

# Procedures for Manuscript Submission to ARIS

## ***Requirements for every manuscript***

**Note:** *The ARIS entry and line management approvals from all levels are required prior to submitting a manuscript to a journal.* This includes presentations with some type of **written publication** associated with it. The **first ARS author** is solely responsible to provide the following required documents:

1. [115 form](#) – either hardcopy or electronic. The tentative submission date to the journal is required. (Note: Secretaries are only authorized to enter information from a 115 into ARIS, not fill out the form.)
2. Technical abstract in electronic form.
3. Copy of manuscript to be submitted.
4. Non-ARS author permission in hardcopy or email.
5. Interpretive summary, if necessary – [see matrix on page 3](#).
6. Peer reviews (ARS-533's)

\*\*115's for presentations and/or journal submissions that have already been presented and /or submitted to journals, etc. prior to receiving NPS approval may be disapproved by the NPL if the request is not submitted prior to presenting a paper or submitting to a journal."

\*\*When submitting an Abstract for a presentation at a meeting, include the meeting name, location, and the date the meeting is convening in the Remarks field.

**Note:** HQ has been holding back their approval of meeting presentation approval until the Remarks field is completed with the name, location and dates.

## **Non-ARS author permission**

It is Plains Area (PA) policy to have a hard-copy permission in order to post the non-ARS author's name and affiliation to the ARS website. There is a form available however PA eased into allowing printed email confirmations for your convenience. If a situation occurs where the non-ARS author will not grant approval, the 115 can be entered into ARIS but will not be released to Tektran and the Area Director will be contacted for further guidance and it will also be noted in remarks why approval wasn't granted.

*Example email wording:* As a coauthor of the paper, "Manuscript Title" I am affiliated with (*name of company or university*) and the interpretive summary and technical abstract are approved to be released to the public (via the ARS website).

**UPDATE** – As of October 2015, ARS has relaxed the requirement that you have to obtain written permission from each non-ARS coauthor before putting a pub submission in ARIS. From now on, write a statement stating that all co-authors give their approval for the submission of the manuscript. Of course, if you are highly suspicious that a co-author is not aware of the submission, best to check first.

## Duplications and Deletions

Manuscripts entries are considered permanent in ARIS and are rarely deleted. This is only considered if an entry is duplicated by another location or if the assigned project number is wrong (unable to edit this field in ARIS).

### ***Update manuscript status in ARIS (Notify ARIS entry person)***

1. Remember to update 115 entries by notifying ARIS support staff of acceptance and publication dates, rejection, or resubmission to a different journal for each 115 entry. If the paper is rejected and then resubmitted to another journal, the original 115 entry will be modified with the new journal name/code and noted in remarks that it was previously submitted elsewhere. A new 115 entry is not necessary unless it is a complete rewrite of the original manuscript. If the paper is rejected and the author doesn't intend to resubmit to another journal, the 115 will be marked "not to be published" in ARIS.

## Citations

It is important to have the full citation correctly entered in ARIS when your paper is published because:

1. The citation shows under your publications listing on the Web.
2. Only papers with full citations can be linked to the annual reports (421).

## D-CRIS Projects and Investigators

This mode code and project number should be entered at the top of every 115, only Category 1 scientists can be a submitter. Post-Docs submit to ARIS under supervisor or RL.

### **NPARL Category 1 Scientists for Mode Code - 3032-05-05**

| <b>NAME</b>           | <b>TITLE</b>              | <b>D-CRIS PROJECT #</b> |
|-----------------------|---------------------------|-------------------------|
| Gaskin, John F (PI)   | Supervisory Res. Botanist | 3032-21220-002-00D      |
| Branson, David H (PI) | Entomologist              | 3032-22000-018-00D      |
| Espeland, Erin        | Ecologist                 | 3032-21220-002-00D      |
| Jaronski, Stefan      | Entomologist              | 3032-22000-018-00D      |
| Rand, Tatyana A.      | Entomologist              | 3032-22000-018-00D      |
| Srygley, Robert       | Ecologist                 | 3032-22000-018-00D      |
| West, Natalie         | Ecologist                 | 3032-21220-002-00D      |
| Vacancy               | Ecologist                 | 3032-21220-002-00D      |

### **NPARL Category 1 Scientists for Mode Code - 3032-05-10**

| <b>NAME</b>           | <b>OFFICIAL TITLE</b> |                    |
|-----------------------|-----------------------|--------------------|
| Stevens, William Bart | Agronomist            | 3032-13210-006-00D |
| Allen, Brett          | Agronomist            | 3032-13210-006-00D |
| Jabro, Jalal D        | Soil Scientist        | 3032-13210-006-00D |
| Sainju, Upendra M     | Soil Scientist        | 3032-13210-006-00D |
| Vacancy               | Microbiologist        | 3032-21220-002-00D |

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## **CRADA – Cooperative Research and Development Agreement**

By law, CRADA information may be considered confidential and to be withheld from publication. Authors and line management must ensure cooperators reviewed the draft manuscripts. An e-mail or in-house authorization form from the Cooperator is required prior to ARIS entry proving their knowledge of the paper. The CRADA project number is also required on the 115 form.

