

Mississippi State University
Mississippi Agricultural & Forestry Experiment Station (MAFES)
Forest & Wildlife Research Center (FWRC)
Publications Policy

PURPOSE

The purpose of this operating procedure is to provide guidance for MAFES and FWRC in review and approval of manuscripts for submission for publication.

BACKGROUND

The Forest and Wildlife Research Center (FWRC) and the Mississippi Agricultural and Forestry Experiment Station (MAFES) were created by acts of the Legislature of the State of Mississippi. A primary responsibility of the FWRC and MAFES, as specified by these acts, is to disseminate research results to various constituents and stakeholders who may benefit from these outcomes. The purposes for this operating procedure are to:

- ensure that FWRC/MAFES scientists are communicating research outcomes through high-quality scientific, semi-technical, and popular publications,
- standardize review and approval processes for manuscript submission,
- centralize documentation and tracking of research publications and other materials,
- obtain data on publications for administrative reports, including budget requests and performance measures.

MAFES and FWRC faculty are expected to produce scholarly outcomes, reflected largely through publication of results of research activities on a continuing basis. MAFES and FWRC are committed to achieving the highest standards of excellence in the scientific conduct of research performed, in the conclusions and implications derived, and in the presentation of research results. Research results are to be published in outlets deemed appropriate by scientists within the context of scientific discipline and departmental/college promotion and tenure policies. Recognizing that appropriate outlets will vary among disciplines and target audiences, FWRC and MAFES scientists are expected to publish research outcomes in the most impactful outlets possible, as reflected by readership, professional stature, and citation impact factors. Abstracts, project reports, and web pages, although an expected outcome of research programs, are not recognized under any publication category within this policy (see Glossary for definitions of abstracts, project reports, and web pages).

GUIDANCE

To facilitate the stated objectives, FWRC and MAFES have adopted the following procedures regarding publications and the publication process. These procedures are presented within a classification of publications by five categories.

1. Category I – Peer-Refereed Research Publications: These publications include those in

scientific and professional journals, books and chapters of books, monographs, and refereed proceedings of symposia/conferences. Those legitimate outlets with recognized editors, editorial policies, and a peer-refereed system are included in this category (see Glossary for definition of peer-refereed research publications).

- 1.1. Scientists, research staff, and graduate students are expected to prepare manuscripts of high quality. The senior author or corresponding co-author of the manuscript is responsible for ensuring manuscript quality. The senior author or designated corresponding co-author is also responsible for submitting the final draft of the manuscript to the journal.

- 1.2. **Category I publications will benefit from internal and external review prior to journal submission, but formal review is not required.** If formal internal/external review is desired by senior author, the FWRC/MAFES Manuscript Review Form may be used. **Submission of manuscripts to journals which have a formal peer-review and editorial policy do not require preapproval by the Department Head or Director.**

- 1.3. **It is no longer necessary to request journal numbers for publication, however, appropriate acknowledgement of fund sources is required.** All MAFES or FWRC publications should contain an acknowledgement of FWRC/MAFES support. Additionally, USDA-National Institute of Food and Agriculture requires that publications acknowledge USDA-NIFA support if the project was done under an active and approved McIntire-Stennis or Hatch project.

Please use the following acknowledgement language:

MAFES/FWRC Acknowledgement

"This publication is a contribution of the Mississippi Agricultural and Forestry Experiment Station"

or

"This publication is a contribution of the Forest and Wildlife Research Center, Mississippi State University"

and

USDA-NIFA Acknowledgement

If the publication was supported with Hatch Funds (MAFES 16 funds under an approved Hatch Project)

"This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, Hatch project under accession number XXXXXX."*

or

If the publication was supported with McIntire-Stennis Funds (FWRC 17 funds under an approved McIntire-Stennis Project)

"This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, McIntire-Stennis project under accession number XXXXXX."*

(The accession number for your Hatch/McIntire-Stennis Project is listed in the header of all your CRIS Reports.)

Additionally, if the project was supported with any sponsored funds the sponsoring agency should be acknowledged. For example, if project was supported with an AFRI competitive grant, use the following language:

"This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number XXX-XXXXX-XXXXX."* (*Get the USDA-NIFA-AFRI award number from the award documents provided by SPA.)

