



Southern Research Station | Technical review form: required with submission of all Station Forest Service series manuscripts (optional resource for manuscripts submitted to external publishers)

Title of manuscript: _____

Author names and affiliations: _____

Reviewer name and affiliation: _____

Versions reviewed: _____

Date(s) reviewed: _____

Review questionnaire

- | | |
|--|--|
| ▪ Contains new and significant information to justify publication | ☐ yes ☐ no |
| ▪ The objective and need for the manuscript are clearly stated | ☐ yes ☐ no |
| ▪ Writing is clear, concise, and appropriate for the audience | ☐ yes ☐ no |
| ▪ Methods and experimental design are clearly explained, appropriate, and adequately rigorous | ☐ yes ☐ no |
| ▪ Abstract and other summary sections (e.g., graphical abstract, keywords, key messages, preface, executive summary) clearly and accurately describe the content of the manuscript | ☐ yes ☐ no |
| ▪ Interpretations and conclusions are justified by the manuscript's results | ☐ yes ☐ no |
| ▪ Adequate reference is made to relevant work in the field | ☐ yes ☐ no |
| ▪ Figures and tables adequately support the objectives and findings of the manuscript | ☐ yes ☐ no |

General comments:

Specific comments:

Author response:

Assessment of author response to review (complete once the author has made revisions)

- | | |
|--|--|
| ▪ Author responses to suggested improvements are sufficient | ☐ yes ☐ no |
| ▪ Obscure, confusing, and unclear statements or sections are noted and adequately resolved | ☐ yes ☐ no |
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Specific comments (optional):

Technical Review Instructions

The **senior Forest Service author** coordinates **technical reviews** (unless the **Designated Responsible Official [DRO]** prefers to coordinate them) by selecting peers competent in the subject matter who agree to review the manuscript thoroughly and critically and complete this form (page 1 upon initial review; page 2 upon reviewing the revised manuscript and author's response, included at the top of page 2) and return it to the 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 coordinating peer review and completing and signing the 1600-1 form.

The **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.

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). **One internal and one external technical review** is required for Forest Service series publications. An internal review is generally considered to be within the author's research work unit, facility (lab), or organization (research station). An external review is generally considered to be outside this circle of peers, including a different research station or outside of Forest Service R&D. Reviews may be formally refereed, if through a journal or third party, or informally refereed, if coordinated directly by the author. 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.

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