

# 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 NPA 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 NPA 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).

## **Duplications and Deletions**

Manuscripts are rarely deleted from ARIS and this is only if an entry is proven to be duplicated. Manuscripts previously stayed in the system for about 5 years but the paper is currently permanently recorded.

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

1. Remember to update 115 entries by notifying the ARIS entry person of acceptance and publication dates, rejection, or resubmission to a different journal for each 115 entry. If the paper is rejected, 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. 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

When your paper is published it is important to have the full citation correctly entered in ARIS 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).

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## 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 - 5436-05-10

NAME	TITLE	D-CRIS PROJECT #
Gaskin, John F (PI)	Supervisory Res. Botanist	5436-22000-017-00D
Branson, David H (PI)	Entomologist	5436-22000-016-00D
Caesar, Anthony J	Plant Pathologist	5436-22000-017-00D
Delaney, Kevin	Entomologist	5436-22000-017-00D
Espeland, Erin	Ecologist	5436-22000-017-00D
Jaronski, Stefan	Entomologist	5436-22000-016-00D
Rand, Tatyana A.	Entomologist	5436-22000-016-00D
Srygley, Robert	Ecologist	5436-22000-016-00D

### NPARL Category 1 Scientists for Mode Code - 5436-05-20

NAME	OFFICIAL TITLE	
Evans, Robert G (PI)	Supvy Agricultural Engineer	5436-13210-005-00D
Allen, Brett	Agronomist	5436-13210-005-00D
Caesar, TheCan	Microbiologist	5436-13210-005-00D
Jabro, Jalal D	Soil Scientist	5436-13210-005-00D
Lartey, Robert T	Plant Pathologist	5436-13210-005-00D
Lenssen, Andrew W	Weed Ecologist	5436-13210-005-00D
Sainju, Upendra M	Soil Scientist	5436-13210-005-00D
Stevens, William Bart	Agronomist	5436-13210-005-00D

## 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.

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## **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 [ARS-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 [ARIS 115](#) system; and (2) can be used in the annual 421 Progress Report or on Performance Evaluations.

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

Interviews for local newspapers, media outlets, radio or television: [NPA Policy Memorandum PM-08-001](#) grants approval to do the interview. Please send a copy of the written interview to the Area Director and the Information Staff. If possible transcripts of audio/video interviews should be obtained and forwarded as above.

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. Refer to [P&P 265.0 ARS World Wide Web Sites](#).

ARS-115's will migrate from Tektran to the ARS main web site (under the People and Places link) from Tektran via an approved ARS-115.