U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Southwest Fisheries Center
Honolulu and La Jolla Laboratories
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Honolulu, Hawaii 96812

PROCESSING OF A MANUSCRIPT AT SWFC HONOLULU LABORATORY

After discussion with his Investigations Chief, the author prepares an outline of a paper he wishes to write and submits the outline to the Laboratory Director for information. The author here decides which publication he is writing for. If it is an outside journal, he familiarizes himself with the particular journal requirements. If it is an NMFS publication, he may wish to consult the NMFS Style Manual. Copies of this unpublished manual may be borrowed from the library or the Editorial Staff.

The author then prepares a draft, which is critically reviewed by his Investigations Chief and perhaps revised.

This draft is reviewed internally at the author's discretion. He then forwards it to the HL Editorial Staff for editing, checking of literature citations, illustrating, and final typing. At this time any proprietary information it may contain is cleared by the author with the organization supplying the information. This takes place prior to outside review.

After the manuscript is typed in final, copies are sent for outside review (a minimum of two, preferably three). A copy is also sent to the Laboratory Director for review.

After considering the reviewers' comments (and acknowledging with thanks the reviewers' efforts!), the author again submits his manuscript to the Editorial Staff, where it is prepared for submission for SWFC Center Director approval. A Manuscript Transmittal Form is prepared to accompany it. Outside reviewers' names are listed on this form. This form is the author's first (in the case of Marine Fisheries Review his only) opportunity to request reprints in addition to the 50 he will receive (and the 100 the Honolulu Laboratory will receive) gratis.

The Center Director, upon receipt of the manuscript may accept it at this time on the basis that the outside reviews were adequate, or he may have the manuscript reviewed by a reviewer of his choice. The manuscript may be returned to the author for revision. When it is accepted, a copy is forwarded by the Editorial Staff to F1 in Washington for information.

It should be noted that all papers, even an outside paper with an HL staff member as junior author, must receive SWFC approval if the work being written about was accomplished while the staff member was employed by the Honolulu Laboratory.

If the manuscript is destined for an NMFS publication: the original and two copies are sent to the NMFS Scientific Editor together with a copy of the Transmittal Form. (The one exception to this is a manuscript destined for Marine Fisheries Review, which is sent directly to the MFR editor.)

The Scientific Editor sends it out to his reviewers, and returns it to the author with reviewers' comments.

After any further revision, the original and one copy are returned to the Scientific Editor. Upon acceptance, he so informs the author.

The manuscript is then forwarded to the Scientific Publications Staff in Seattle. It is then considered "In press."

Page and/or galley proofs are sent to the author by all but Marine Fisheries Review. At this time additional reprints may be ordered (this is your last chance).

If the manuscript is to be published in an outside journal: the original and one or more copies are sent to the publisher with a letter of transmittal. This letter is signed by the Laboratory Editor.

The Editorial Staff also forwards one copy to ESIC (Environmental Science Information Center), Washington, D.C., together with NOAA Form 25-20, as requested.

The manuscript is reviewed by journal reviewers, and in the light of their comments revision may be suggested.

After acceptance and in due time, the author receives page/galley proofs for final corrections. At this time he requests any additional reprints.

Upon publication, the HL Editorial Staff sends to ESIC five copies of reprints together with a completed copy of NOAA Bibliographic Data Sheet (Form 25-13).

Mrs. Toyomura submits a monthly report to SWFC La Jolla detailing the current progress of all HL manuscripts.

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June 16, 1975