



## A Great Model - "Manuscript Management Method"

**Submitted by: Lynda Taylor USDA-ARS, BCPRU, Stoneville, MS 38776**

Area Office is working toward uniformity with entries in the ARS-115s, timely submission of manuscripts and entry of dates. The information is vital to Area Office & Headquarters as they prepare to present research needs to Congress for funding. Information provided in the ARS-115s reflects directly on you as the Office Professional (OP) responsible for entering the correct information, the scientist, his/her RL, and the Area Office. Specific areas of concern have been identified as indicating the correct Publication Type; entering the Submission, Acceptance, and Publication Dates; and editing the Generated citation to include volume and page numbers. This article is a testimony of what works for me with tracking manuscript status.

Tracking manuscripts and keeping on top of the date entries is part of your responsibility. Numerous methods have been tried to track each manuscript and often it was concluded that it is the scientist's responsibility to report the dates to the OP. I must agree and disagree with that response. Being a productive scientist means that one must perform his research and not get bogged down with other distractions. It is our responsibility to do a good job and want our Unit to look good, so find a plan for manuscript status tracking that works well for you without being stressful.

Because we all work differently there are various methods of tracking. I have tried many methods but none worked well for me until the method recently implemented in our office.

Our file system involves hanging files but still using the three labels, as mentioned under Section 4 of the Files Management in the MSACOP SOP, on the back panel of the folder. However, we include the name of the manuscript on the right tab under the CY & Destroy info, leaving room on the middle tab for multiple authors.

We currently add an additional label, inserted on the front panel of the folder. The position of this 4th label is determined by the color and whatever task that has just been completed.

When the RL emails us that a manuscript is approved for Peer Review, a folder is established and the peer review process is begun. The 4<sup>th</sup> label at this point would be the yellow one placed beginning with the second slot from the left on the front panel. This label will remain until the next

Sent to Peer Review

ARS-115 Approved

Submitted to Journal

Accepted by Journal

step is performed, then it is replaced in the order as shown here with each label moving to the right one slot.

Once the manuscript is published then the last task performed will be to transfer the file from INFORMATION & PUBLIC RELATIONS to REPRINTS.

This method allows me to open the drawer and see the status of manuscripts by name and author. FYI, the author has 30 days from 115 approval to submit to the journal. Area Office will be looking closely at this information when doing appraisals and panel reviews.

*If you have manuscripts that have been in the files for a long time with no action, you need to check those with the scientist and the RL as to status.*

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**Remember:**

It is your responsibility to follow ARS Files Management guides for retention and destruction of all files

### Sound good to you?

For folder tabs, I simply created a page of labels for each and printed them on a color printer.

These were cut and inserted into hanging file tabs for later use. If you don't want to create your page of labels but would like to try this method, feel free to send a request for:

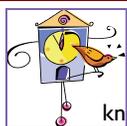
Manuscript Tracking.doc file to [lynda.taylor@ars.usda.gov](mailto:lynda.taylor@ars.usda.gov)



## Quips and Quotes about Time Management

Time is the commodity we all have in common. No matter how hard we try, we really can't "save" time or "buy" time. Yet we can learn to "spend" our time wisely to avoid "losing" time. Here are some quotes and tips to help you "find" and keep track of your 24 hrs in a day. *Information and quotes compiled from various internet sites.*

***Submitted by Ann McGee, Cotton Ginning Research Unit, Stoneville, MS***



This time, like all times, is a very good one, if we but know what to do with it. *Ralph Waldo Emerson.*

Keep a spiral notebook by the phone for messages and phone notes. Write your voicemail messages in it and delete them from the system. Jot down reference notes before you make a call to reduce phone time.



Don't wait. The time will never be just right.  
*Napoleon Hill*

Sort through your desk files. Keep in your desk drawers only files you use weekly or those that are personal or confidential.



Time stays, we go. *H. L. Mencken*

Set up a system for active files on your desk or in a file drawer. Sort into: Do, Consider, Awaiting Answer, File, Hold, Read & Refer.



Time is what we want most, but what we use worst.  
*William Penn*

Spend ten minutes at the end of your workday planning and making tomorrow's to-do list.



