




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Director's Office

Title:	Policy on Scientific Publications	DO_100_02
Supersedes:	DO_100_02, October 2, 2006	
Applicability:	All employees	
Reference:		
Effective Date:	October 2, 2020	Approved: 

I. PURPOSE

Dissemination of knowledge in scientific publications helps ODFW ensure the best information is available to agency staff, co-managers, other scientists, and the public. Publication of information is also an important career skill and supports the Department goal of workforce enhancement.

Employees are encouraged to publish results of research, monitoring, and assessments in peer-reviewed journals and ODFW technical reports in addition to (or in conjunction with) contract-required reports. Manuscript¹ preparation, publication, and peer review foster professional growth for employees, increase scientific credibility of employees and the Department, and benefit natural resources through increased subject awareness in the professional community. Appropriate manuscript review shall be required within the agency prior to publication to ensure the information is scientifically credible and clearly described. Supervisors shall work with employees to develop manuscripts for publication.

The goal of this policy is to promote and facilitate the timely publication of results from scientific investigations and other professional research conducted by ODFW employees. To accomplish this, it is the policy of ODFW to:

- a) Encourage managers to craft goals for scientific writing in work plans and provide staff adequate time to develop manuscripts for publishing in agency publications and peer-reviewed journals.
- b) Provide internal manuscript review that (1) improves the credibility of science products generated from ODFW, in part by ensuring that information and its interpretation are reviewed by staff familiar with the subject matter, (2) improves the scientific writing ability of staff, and (3) improves the readability of ODFW manuscripts.
- c) Ensure ODFW scientific reports are readily available to staff, the professional scientific community and the public.

¹ As used in this policy, a "manuscript" is a science-based, complete *draft* document that is ready for review and is intended for eventual distribution outside the agency through external publication, the ODFW Science Bulletin series, or contractual reports.

- d) Use the ODFW Science Bulletin series as the primary vehicle to disseminate scientific information when the material is not otherwise published (e.g., in a peer-reviewed journal or as a contract deliverable).

II. POLICY

As used in this policy, “**report**” includes documents intended for external distribution, including manuscripts submitted for publication (e.g., peer-reviewed journals, book chapters, science columns, etc.), ODFW Science Bulletins, and reports prepared as a requirement for a contract. There are no formal guidelines for briefs, white papers, protocol manuals, literature reviews, or other technical documents intended primarily for internal staff use or limited distribution.

- A. **Workforce enhancement and work plan development:** ODFW encourages workforce enhancement, including development of technical writing and editing skills. ODFW leadership expects staff conducting scientific investigations to compile, analyze, and interpret findings and to consolidate them into written publications. Participation in the peer-review process by scientific and technical staff is highly encouraged. Time to prepare and review publications will be allocated in the employee’s work plan and their accomplishments in this area will be considered in performance evaluations.
- B. **Report style:** ODFW standards and guidelines for the content and format of publications should generally follow the conventions of the American Fisheries Society (www.fisheries.org), the Wildlife Society (www.wildlife.org), a style identified by the journal to which a manuscript is to be submitted, or the organization funding the investigation. A default report template is provided by the agency (Section D); it is intended to be flexible so as to accommodate different report formats, such as those required by a funding agency. For non-technical material intended for the general public (e.g., Commission briefing packets, legislative testimony, field reports), please refer to the ODFW Editorial Style Guide.
- C. **Report review:** All documents intended for external distribution are expected to be reviewed by appropriate ODFW staff prior to their submission for external publication or finalization as an agency report. Review is required in all cases where ODFW staff have primary authorship or co-authorship of a manuscript. The purpose of the review is to:
- Promote high quality, clearly-written text, tables and figures.
 - Ensure the information and analyses in the publication are accurate and appropriately applied.
 - Ensure collaborators and those within the geographic or administrative sphere of the investigation have commented on the publication and those comments have been adequately addressed.
 - Ensure conclusions in the publication are logical and appropriately applied.
 - Protect and preserve the scientific integrity of the investigation, so that the information and conclusions are recognized as credible and reproducible.

In addition to work unit quality control practices, authors should seek reviews to ensure there are no major concerns from other portions of the agency before a manuscript is submitted or

reports are finalized. Reviews should be solicited from appropriate staff within the following groups (excluding the group within which the author resides):

- The Regional District(s) in which the work occurred;
- The Divisional Program(s) with policy-related responsibility;
- The Fish or Wildlife Research Program with related technical expertise, and
- An independent external reviewer (optional)

External reviewers are appropriate when non-ODFW staff have contributed to a study or provided funding, specific technical expertise is needed, or a manuscript is submitted to a journal.

ODFW staff who are co-authors with an external primary author should convey the need for internal review to the primary author, and assure that timely internal reviews are coordinated during an appropriate point in the development of the manuscript.

The level of review should be commensurate with the complexity and relevance of the report. **Routine annual progress reports (including those for contracts) and others that have little or no interpretation of results, do not contain recommendations, and are not likely to be controversial are only required to be reviewed within work units by appropriate staff.** Additional review by the individuals listed above is encouraged in furtherance of the policy's purpose.

Draft reports should be distributed externally only as necessary to facilitate appropriate review; these should be clearly marked using "Not for Distribution," "For Peer Review Only," "For Internal Use Only," or similar language.

Authors or their supervisors should contact potential reviewers early in the process to request their participation. Employees asked to review a manuscript are expected to respond to the request, whether they can accommodate it or not. If an employee agrees to review a manuscript, it is their obligation to conduct the review within four weeks, or another reasonable, agreed-upon period.

Manuscripts revised during an external peer-review process subsequent to the internal review do not need to be reviewed again unless major outcomes change; authors should consult with their manager for guidance.

Agency Leadership (i.e. Executive Leadership Team Member or Fish and Wildlife Team Member) retains authority to deny, delay, or modify publication of manuscripts with a) dubious scientific methods or findings or b) management implications or recommendations that conflict with the Agency mission, conflict with policies or laws, or do not provide adequate management context for the recommendations.

- D. **ODFW Science Bulletins:** Replacing Information Reports and Progress Reports, the ODFW Science Bulletin series shall be the primary vehicle for reporting technical and scientific results not otherwise published in another format. The Science Bulletin may also be used to fulfill contract obligations when a particular format is not required by the contractor. These reports are reviewed through the process described above. The ODFW Science Bulletin template shall be

used, and will be available on the ODFW Inside web page or from the Management Resource Division (MRD). Upon completion of the review and subsequent revisions, the authors of an ODFW Science Bulletin shall request a unique report number from MRD, and upload the report to the ODFW Data Clearinghouse as described in Section E.

- E. **Report dissemination:** A PDF copy of all final external publications (as allowed by the publisher's limitations), Science Bulletins, and contract reports shall be uploaded to the ODFW Data Clearinghouse (<https://nrimp.dfw.state.or.us/DataClearinghouse>). The authors or a representative of their work unit are responsible for creating an account or using their existing account to upload their document, providing metadata and supplemental information associated with the document, and any corresponding data, if applicable.

The final document may also be posted to a local work unit website. The lead author will be responsible for converting the document into an acceptable electronic format. Notifying the State Library of Oregon regarding the completion of a report is encouraged (hard copies need not be sent).

Pertaining to journal articles, pre-prints of manuscripts should only be made available external to ODFW once a final version has been accepted by a journal or publisher. The lead author is responsible for ensuring that the dissemination of the manuscript does not violate the publisher's press embargo or copyright policies.

A courtesy copy of final Science Bulletins and journal articles should be sent to the most relevant Division staff, Research programs, Watershed Managers, and District Biologists.