



# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Director's Office

<b>Title:</b>	<b>Policy on Scientific Publications</b>	<b>Policy DO 100_02</b>
<b>Supersedes:</b>	N/A	
<b>Applicability:</b>	All employees	
<b>Reference:</b>		
<b>Effective Date:</b>	October 2, 2006	<b>Approved:</b> <i>Vigil Moore</i>

### I. PURPOSE

Dissemination of knowledge in scientific publications helps ODFW insure 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 ODFW goal of workforce enhancement.

Employees are encouraged to publish results of research investigations and monitoring in peer-review journals, ODFW Information Reports, and Progress Reports. Progress Reports include several types of reports such as Oregon Plan Reports and progress and annual reports to funding agencies. Manuscript preparation and publication provide professional growth for employees, increase scientific credibility of employees and the Department, and benefit the resource through increased subject awareness in the professional community. Appropriate review shall be required within the agency before publication to help insure the information is scientifically credible and is written to a high level of literacy. Supervisors shall work with employees to facilitate preparation of publications.

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

- a. Provide and encourage adequate time in work plans for staff to publish results in agency publications and peer-reviewed journals.
- b. Provide review for documents to help (1) improve the scientific credibility and writing quality of the documents, (2) improve employee writing skills, and (3) ensure the information and its interpretation are reviewed by appropriate staff.
- c. Establish the "ODFW Information Report Series" as the primary vehicle to disseminate ODFW information internally, to the professional scientific community and to the public.

## II. POLICY

A. **Workforce enhancement and workplan development:** ODFW encourages workforce enhancement, including development of technical writing skills. It is the policy of ODFW to expect staff conducting investigations to compile, analyze, and interpret findings and to consolidate them into written publications. Time to prepare publications will be allocated in the employee's workplan 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 generally follow the format and conventions of the American Fisheries Society ([www.fisheries.org](http://www.fisheries.org)), The Wildlife Society ([www.wildlife.org](http://www.wildlife.org)), or a style identified by the journal to which a publication is submitted or the organization funding the investigation.

C. **Report review:** Manuscripts are reviewed by appropriate individuals prior to their submission for publication. The purpose of the review is to:

1. Promote high quality, clearly written text, tables and figures,
2. Ensure the information and analyses in the publication are accurate and appropriately applied,
3. Ensure all collaborators and those within the geographic or administrative sphere of the investigation have commented on the publication and those comments have been adequately addressed,
4. Ensure conclusions in the publication are supported by the findings of the investigation and the content of the publication, and
5. Protect and preserve the scientific integrity of the investigation so the information and conclusions are recognized as credible.

Appropriate reviewers for Information Reports and papers submitted for journal publication must include, but are not limited to:

1. All collaborators and co-authors in the investigation,
2. Staff with management authority over the study area, identified in consultation with the Watershed District Manager,
3. An independent reviewer, separate from those in close contact with the investigation, and
4. The Regional Supervisor and the Fish or Wildlife Division Program Manager or their designee.

Review of reports that document work done to fulfill a contract. are part of the contract obligation, have little or no interpretation of results, and are not likely to be controversial are reviewed within programs by appropriate staff. Additional review in furtherance of the purposes listed above is encouraged.

Authors or their supervisors should contact potential reviewers early in the process to request their participation. If an employee agrees to review a manuscript, it is their obligation to conduct their review within three weeks of receipt. The level of review by each reviewer can vary, depending on the nature and type of report. In some cases, reading an abstract or executive summary can accomplish the intent of the review.

Final approval about the content or interpretation contained in a report rests with the Agency Director or designee, but this approval is needed only in cases of disputed or controversial findings. In the case of disagreement about findings or interpretations in manuscripts co-authored with people outside the agency, review and revision should be a collaborative process.

D. **ODFW Information Report Series:** The primary internal vehicle for reporting results separate from those required by contracts is the “ODFW Information Report Series”. These documents are reviewed through the process described above. A PDF formatted document should be sent to the Northwest Region Research Lab Office Manager or designated staff who assign it a unique number. The document is then posted on the ODFW Web page and a limited number of copies printed for distribution to libraries and appropriate entities.