

MANUSCRIPTS/ARIS-115s

A GUIDE TO 115s can be found at – npstaff.ars.usda.gov/ARIS/Manual/chapt5.pdf

REPRODUCTION OF MEMO DATED JANUARY 12, 1994

Office: 510-559-6060
FAX: 510-559-5779

SUBJECT: Manuscript Approval

TO: Research Leaders
Location Administrative Officers

FROM: Robert J. Reginato
Area Director, PWA

The following points may clarify the manuscript approval process, as discussed in Directive 152-1 and mentioned in my November 4, 1993 memo:

1. Hard copies of the approved manuscripts should remain in the Location files. Only forward the RL-approved electronic copy of the 115 through ARIS.
2. Scientists will know of manuscript approval by reviewing the 115 work status on ARIS.
3. Manuscripts identified as sensitive will be handled in the same way as all others, except they will also be approved by the Area Office. This will be done through ARIS. Do not send hard copies to the Area Office.
4. Reprints will be maintained in the Location files (we are not requesting copies at the Area Office).

REPRODUCTION OF MEMO DATED NOVEMBER 20, 1995

SUBJECT: Interpretive summaries

TO: All PWA Scientists

FROM: Phyllis Johnson
Associate Area Director

The attached memo from Dick Parry describes some changes in the way that interpretive summaries of manuscripts will be used. They will now be accessible via the Internet, which will probably result in an increase in the numbers of people seeing them.

This means that your interpretive summaries are now more important than ever. We no longer see your interpretive summaries at the Area Office, since we delegated authority for manuscript approval to RLs two years ago. Nevertheless, the same things we used to tell you about interpretive summaries before that still apply:

You need to describe what the problem was that you were studying.

You need to describe in lay language what you found out (not what you did).

You need to explain why your findings are important.

Don't use jargon; pretend you're writing for the *Reader's Digest* or *USA Today*.

Your interpretive summaries are used by industry, by Congress, and by the general public to find out what ARS is doing. Every RL and every scientist is responsible to make sure that they are both accurate and easily understandable. We need to be sure we are communicating effectively with the taxpayers who pay our bills.

REPRODUCTION OF MEMO DATED NOVEMBER 17,1995

SUBJECT: TEKTRAN Internet Reports

TO: Administrator's Council FROM: Richard M. Parry, Jr.
Assistant Administrator
Office of Technology Transfer

TEKTRAN, our Wang-based on-line database of journal article submissions has been a useful part of ARS's technology transfer process. It has served as a mechanism for providing industry and academic scientists and technology scouts with access to early stage ARS research. However, with the advent and expansion of the information superhighway, more and more previous users of TEKTRAN-like databases are turning to the Internet for technology transfer information. We too must move with the times to take advantage of current technologies to "market" ARS' technologies to give us the best chance to ensure that our inventions and other technologies are made available to the American public.

In order to ensure the accuracy and free availability of ARS research results, we plan to make some of the information in TEKTRAN available on the Internet via the ARS and the National Agricultural Library, Technology Transfer Information Center (TTIC) Homepages. For each TEKTRAN entry, we will transfer the title, interpretive summary and the names of the authors, as well as a contact laboratory and E-mail address for the authors. On the Internet, these summaries will be labeled "research reports" rather than journal submissions, and will be complemented by other information about technologies available for licensing, the technology transfer process in ARS, and Technology Transfer Coordinators. The current TEKTRAN database on the Wang system will still be maintained and can be used for case write-ups by ARS scientists and managers; and for other administrative purposes requiring more information, tied to other CRIS data.

TEKTRAN Internet Reports will be accessible either directly (if its Internet address is known), or through the recently developed ARS or TTIC Homepages. Initially, the records will be searchable via WAIS indexing, by words appearing in the title or abstract. Within 18 months, we expect to switch to a fully searchable database format using Boolean logic and keywords, date range, author, ARS contact, and geographic location.

The TEKTRAN Internet Reports will be a valuable window for our customers to view ARS research. The only way for this window to be useful in our technology transfer program is to ensure that it provides a timely peek at ongoing ARS research, at a sufficiently early stage to interest a potential industrial partner or Cooperator. As with the existing TEKTRAN database, we must carefully balance the early look at our research results against the possible loss of intellectual property rights by a too early enabling disclosure of an invention. We will continue to use the current mechanism in TEKTRAN to flag reports with patent or other intellectual property potential for pre-entry review by the OTT Patent Advisors. Increased attention should be given to evaluating these reports for their patent potential and checking the appropriate box when indicated.

The broad accessibility of these reports means that the quality of the interpretive summaries submitted to TEKTRAN will also take on added importance. We urge you to inform each ARS scientist of the changes that will be made by line managers to ensure quality, accuracy and understandability of the interpretive summaries. As an added quality control measure, OTT will randomly select some of the summaries to review and provide constructive feedback.