- 1.4. Following submission, the MAFES/FWRC senior author or corresponding co-author is responsible for entering the complete citation record into Digital Measures and indicating the status of the manuscript as "Submitted, in review." Additionally, following publication, the FWRC/MAFES senior author or corresponding co-author is responsible for revising the Digital Measures record to acknowledge status as "In press" or "Published", as appropriate. When the journal has been released with final pages numbers assigned, the FWRC/MAFES senior author or corresponding co-author is responsible for revising the Digital Measures record to include the full citation, with page numbers.
2. **Category II - Non-refereed research publications:** These publications include trade journals and proceedings of symposia/conferences. **Category II publications will benefit from internal and external review prior to journal submission, but formal review and approval is not required.** If internal/external peer-review is desired by senior author, the FWRC/MAFES Manuscript Review Form may be used.
 - 2.1. If the Symposium/Trade Journal does not have an independent peer-review process, the FWRC/MAFES senior author or corresponding co-author is *encouraged* to submit the completed manuscript for peer-review to a two or more qualified individuals using the FWRC/MAFES Manuscript Review Form.
 - 2.2. The senior author or corresponding co-author will address reviewers' comments and make appropriate changes as the author or authors deem necessary. Following appropriate manuscript revisions, the senior author or corresponding co-author is responsible for submitting the final manuscript.
 - 2.3. **It is no longer necessary to request journal numbers for publication, however, appropriate acknowledgement of fund sources is required.** Acknowledgement language provided under Category I section should be used.

- 2.4. Following submission, the senior author or corresponding co-author is responsible for entering the complete citation record into Digital Measures and indicating that the status of the manuscript as “Submitted, in review.” Additionally, following publication, the FWRC/MAFES senior author or corresponding co-author is responsible for revising the Digital Measures record to acknowledge status as “In press” or “Published”, as appropriate. When the journal/proceedings has been released with final pages numbers assigned, the senior author or corresponding co-author is responsible for revising the Digital Measures record to include the full citation, with page numbers.
3. Category III – Electronic Media: This category includes peer-reviewed original software and other scientific or educational material in electronic form (see Glossary for a definition of electronic media). Educational videos may be included, but should be professionally produced and peer-refereed or peer-reviewed. It is important to follow Mississippi State University procedures and guidelines in developing electronic media. Specifically, a web address for both MSU and the CFR/FWRC or CALS/MAFES should be included on electronic media. The date of last revision should be included on all electronic media. Media also should include the senior author’s contact information. Media should be constructed in such a manner as to enable persons with disabilities to obtain essential information. That is, textual information or links to other information may not be contained solely in a graphic image. All electronic media must adhere to MSU Visual Identity Standards <http://www.opa.msstate.edu/identity/>.

For guidelines on creation of web pages, please refer to MSU Policy 0113, “Policy on World Wide Web Pages and Other Electronic Publications at Mississippi State University.”

<http://www.policies.msstate.edu/policypdfs/0113.pdf>

- 3.1. Scientists, research staff, and graduate students are expected to prepare electronic media of high quality. The senior author or designated co-author is responsible for ensuring media quality. The senior author or designated co-author is *encouraged* to submit the completed working copy of the software for peer review to two qualified individuals using the FWRC/MAFES Manuscript Review Form. The senior author or designated co-author will address reviewers’ comments and make appropriate changes.
- 3.2. **It is no longer necessary to request journal numbers for publication, however, appropriate acknowledgement of fund sources is required.** All FWRC or MAFES publications should contain an acknowledgement of FWRC/MAFES support. Additionally, USDA-National Institute of Food and Agriculture requires that publications acknowledge USDA-NIFA support if the project was done under an active and approved McIntire-Stennis or Hatch project. Acknowledgement language provided under Category I section should be used.

- 3.3. Subsequently, the senior author or designated co-author is responsible for submitting the media to the selected publication outlet.
 - 3.4. Following submission, the senior author or corresponding co-author is responsible for entering the complete citation record into Digital Measures and indicating that the status of the media as “Submitted, in review.” Additionally, following publication, the senior author or corresponding co-author is responsible for revising the Digital Measures record to acknowledge status as “In press” or “Published”, as appropriate. When the media has been released with final URL assigned, the senior author or corresponding co-author is responsible for revising the Digital Measures record to include the full citation, with URL.
4. **Category IV – FWRC/MAFES Research Bulletins:** These publications include the research series approved by the Director and published by the MAFES/FWRC for dissemination of research results directly to FWRC/MAFES constituents. Currently, these are the FWRC Research Bulletin and Research Advance series and MAFES Bulletins (see Glossary for the definition of a Research Bulletin and a Research Advance). Other series may be approved by the FWRC/MAFES Director as appropriate. Inasmuch as the FWRC/MAFES is the publisher of these series, the FWRC/MAFES is responsible for both the scientific and editorial integrity of each publication *and internal and external peer-review is required*.
 - 4.1. Scientists are expected to prepare manuscripts of high quality. This may require the services of the MAFES/FWRC Publications Editor to assist in the preparation of the manuscript (e.g., popularization). After consultation with the Department Head, the FWRC/MAFES senior author or corresponding co-author is responsible for submitting the completed manuscript for peer review to two qualified individuals using the FWRC/MAFES Manuscript Review Form. The FWRC/MAFES senior author or corresponding co-author will address reviewers’ comments and make appropriate changes as deemed necessary.
 - 4.2. Following appropriate revisions of the manuscript, the MAFES/FWRC senior author or designated co-author is responsible for submitting the final manuscript together with the FWRC/MAFES Manuscript Approval Form to the Department Head for departmental approval. The senior author or designated co-author will address reviewers’ comments and make appropriate changes as the author or authors deem necessary. Following the peer-review process for non-refereed research publications, faculty should provide the Department Head with a summary of the changes made to the manuscript in order for the Department Head to determine if appropriate revisions were made. The Department Head is responsible for submitting the departmentally approved manuscript to the Director. By submitting the approved manuscript to the Director, the Department Head assures that adequate funds are available to publish the document.

