At this point, the author can request a review of the draft manuscript for formatting, editing, and style; this is done by the **Network Publications Manager**, who otherwise does only a cursory review of the draft manuscript for completeness--as a standard operating procedure.
- f) At NCCN, the last step of submitting a draft manuscript has been *centralized* to assist in tracking I&M deliverables as they move through the publication process. Therefore, submission for administrative peer review is done by the **Network Publications Manager**, who submits the manuscript and the MSF to the **PWR I&M Peer Review Manager**** for reports needing higher



level of review or to the **Network Program Manager***** for NRDS reports or NRR reports not needing higher level of review.

II. Administrative Review for NRR reports needing higher level of review

(<http://www.nature.nps.gov/publications/nrpm/PeerReviewManager.cfm>)

- a) **PWR I&M Peer Review Manager** designates a **Peer Review Manager (PRM)** for each administrative review, usually one of the eight I&M Network Program Managers on a rotating basis.
- b) The **PRM**, or someone designated by the **PRM**, completes the administrative review using the PWR Natural Resource Report Series Review Checklist (example posted at PWR I&M SharePoint site: <http://inpniscvsp05:39904/im/networks/pwr/NRRS/Forms/General.aspx>). Some manuscripts, such as monitoring trend reports, will require additional peer review as designated by the **PWR I&M Peer Review Manager**.
- c) The **PRM** returns the completed review Checklist to the **Network Publications Manager** and the primary author, or the primary Network contact for manuscripts where the lead author is not NPS.
- d) The author revises the manuscript, develops a reconciliation document, and submits these materials to the **PRM** directly, providing copies to the **Network Publications Manager**; or, the author may request that the **Network Publications Manager** submit the materials to the **PRM**.
- e) Once the **PRM** accepts the manuscript for publication, the **PRM** completes Section 2 of MSF and returns the MSF to the **Network Publications Manager**.
- f) The **Network Publications Manager** submits the MSF and regionally-approved manuscript to the **IMD SO NRPM Coordinator****** for the final step in the process: publication standards review by IMD SO and obtaining unique publication series numbers.

III. Administrative Review for NRDS reports or NRR reports not needing high level of review

(See "PWR_Guidance-Standards_for_IM_PeerReviewManagment_draft_20120802.docx" at:

<http://inpniscvsp05:39904/im/networks/pwr/NRRS/Forms/General.aspx>)

- a) For monitoring protocols that have had two years of published reports in this series with full peer review, a report 'template' may be approved by the **PWR I&M Peer Review Manager** such that subsequent annual reports will not be required to undergo peer review and can move directly to administrative review, to be conducted by the **Network Program Manager**.
- b) If the **Network Program Manager** is also an author on an NRDS report, s/he will designate an alternate Peer Review Manager to conduct the administrative review (usually one of the seven other I&M Network Program Managers).

IV. Publishing Final Documents

(http://www.nature.nps.gov/publications/nrpm/assets/docs/nrpm_reports_irma_procedures.pdf)

- a) **IMD SO NRPM Coordinator** does a final check for Natural Resources Series Publication standards and Section 508 compliance, completes MSF Section 3, and creates a draft IRMA Reference. S/he then notifies **Network Publications Manager** with the series numbers, final formatting / edit requirements, link to download the final Word document, and instructions on how to complete and activate the IRMA Reference for the report.
- b) **Network Publications Manager** makes final edits according to **IMD SO NRPM Coordinator** instructions. The final Word document is given a name following NCCN naming conventions, exported to PDF, and filed in the appropriate NCCN project workspace).
- c) **Network Publications Manager** reviews (including adding key words to be used by Document Library widget on NCCN Reports and Publications website) and activates the IRMA Reference



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created by the **IMD SO NRPM Coordinator** and uploads PDF of the approved document to the IRMA Reference (the primary NPS repository). The Document Library widget on the NCCN Reports and Publications website will automatically retrieve the report PDF from IRMA and display in the appropriate Document Library tab (e.g., Inventory Reports, Protocols, Briefs and Newsletters, etc.).

- d) **Network Publications Manager** notifies the author(s), **Network Program Manager**, and Network Data Manager that the publication process has been completed, and provides links to the document in IRMA, the NCCN website, and NCCN project workspace.

* **Network Publications Manager** is Lise Grace.

** **PWR I&M Peer Review Manager** is Lisa Garrett.

*** **NCCN I&M Network Program Manager** is Mark Huff.

**** **IMD SO NRPM Coordinator** is Fagan Johnson.