TEKTRAN availability on Internet should begin in January 1996.

REPRODUCTION OF MEMO DATED FEBRUARY 27, 1995

TO: ALL USERS OF THE ARS-115

We have had several suggestions for improvement of the ARS-115 from various users. The Computer Staff completed the changes over the weekend and they are now available in the system.

Several changes were made in the "ADD" mode. These include:

1. Pick and select the ARS CONTACT from the Personnel file.
2. Pick and select the SUBMITTER from the Personnel file.
3. Pick and select the ARS Authors from the Personnel file.
4. The MODECODE DESCRIPTION and the phone number will be defaulted from the modecode file. The phone number will be modifiable.
5. A LOG NUMBER will be added to the file, assigned by the computer and non-modifiable.
6. A reference table of "JOURNALS/EQUIVALENTS" has been established. This table will be used to standardize the entry of Journal names for future retrieval. A listing of those in the system can be printed using ARIS print instructions. The user can either enter the "Code Number" of the journal or "pick and select" from the reference table. A note of caution in searching the reference table: DO NOT USE some common words alone such as Journal, Proceedings, Workshop, American, etc. Use these in combination with others words: journal & crop. This will reduce the number of "hits".
7. A JOURNAL ACCEPTANCE DATE field has been added. This will be used to identify those publications accepted for publication. When the author receives the acceptance from the journal, they are to add the date to the ARS-115. This was suggested by members of the Administrators Council.
8. The ARS-115 has been "reformatted" to reflect the above changes and to be more "Reader Friendly".
9. At the AREA and HQ Level, a signature sheet has been added that will reflect the "Data Fields" that have been modified when a ARS-115 is modified by the users.

10. The "Productivity Reports" available to all users will be modified to reflect the above changes.

Contact your PAA if you have questions on the revised ARS-115. Contact the Computer Staff if you encounter programming issues. Please send an email message to document the problem.

A change that we may make in the future is to identify the "TYPE" of publication and store that in the reference table so that the user will not have to enter that piece of data i.e., abstract, peer review journal. Also, we are reviewing the "types" of publications and may make some changes in the codes. This is being reviewed in the AREA OFFICES. The Midwest Area has the lead in developing a proposal.

ARS-115s - Frequently Asked Questions

1. Can a technician co-author a publication?

It is only under exceptional circumstances that the contributions of a technician will serve to warrant junior authorship of a scientific publication. The prospect of junior authorship should be foreseen but no later than after the work is completed and before the writing has begun. See Policies and Procedures 152.2 dated May 12, 1997 - Authorship of Research and Technical Reports and Publications.

2. Can a support scientist be listed as the senior author on a publication?

Support scientists may appear as senior authors only with prior approval from the Area Director. See Policies & Procedures 152.2 - Authorship of Research and Technical Reports and Publications.

3. If the journal does not accept a manuscript, do I have to enter a new ARS-115?

Occasionally, a manuscript is submitted to a second or third journal following a refusal from the first journal. An ARS-115 is required for each submission. You will need to modify the active ARS-115, make the required changes, and mark "YES" in the field "Prev Submitted." Highlight the items changed on the printed ARS-115 and forward it to the next supervisory level for approval and release.

4. How many peer reviews do I need?

Form ARS-533 is required from two or more peers from outside the author(s) research unit. At least one peer must be in a location other than that of the author(s). The author(s) is strongly encouraged to get a review by a scientist who is not employed by ARS. Peer review comments must be addressed by the ARS scientist - either on the form or in a separate memo.

5. What if the senior author is non-ARS, or if the publication was reviewed through a University?

The first ARS scientist is responsible for ensuring that an acceptable review is obtained.

6. If the manuscript has ARS authors involving more than one Area or Research Unit, who enters it into the system?

The ARS-115 must be entered into the ARIS system by the Research Unit hosting the CRIS project. The hard copy of the ARS-115 should be sent first to the RL's of the other ARS authors for signature before it gets forwarded to the next level (CD/LD, if applicable).

REPRODUCTION OF MEMO DATED JUL Y 29, 1993

SUBJECT: Non-discrimination Statement for ARS Publications

TO: LAOs, All Sys

FROM: W. Ralph Nave
Assistant Area Director, PWA

The following information was recently received from the Director of the ARS Information Staff. We are requesting that you adhere to these guidelines in all publications.

ARS was recently criticized by the Department's EEO review team for not including a non-discrimination statement in all publications distributed outside the agency. To get into compliance we have adopted the policy that ALL ARS publications will contain the following statement:

All programs and services of the U.S. Department of Agriculture are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

This requirement will be added to the ARS Directives on publications and printing. In the meantime, persons on your staffs who are preparing camera-ready copy for the text of any publication to be distributed outside of ARS should begin incorporating this language into such texts immediately. Your cooperation and adherence to this policy will be appreciated by the Area Director.

