

Manuscript Approval for Publications External to the Forest Service

USDA FOREST SERVICE, RESEARCH AND DEVELOPMENT, SOUTHERN RESEARCH STATION

[FS-1600-1](#)/revised November 2023

Title: _____

Author(s): _____

Senior Forest Service author: (name, RWU) _____

MANUSCRIPT OUTLET

Check one: ☐ Book or book chapter ☐ Proceedings ☐ Other: _____
☐ Journal article (outlet name): _____

TECHNICAL AND STATISTICAL REVIEWS

Technical reviews (not required unless DRO requests)

Reviewer 1: (name, title, affiliation) _____

Reviewer 2: (name, title, affiliation) _____

Statistical review (may be required; see instructions on back of form)

Reviewer: (name, title, affiliation) _____

APPROVALS

Senior Forest Service Author:

I organized and wrote this manuscript and confirm its accuracy, scientific integrity, credibility, and objectivity. I assume responsibility for the correctness of literature citations; all original data in the text, tables, and illustrations; and the conclusions and recommendations drawn from the data. Each issue raised in technical review has been resolved or rebutted and made part of the written record. Agencies of coauthor(s) have approved the manuscript.

Digital signature of senior Forest Service author

Title of senior Forest Service author

Designated Responsible Official (DRO):

I reviewed this manuscript and approve it for publication. The manuscript received sufficient technical, statistical, and/or policy reviews, and the author has responded adequately to those reviews. I certify the following (select those that apply):

Technical reviews: ☐ Reviews and reconciliation letter included

☐ Waived (not needed)

Statistical review: ☐ Reviews and reconciliation letter included

☐ Waived (not needed)

Policy review (required): ☐ Completed (no further reviews or sharing required)

☐ Recommended for higher-level sharing for awareness (for any of the following reasons: (i) sensitive topic, (ii) deemed as [Influential Scientific Information \(ISI\)](#), or (iii) deemed as [Highly Influential Scientific Assessment \(HISA\)](#); if selected, Center Director or Project Leader forwards to Publications Team Lead for coordination with R&D-Washington Office)

Publishing charges (required): ☐ [SRS publishing charges certification worksheet](#) has been completed and signed

Digital signature of DRO

Title of DRO

Form FS-1600-1 SRS External: Instructions

Complete and sign this form when the senior Forest Service author is a Southern Research Station employee. If the senior Forest Service author is from a different station, then that station's 1600-1 form needs to be completed and signed instead of this one.

This form should remain on file permanently with the senior Forest Service author.

The **senior Forest Service author**, typically the primary investigator, is the Forest Service-affiliated author who contributed most to the work in terms of time, expertise, and resources. If the actual senior author of the manuscript is affiliated with a partner institution, then the Forest Service-affiliated author who contributed most to the work serves as the senior author for the purposes of completing and signing this form.

The **Designated Responsible Official (DRO)** is designated by the station director to evaluate the rigor and policy implications of the manuscript and can be an assistant director, center director, project leader, or program manager. The DRO is usually a project leader at the Southern Research Station. When a project leader or nonprogram station employee (such as someone in the director's office) is an author, a member of the executive team will provide the policy review and approval to submit for publishing.

Technical review is not required for manuscripts being submitted to external outlets (e.g., scientific journals) that facilitate their own peer reviews, unless the DRO requests it. Technical review evaluates the use of statistics, experimental design, methods implementation, thoroughness of literature review and rigorous comparison to other work on the topic, clear presentation of findings, appropriate interpretation of results, and other technical aspects of the research to ensure maximum "quality, objectivity, utility, and integrity of information" (OMB Guidelines, Section 515, Public Law 106-554, Data Quality Act). Reviews may be formally refereed, if through a journal or third party, or informally refereed, if coordinated directly by the author.

Statistical review by an internal or external expert knowledgeable of the manuscript's research methods may be required by the DRO when the manuscript is recommended for higher-level policy review (as noted on page 1) or when methodological questions are unresolved by the technical review.

Policy review is required for manuscripts being submitted to external outlets and looks for manuscript content that compromises scientific integrity, credibility, and objectivity. This includes opinions on laws or policy, speculation without peer-reviewed experimental data and citations, and provocative statements inappropriate for scientific publication. The policy review will ensure that discussion of management implications, considerations, and potential outcomes are objective. Reviews are generally conducted by the senior Forest Service author's DRO, but may be delegated to a similarly qualified senior manager.