- 4.3. The Director is responsible for final approval of each manuscript for publication in the MAFES/FWRC series. The Director's office will assign a unique manuscript approval number to each approved manuscript.
 - 4.4. The senior author or designated co-author is responsible for working with the FWRC/MAFES Publications Editor to ensure an orderly publication of the research manuscript. Following submission, the senior author or corresponding co-author is responsible for entering the complete citation record into Digital Measures and indicating that the status of the manuscript as "Submitted, in review." Additionally, following publication, the senior author or corresponding co-author is responsible for revising the Digital Measures record to acknowledge status as "In press" or "Published", as appropriate. When the bulletin has been released with final page numbers assigned, the senior author or corresponding co-author is responsible for revising the Digital Measures record to include the full citation, with page numbers.
 - 4.5. Appropriate acknowledgement of fund sources is required. Acknowledgement language provided under Category I section should be used.
5. **Category V - Miscellaneous FWRC/MAFES Publications:** These publications include brochures, newsletters, news releases, and other appropriate publications of the FWRC/MAFES intended to support the role and responsibilities of the FWRC/MAFES as approved by the Director. No formal review of this material is required, but the appropriate Department Head must approve the manuscript via the FWRC/MAFES Manuscript Approval Form before publication.
 6. **Publications Listed in the FWRC/MAFES Annual Reports:** The FWRC/MAFES Annual Report is designed to convey research, financial, and publication activities for the past fiscal year.
 - 6.1. The following is a list of publications to be included in the annual report:
 1. Scientific research publications (Category I and II)
 2. FWRC/MAFES Electronic media (Category III)
 3. FWRC/MAFES Research Advances and Bulletins (Category IV)
 4. Theses and Dissertations
 5. Patents
 - 6.2. Only publications that appeared in print or in electronic media (i.e., published materials) during the fiscal year of the current annual report should be listed in the report. Papers *in press* or *in review* should not be listed in the current fiscal year's annual report.

6.3. Peer-refereed research publications will be denoted by (R) in the annual report.

7. Co-Authorships with External Scientists: When FWRC/MAFES scientists are co-authors of publications with scientists from other universities/agencies/commercial enterprises who are the senior author and who are publishing the manuscript (e.g., the external colleagues are the corresponding authors with a journal), FWRC/MAFES scientists, FWRC/MAFES internal review may be conducted at the prerogative of the FWRC/MAFES senior author but is not required if the senior author is not associated with the MAFES/FWRC. However, the senior author is responsible for entering the publication into Digital Measures.

Approved:



George M. Hopper
Director, Mississippi Agricultural and Forestry Experiment Station
Director, Forest and Wildlife Research Center

9/11/17
Date

Glossary

Abstract – a short (typically <400 words), concise summary of the general purpose, methods, results, and major findings of a scientific study.

Electronic media – includes peer-reviewed original software and other scientific or educational material stored in electronic form. Educational videos may be included, but must be professionally produced and be peer-refereed or peer-reviewed.

Electronic publications – many peer-refereed, peer-reviewed, and peer-edited manuscripts are now published in electronic journals. In this FWRC/MAFES publication policy and procedures document, the method of dissemination (i.e., paper copy or electronic) is immaterial, and the scientific manuscript, book or book chapter, proceedings of a symposium or conference, or other publications shall be classified according to definitions outlined in Categories I and II. See definition of Electronic Media for a list of materials that qualify under Category III.

Non-refereed research publications – a scientific manuscript, book or book chapter, or proceedings of a symposium or conference that is subjected to review by two or more peers selected by the author(s) and is not subject to the peer-referee process initiated by an editor.