Time will take your money, but money won't buy time.  
*James Taylor*

Divide large tasks into small ones to get a better sense of accomplishment as you complete each step. In addition, when you're interrupted in the middle of a task, it's much easier to get back on track and regain your focus.



Half our life is spent trying to find something to do with the time we have rushed through life trying to save.  
*Will Rogers*

Big messes start with little piles – Completely finish your circles. Put things away as you finish using them.



Until you value yourself, you won't value your time.

Until you value your time,  
you will not do anything with it.

*M. Scott Peck*

## Losing Weight: Six Ways Drinking More Water Can Help

Submitted by Tammy Dorman, Secretary, National Soil Dynamics Laboratory Auburn, AL

Here are some of the major reasons why anyone hoping to burn off fat and get slim needs to get a healthy dose of water every single day.

**Water helps you feel full:** There are lots of things you can consume to feel full, but only one has zero calories. Pounding down water constantly will reduce hunger pangs and give you the willpower to stick to your diet.

**Water will help you think straight:** Ever reach a point in the day, usually afternoon, when all of sudden it feels your energy just drains from you and you can't seem to concentrate on your work? Your brain is most likely

lacking the water it needs to function at its peak.

**Water will help you digest your foods more efficiently:** While you are trying to lose weight, you want the food you eat to get converted into muscle and energy as much as possible. To make this happen, you have to have a strong, efficient digestive system and metabolism. If your body lacks sufficient hydration, your body will struggle to digest the foods you eat, and therefore more will be turned into fat.

**Water will help keep you from getting sick:** If you don't get enough to drink, you might suffer from something called "Chronic Cellular Dehydration." If your cells are constantly dehydrated, it

will weaken your immune system, which will make you more likely to become ill.

And nothing can put a damper on a fitness plan like a cold or flu. When you're sick, you are more likely to skip workouts and eat "comfort foods" to feel better. Drinking enough water gives your cells all they need to effectively fight infection.

**Water will increase your liver's fat burning potential:** Take good care of your liver- It's the organ that helps you burn fat and convert it into energy. When you don't drink enough water, the liver is weakened, which means that your body's fat burning powers slow down.

**Water will improve your blood circulation:** The more oxygen you have in your bloodstream, the more fat you are able to burn.

**So...Q:** How do you increase the level of oxygen in your bloodstream?

**A:** If you guessed

"by drinking plenty of water" that would be correct. That extra burst of oxygen will help you on two fronts: it will help you burn fat faster and give you more energy for more intense workouts.

Article by **Chris McCombs**

### "A BANANA A DAY ?"

**Q: WANT TO FEEL HAPPIER? A: EAT A BANANA**

Submitted by Dr. Deborah Brennan, Associate Area Director, Stoneville, MS



Bananas contain three natural sugars - Sucrose, fructose and glucose combined with fiber.

A banana gives an instant, sustained and substantial boost of energy. Research has proven that just two bananas provide enough energy for a strenuous 90-minute workout.

No wonder the banana is the number one fruit with the world's leading athletes. But energy isn't the only way a banana can help us keep fit. It can also help overcome or prevent a substantial number of illnesses and conditions, making it a must to add to our daily diet.

**Depression:** According to a recent survey by MIND amongst people suffering from depression, many felt much better after eating a banana. This is because bananas contain tryptophan, an amino acid that the body converts into serotonin, known to make you relax, improve your mood and generally make you feel happier.

**PMS:** Forget the pills—eat a banana—The vitamin B6 it contains regulates blood glucose levels, which can affect your mood.

**Anemia:** High in iron, bananas can stimulate the production of hemoglobin in the blood and so helps in cases of anemia.

**Blood Pressure:** This unique tropical fruit is extremely high in potassium yet low in salt, making it perfect to beat blood pressure. So much so, the US Food and Drug Administration has just allowed the banana industry to make official claims for the fruit's ability to reduce the risk of blood pressure and stroke.

**Brain Power:** 200 students at a Twickenham (Middlesex) school were helped through their exams this year by eating bananas at breakfast, break, & lunch in a bid to boost their brain power. Research has shown that the potassium-packed fruit can assist learning by making pupils more alert.

**Constipation:** High in fiber, including bananas in the diet can help restore normal bowel action, helping to overcome the problem without resorting to laxatives.