ACTIVE 115'S
npstaff.ars.usda.gov/ARIS/Manual/chapt5.pdf
Search Instructions

SEE ARIS MANUAL FOR ADDITIONAL DETAILS

From the main menu, Research Documentation

Select Active 115)

SEARCH CRITERIA

On the line (Approval date), type in:

mm/dd/yyyy:mm/dd/yyyy

The colon represents the “range” search, so if you want to search all of the 115's that were approved during the week of Jan. 1-7, 1997 use the following search criteria: 01/01/1997:01/07/1997 then press ENTER.

You will then get a listing of all 115's that were approved during that time.

Select (Mark)

Select (Prints 115

LIST OF SENSITIVE ISSUES FOR ARS MANUSCRIPT REVIEW AND APPROVAL BY NATIONAL PROGRAM STAFF –

February 2002 (Revised)

www.mwa.ars.usda.gov/mwa/b&f/115-senlist.shtml

1. Creation of transgenic food or feed organisms by genetic engineering.
2. Studies of genetically engineered organisms in the field.
3. Cloning of animals by somatic cell nuclear transfer.
4. Somatic cell fusion to recombine DNA in ways that cannot be achieved through sexual crossing.
5. Dioxin research.
6. Plant, microbial and animal patent policy.
7. Agricultural practices with negative health and environmental consequences, eg., global climate change; contamination of water by hazardous materials (nutrients, pesticides, and pathogens); animal feeding operations or crop production practices that negatively impact soil, water, or air quality.
8. Boll weevil eradication program.
9. International plant germplasm policies.
10. Research findings and recommendations that are contrary to current dietary guidelines or may be used in food labeling.
11. Megadoses of nutrients that may be beneficial to human health/nutrition.
12. Radiolytic products in food.
13. Harmful microorganisms and their products (e.g., aflatoxin, mycotoxin, fumonisin, Salmonella, E. Coli) in agricultural commodities.
14. Pesticides or animal drugs in foods above approved tolerance levels.
15. All transmissible encephalopathy (TSE) research including BSE research.
16. Herbicide-resistant crop plant research.

17. Animal well-being/animal use.
18. Biological items that may affect trade and export negotiations, e.g., fire blight in apples, TCK smut, karnal bunt, insect infestations in export products, etc.
19. Narcotic plant control.
20. Methyl bromide topics that relate to policy and/or regulatory actions.
21. Medfly/Malathion replacements.
22. Antibiotic/Antimicrobial Resistance.
23. Bioterrorism/Attacks on Agriculture.
24. Glassy-winged sharpshooter/Pierce's disease.
25. Sudden Oak Death.
26. Citrus Stem Canker.
27. Anthrax.
28. Emerging diseases or pest research that relates to policy and/or regulatory actions.



United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

May 17, 1999

SUBJECT: Delegation of Authority to Approve Authorship
TO: PWA Center Directors, Laboratory Directors, Research Leaders
FROM: Antoinette A. Betschart /s/
Area Director

Except for manuscripts containing sensitive information, P&P 152.1-ARS dated March 10, 1998, establishes that Research Leaders are responsible for approving manuscripts and abstracts and for ensuring that the approval is entered into ARIS. Exercise of this responsibility is the last step in assuring that ARS publications are of the highest quality. Authority to approve authorship by employees who do not occupy research or service scientist positions (Categories 1, 2, and 4) currently resides with the Area Director (P&P 152.2-ARS, May 12, 1997). I hereby delegate this authority to approve authorship by support scientists (Category 3) and technicians to Research Leaders in the Pacific West Area with the following guidelines:

For support scientists, all criteria in the guidelines on authorship (see P&P 152.2-ARS) must have been met. Support scientists should rarely be the principal author by virtue of their assignment (i.e., support). If a support scientist is to serve as principal author, this role must be established prior to production of the first draft of the manuscript and as soon in the research process as possible, ideally prior to conduct of the research. An exception may be publication of thesis or dissertation research.

For technicians, the level of contribution to a publication is appropriately recognized by an acknowledgment in the paper. By virtue of typical assigned responsibilities of a technician, authorship on even abstracts should be rare. As with support scientists, an exception may be publication of thesis or dissertation research. In any case involving authorship by a technician, approval shall be established as soon in the research process as possible, ideally prior to conduct of the research. In addition, there shall be written justification explaining how the technician met all the guidelines for authorship set out in P&P 152.2-ARS.

Authorship by employees from any other classification series will continue to require approval by the Area Director. If you have any questions, please call Dr. Andrew Hammond at 510.559.6063.



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