Peer-edited publications – a scientific manuscript, book or book chapter, or proceedings of a symposium or conference that is submitted for editing/review by an editor that is not selected by the author(s). By this definition, peer-edited manuscripts are included in Category II because they are not refereed.

Peer-refereed/Peer-reviewed research publications – a scientific manuscript, book or book chapter, or proceedings of a symposium or conference that is submitted to an outlet that has an editorial board and formal peer-review process through which the submission is independently reviewed (blind or double-blind) by two or more peers of the author, revised and either accepted for publication or rejected.

Project reports – any report (e.g., quarterly, annual, final, etc.) written to fulfill the obligations of the principle scientist(s) to a funding agency, organization, or firm regardless of whether the report is subjected to peer-review. Project reports are not included in any Forest and Wildlife Research Center publication categories.

Publication categories-

Category I – peer-refereed/peer-reviewed research publications

Category II – non-refereed research publications

Category III – electronic media

Category IV – FWRC/MAFES Research Bulletins

Category V – news releases, brochures, newsletters, and other items approved by director

Research Advance – a short (typically less than four pages, maximum of eight pages), popularized FWRC/MAFES publication written for the general public or any other individuals or groups with a specialized interest in the subject matter.

Research Bulletin – a longer (typically greater than four pages), more technical FWRC/MAFES publication written for knowledgeable and/or appropriate peer groups.

Web page – any media posted on the World Wide Web, including educational materials (e.g., a course web page), all personal web pages, and other information. A web page is not subject to peer-review, and is not included in this publication policy. This definition does not include on-line journal articles or other publications addressed in this policy that may be disseminated via the Web.

MANUSCRIPT APPROVAL FORM
 FOREST AND WILDLIFE RESEARCH CENTER
 MISSISSIPPI AGRICULTURAL AND
 FORESTRY EXPERIMENT STATION
 MISSISSIPPI STATE UNIVERSITY

Manuscript Title: _____

Author(s): _____

Department of Origin: _____

For publication in (Check one and specify journal title): _____

Category I – Peer-Refereed Research Publications: These publications include scientific journals, books and chapters of books, and proceedings of symposia/conferences. All legitimate outlets with recognized editors, editorial policies, and a peer-refereed system are included in this category.

Category II – Non-refereed research publications: These publications include trade journals and proceedings of symposia/conferences. These publications should be peer-edited or peer-reviewed.

Category III – Electronic Media: This category includes peer-reviewed original software and other scientific or educational material stored in electronic form. Educational videos may be included, but must be professionally produced and peer-refereed or peer-reviewed.

Category IV - FWRC Research Publications: These publications include the research series approved by the Director and published by the FWRC for dissemination of research results directly to FWRC constituents. Currently, these are the FWRC Research Bulletin and Research Advance series. Other series may be approved by the FWRC Director as appropriate.

Category V - Miscellaneous FWRC Publications: These publications include brochures, newsletters, news releases and other appropriate publications of the FWRC intended to support the role and responsibilities of the FWRC as approved by the FWRC Director.

Subject Matter Reviewers: _____	Received _____	Returned _____
---------------------------------	----------------	----------------

Category I review not applicable in agreement with Department Head.

	Signatures	Date
FWRC Senior Author or Representative: _____	_____	_____
Approved, Dept. Head: _____	_____	_____
Approved, Director: _____ (ONLY NECESSARY IF DOCUMENT IS A CATEGORY IV PUBLICATION)	_____	_____

Date Received: _____ FWRC/MAFES Publication No: _____ Date Returned: _____

MANUSCRIPT REVIEW FORM
FOREST AND WILDLIFE RESEARCH CENTER
MISSISSIPPI AGRICULTURAL AND
FORESTRY EXPERIMENT STATION
MISSISSIPPI STATE UNIVERSITY

Requested by: _____ Date _____

Manuscript Title: _____

Author(s): _____

For Publication in/as: _____

Reviewers are requested to evaluate the submission using the following criteria, where appropriate, regarding technical content, clarity, and function:

- Select YES or NO 1. Were proper methods used?
- Select YES or NO 2. Were results of the study objectively and correctly analyzed and interpreted?
- Select YES or NO 3. Do data justify conclusions drawn?
- Select YES or NO 4. Does the electronic media function as intended?

General Comments (attach an additional sheet if necessary):

Reviewer's Recommendations:

- | | |
|--|--|
| | 1. Submit in present form or after minor changes as noted on the submission. |
| | 2. Revise as noted and submit. |
| | 3. Revise as noted and resubmit to this reviewer. |
| | 4. Not suitable for publication (give reasons on an attached sheet). |

Date Received: _____ Reviewer's Signature: _____

Date Returned: _____ Reviewer's Title: _____