**Hangovers:** One of the quickest ways of curing a hangover is to make a banana milkshake, sweetened with honey. The banana calms the stomach and, with the help of the honey, builds up depleted blood sugar levels, while the milk soothes and re-hydrates your system.

**Heartburn:** Bananas have a natural antacid effect in the body, so if you suffer from heartburn, try eating a banana for soothing relief.

**Morning Sickness:** Snacking on bananas between meals helps to keep blood sugar levels up and avoid morning sickness.

**Mosquito bites:** Before reaching for the insect bite cream, try rubbing affected area with the inside of a banana skin. (continued on page 6)



# Shortcuts

Submitted by Janice Boyd, Program Support Asst., Commodity Utilization Unit, SRRC

## Microsoft Word Shortcuts:

WORD offers over 300 shortcuts as shipped. This adds up to more shortcuts than any reasonable person would be willing to memorize.

However, here are a few that we've found are worth the effort.

**Rename the file:** F2. Mnemonic: This is the same command Excel uses for editing the currently selected cell. This command and the next one work within programs, too. For example, you can use these commands when working in the File| Open dialog box in Word or Excel.

**Find a File:** Windows-F or F3.  
Mnemonic: Windows **Find** file dialog box.

**Change the case of letters:** Shift-F3.  
The effect of this shortcut depends on the selected text. The basic behavior cycles through all caps, all lowercase, and title capitalization (the first letter of each word capitalized). if the selection includes a sentence break, the shortcut cycles through all caps, all lowercase, and capitalization of the first word in each sentence.

**Check spelling:** F7.

**Insert Date:** Alt-Shift-D.

**Insert Time:** Alt-Shift-T.

**Basic font formatting for bold, underline, italic:** Ctrl-B, Ctrl-U, Ctrl-I. You probably know these work in the Office programs you use, but try them in other programs as well; they may work.

## Microsoft Access And Excel Shortcuts

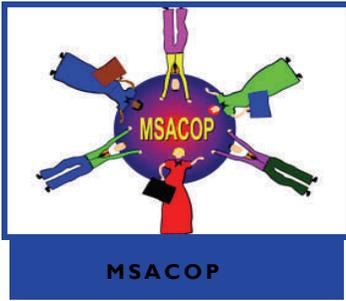
Here are two handy shortcuts that work for both Access and Excel:

**Enter time:** Ctrl : (colon).

**Enter date:** Ctrl ; ( semi-colon)

so that's Ctrl-Shift-colon

*M. David Stone PC Magazine -  
Used with permission.*



## Mid South Area Council of Office Professionals

The **Mission** of the Mission of the MSACOP is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.

The **Goal** of the Council is to enhance office professions through training, networking, mentoring, and recognition of office support employees. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.



**MSA Council:** (L) Back row: Telecia Burton, Drusilla Fratesi (Technical Advisor), Ann McGee (Jr. Chair), Alice Reddick, Marlene Coley, Dr. Deborah Brennan, (MSACOP Sponsor), Tammy Dorman (Sr. Chair). (L) Front row: Lynda Taylor (Recorder), Lynda Fulton (Ex-officio), Janice Boyd, Lucienne Savell, Kay Bolen. Not pictured: Sydney Beaumont,  Donna Signa  and Peggy Tubertini. 



*Submitted by Dr. Deborah Brennan*

Many people find it amazingly successful at reducing swelling and irritation.

**Nerves:** Bananas are high in B 1 vitamins -calms the nervous system!

**Overweight and at work?** Studies at the Institute of Psychology in Austria found pressure at work leads to eating comfort food like chocolate & chips. Out of 5,000 patients monitored, researchers found the most obese were more likely to be in high-pressure jobs. The report concluded that, to avoid panic-induced food cravings, we need to control our blood sugar levels by snacking on high carb foods every two hours to keep levels steady.

**Ulcers:** The banana is used as the dietary food against intestinal disorders because of its soft texture and smoothness. It is the only raw fruit that can be eaten without distress in over-chronicler cases. It also neutralizes over-acidity & reduces irritation by coating the lining of the stomach.