### **Prominent Issues (AKA High Profile Topics):**

Manuscripts marked as high profile topics or sensitive information will not withhold information from publication or public release of information through Tektran. However, it does ensure proper line and program management of review of the 115 during the approval process for the following issues. The “confidential-until-published” block is linked to specific publication requirements of the journal. Line management is responsible for the final decision of the manuscript being a High Profile Topic.

### **Matrix for Data Entry Determinations**

An ARS-115 is **NOT** required for oral or poster presentations in which the submission will **not be published**, such as an abstract in meeting proceedings.

Manuscripts that are “**first formal report**” of original scientific research require an interpretive summary be included in the ARS-115 (see P&P 152.1). An interpretive summary is not required for literature reviews, book chapters (unless first formal report of original research), or book reviews.

Use the Matrix below to determine how to answer the “**First Formal Report other than Abstract**” question on the [115 form](#) and if an interpretive summary is required for the specific publication type.

#### **Scientific Notation and Symbols**

Scientific notations and/or symbols should not be used in the abstract and summaries because currently, scientific notation does not properly convert from word processing programs to ARIS.

| <b>Publication Type</b> | <b>First Formal Report*</b> | <b>Interpretive Summary</b> | <b>Technical Abstract</b> |
|-------------------------|-----------------------------|-----------------------------|---------------------------|
| Peer Reviewed Journal   | Yes                         | Yes                         | Yes                       |
| Abstract                | No                          | No                          | Yes                       |
| Proceedings/Symposium   | No*                         | No                          | Yes                       |
| Review Article          | No                          | No                          | Yes                       |
| Other                   | No*                         | No                          | Yes                       |
| Research Notes          | No                          | No                          | Yes                       |
| Trade Journal           | No                          | No                          | Yes                       |
| Germplasm Registration  | Yes                         | No**                        | Yes                       |
| Book/Book Chapter       | No*                         | No                          | Yes                       |
| Literature Review       | No                          | No                          | Yes                       |
| Government Publication  | No*                         | No                          | Yes                       |
| Monograph               | No*                         | No                          | Yes                       |
| Experiment Station      | No*                         | No                          | Yes                       |
| Popular Publication     | No                          | No                          | Yes                       |
| Patent Application      | No                          | No                          | Yes                       |

\* **If the publication is a “First Formal Report other than Abstract”, select “Yes” and an Interpretive Summary is required.**

\*\* Germplasm Registrations are considered “**First Formal Report**”, however, an Interpretive Summary is not required.

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## **Fact Sheets**

(Unit Issued/In-House, Not issued by the extension Service or a Commodity Group)

Fact Sheets prepared internally and issued by the Research Unit must obtain assessment and comment from at least two ARS scientists outside of the Research Unit prior to distributing or posting the ARS issued Fact Sheet.

ARS in-house Fact Sheets: (1) may be entered into the [115 form](#) system; and (2) can be used in the annual 421 Progress Report or on Performance Evaluations (check annually on PA 421 instructions)

## **Newspaper Articles, Interviews, and Broadcasts, and/or Videos**

Interviews for local newspapers, media outlets, radio or television should be authorized by the Area Director. If possible, obtain transcripts of audio/video interviews and forwarded to the AD and Information Staff.

Scientists invited to write articles for newspapers, granting interviews to major media (e.g. USA, Today, CNN, Washington Post, NBC, etc.), providing interviews related to controversial or sensitive subjects, or developing videos: Area Director's approval is required before participating. Refer to [P&P 150.1 Dissemination of Public Information](#) by ARS for additional instruction.

Regular newspaper articles written by ARS Scientists: (1) articles should be based upon science conducted by the individual writing the article or on results in previously published journal articles; and (2) must not address or comment on policy or trade related issues. Please contact the Area Director if in doubt or if there are questions. The newspaper/media outlet holds the copyright when the article is written by the newspaper/media outlet reporter, which will require Non-ARS Author clearance for permission to post the reporter's name and employer/newspaper name to the ARS web site.

The newspaper/media outlet must provide written permission for ARS to post or include a link to the newspaper/media outlet web site.

### **Use of ARS WWW sites for posting electronic copies of manuscripts/publications:**

Peer reviewed or refereed journal articles that have been published are allowed to be posted to web sites as a downloadable PDF that are not subject to access limitations. Refer to [P&P 030.0 ARS Web Sites](#) and also [Departmental Regulation 3430-001](#).

ARS-115 publication information will migrate from ARIS to the ARS main web site.