**Temperature control:** Many other cultures see bananas as a "cooling" fruit that can lower both the physical and emotional temperature of expectant mothers. In Thailand, for example, pregnant women eat bananas to ensure their baby is born with a cool temperature.

**Seasonal Affective Disorder (SAD):** Bananas can help SAD sufferers because they contain the natural mood enhancer tryptophan.

**Smoking & Tobacco Use:** Bananas can also help people trying to give up smoking. The B6, B12 they contain, as well as the potassium and magnesium found in them, help the body recover from the effects of nicotine withdrawal.

**Stress:** Potassium is a vital mineral, which helps normalize the heart-beat, sends oxygen to the brain & regulates your body's water balance. When we are stressed, our metabolic rate rises, thereby reducing our potassium levels. These can

be rebalanced with the help of a high-potassium banana snack.

**Strokes:** According to research in "The New England Journal of Medicine," eating bananas as part of a regular diet can cut the risk of death by strokes by as much as 40%!

**Warts:** Those keen on natural alternatives swear that if you want to kill off a wart, take a piece of banana skin and place it on the wart, with the yellow side out. Carefully hold the skin in place with a plaster or surgical tape!

*So, a banana really is a natural remedy for many ills. When compared to an apple, it has four times the protein, twice the carbs, vitamins and minerals, three times the phosphorus and, five times the vitamin A and iron. It is also rich in potassium and is one of the best value foods around so maybe it's time to change that well-known phrase to:*

*"A banana a day keeps the doctor away!"* *Source: Web MD*

### Aries



Your personal influence and charm skyrocket this month, dear Aries. It's a great time to ask for exactly what you want! Benefits from doing behind-the-scenes work arrive this month, and past efforts are rewarded. Travel, promotion, or publishing could figure in your career and benefit you. You have more faith in your profession and the direction in which you are headed. Support from family is forthcoming. A friendly connection can be made with someone who lives far away. The last week of April brings an intimate revelation and expansive love feelings.



### Taurus

At first, April is a time for rest, relaxation, and introspection, dear Taurus. You come out of your shell towards the end of the month, however. In the last week, a surprise encounter with a person from your past is possible. Wonderful energy is with you. Finances are strong--money or gifts come to you. Happiness and fulfillment through the expansion of your mind, widening your social circle, travel, or connections to people of a different cultural background than you are indicated this month. Your idealistic nature is stimulated in April.



### Gemini

Business should subtly improve this month, and you are likely to be backed by superiors, dear Gemini. Romantic opportunities abound, or your focus on one partner becomes more expansive, warm, and intimate. Benefit can come through jointly held resources, loans, or taxes, but continue to watch for impulsive spending. Your mind is especially bright, alert, and active now, and you have the ability to come up with unusual and inventive ideas. Sharing your thoughts with others is a prime interest. Long-term goals towards happiness are spotlighted.



### Cancer

Career matters are strong for you this month, dear Cancer. Work requires more communication than usual and you speak with more authority. Your ideas may come into public view. You are likely doing some multi-tasking regarding career and business matters. Relationship ups and downs are likely. Meeting a partner through travel or educational activities is possible for singles. Dealing with others' money or promoting others' talents and resources could figure now. You can negotiate more successfully than ever. Assertiveness and physical vitality are highlighted in April. Financial benefits could come through partnerships.



### Leo

An adventurous month is in store. Although your work is important this month, you find ways to break the routine. Nevertheless, you derive more enjoyment from your job this month, dear Leo. Others recognize your talents. Health is likely to prosper this year in general and in particular now. You are in good spirits and you enjoy lively debates with others. Wonderful opportunities come your way on the 20-21, when you receive a bonus or promotion, financial backing, or other support that boosts your feeling of security.



### Virgo

You are in a good position this month to enliven romance in an existing partnership, or to strengthen ties with a romantic partner, dear Virgo. For singles, meeting a special person is very possible, although it is unlikely to lead to a long-term relationship or coupling. Investments in stocks and other speculative matters could earn nice profits, although care should be exercised. You may find great joy and reward in your creative projects and hobbies, and could discover a new creative talent you never knew you had. Social engagements abound in April.



### Libra

The ball is in someone else's court for the most part this month, dear Libra. Flattery will get you everywhere in April, as opposed to forcing your agenda on others, which can surely backfire. Just use it wisely! However, professionally you are feeling independent and ambitious. Working from home could figure in April. One-to-one relating appeals to you more than group activities or more casual connections, and the last week of April brings romantic opportunities. You are especially willing to compromise, negotiate, and make peace. Physical energy may be on the low side.



### Scorpio

Your focus in April, dear Scorpio, is routine work, acquiring new skills, and health. Romantic and social activities revolve around your working environment. You enjoy increased communications with children and lovers this month. The role of teacher could figure in April. Emotionality around the Full Moon on the 20th is par for the course. You can surprise others--and even yourself--with what comes bubbling up from within. From the 18-22, social, work, and learning opportunities abound. This is a good time to take a course and to grab the attention of an audience.



### Sagittarius

The first few weeks of April are all about having a good time, dear Sagittarius. It's time to enjoy yourself! Do watch for overspending, however, as you are especially attracted to speculative ventures just now. You could enjoy material benefits coming from real estate or family. Alternatively, you may have more resources with which to splurge on yourself, plumping up your nest or your store of personal possessions. A major purchase or sale is very possible. Love matters tend to be laced with a touch of drama, and romantic inclinations run high.



### Capricorn

More involvement with your immediate environment, community, and neighborhood figure this month, dear Capricorn. You tend to be sentimental or nostalgic now. If things are out of whack on the home front, you will do whatever you can to create a peaceful and stable atmosphere. You might focus on ways to earn money in or from your home. Loyalty and sensitivity in your relationships are more important to you than typically in April. From the 20th, friendships and casual connections come into focus and offer much enjoyment.



### Aquarius

You are likely to discover resources that you never knew you had this month, dear Aquarius. Help seems to be there when you need it, quite magically. Imaginative undertakings could boost your income in April. You are especially good at mediating conflicts now. Smoothing over differences using your diplomacy skills figures. A career revelation is likely to occur around the time of the Full Moon on the 20th. Work matters capture your attention. Good news arrives on the 21-22, and a romantic opportunity arises on the 27th.



### Pisces

Financial security and enjoyment of the good things in life are important to you this month, dear Pisces. Money matters figure strongly. This month, you especially value people who make you feel comfortable. Friendships can be especially supportive in April. A friend may be integral in achieving your goals, and partnering with a friend in some tangible way can be part of the picture. The 12-14 bring opportunities to shine for what you do best. Your confidence with love matters is strong, but you could be moving a little too fast!



**Northrop Grumman's GovTrip Wins GSA eTravel!**

Northrop Grumman Corporation (NYSE: NOC) has been selected by the General Services Administration as one of three companies to provide eTravel Service, an end-to-end, online travel service for federal government agencies.

GovTrip, Northrop Grumman's eTravel Service solution, supports the entire government travel process, which includes planning and authorizing travel, making reservations, delivering electronic tickets, calculating and approving reimbursements, and archiving data.

GovTrip increases the number of self-service transactions thus reducing travel-management costs. GovTrip includes implementation services, training and a robust capability to interface with agency financial systems. Northrop Grumman will work with each agency during implementation to configure GovTrip to support the agency's distinct travel process and preferences. Agencies will be able to choose to use travel services provided by Rosenbluth International or to continue with their current travel agency.

Rosenbluth International, a leading provider of travel services headquartered in Philadelphia and Atlanta based TRX, travel technology company, are subcontractors on the Northrop Grumman team.

Northrop Grumman Mission Systems, based in Reston, Va., is a global integrator of complex, mission-enabling systems and services for defense, intelligence and civil government markets. The sector's technology leadership and expertise spans areas such as strategic systems, including ICBMs; missile defense; intelligence, surveillance, and reconnaissance; command and control; technical services; and training.

**Thanks!**

**To everyone  
who devoted  
much time and  
great effort  
to get the  
GovTrip  
"eTravel"  
system  
implemented**



**We appreciate  
your hard work**



**Welcome**



★ We are pleased to announce the selection of Ms. Patricia Maugh as Office Automation Assistant working with the National Cotton Variety Testing Program in Stoneville, Mississippi. Patricia makes her home in Leland, is a lifelong resident of Washington County, graduated from the University of Southern Mississippi and has over 25 years of agricultural research experience.



★ We also welcome to Tronya White - Office Automation clerk for Crop Genetics and Production Research in Jackson Tennessee. Tronya is originally from Memphis, TN and received her Associates degree in Business Administration. She and her daughter Lithonia moved to Georgia in 2005 while Tronya worked for the Georgia Department of Human Resources in STD (Sexual Transmitted Diseases) Unit – she also has an enthusiasm for educating others on the topic. Currently, she is pursuing a Bachelor's degree in Criminal Justice, after which she wants to get her Master's.

Please join us in welcoming Tronya and Patricia to the USDA family.



**RETIRED**

**Congratulations to Betty Hoogerwerf (Secretary, AO) Betty retired January 3, 2008!**

## POINTS TO PONDER

Submitted by Peggy Tubertini, Office Automation Asst., University of Mississippi



## POINTS TO PONDER:

*The real art of conversation is not only to say the right thing at the right time, but also to leave unsaid the wrong thing at the tempting moment.*

The older you get, the tougher it is to lose weight, because by then your body and your fat have gotten to be really good friends.

*The easiest way to find something lost around the house is to buy a replacement.*

He who hesitates is probably right.



Whenever you're feeling dissatisfied and would like to be young again, just think about Algebra.

Can you cry under water?

Why do you have to "put your two cents in"... but it's only a "penny for your thoughts"? Where's that extra penny going to?

Why does a round pizza come in a square box?

Why do people pay to go up tall buildings and then put money in binoculars to look at things on the ground?

Why do toasters always have that "burn to a crisp" setting?

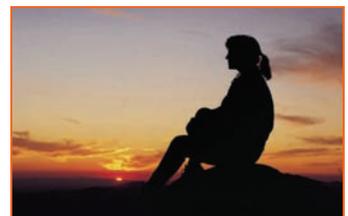
An Age old point that many have pondered: The Professor could make a radio from a coconut...why couldn't he fix the hole in the doggone boat?



Do the Alphabet song and Twinkle, Twinkle Little Star have the same tune?

Why did you just try singing the two songs above?

Did you ever notice that when you blow in a dog's face, he gets mad, but when you take him for a car ride, he sticks his head out the window?



Did you ever notice: The Roman Numerals for forty (40) are "XL." (not funny!)

If you can smile when things go wrong, you probably have someone in mind to take the blame.

The sole purpose of a child's middle name is so he can tell when he's really in trouble.

There is always so much to be thankful for if you take time to look for it. For example I'm thankful that wrinkles don't hurt.

Did you ever notice: When you put the 2 words "The" and "IRS" together it spells "Theirs."

Aging: Eventually you will reach a point when you stop lying about your age and start bragging about it.



Long ago when men cursed and beat the ground with sticks, it was called witchcraft. Today, it's called golf.

What disease did "cured ham" actually have?

How is it that we put man on the moon before we figured out it would be a good idea to put wheels on luggage?

Why is it that people say they "slept like a baby" when babies wake up like every two hours?

## Not just "clowning around"

Pat Kirkland, Poplarville, MS

You may remember the last New Notes item where we had the "Spotlight" on Pat Kirkland. Well, so many people loved reading about her son, Kyle and wanted to know a little more about him, so I asked her to send me some additional information.

Attached is a picture of Kyle at the Mid South finals in Hattiesburg, MS. Kyle, is their only child, is 22 and recently celebrated his first wedding anniversary with Brandi Ellis of Tylertown, MS. And keeping it all in the family, Brandi is a professional barrel racer and is employed with USDA Farm Service Agency in Hattiesburg.

Kyle's clowning experience began in grade school. Pat says she was told by nearly all his grade school teachers that he was the class clown. Well, to their surprise, his class "clown" performances now earn him \$150/hour at rodeos and a rodeo can run 2-3 days with 2 hour performances each day.

One of Kyle's most treasured moments happened when he was at a show in Bogalusa and he was approached by his junior high coach wanting his autograph for his young child. Clowning is Kyle's past time hobby. In the working world, he and his dad own a construction company.

I asked Pat in which part of the rodeo section SHE performs. "Well," says Pat, "I collect the money and I clean my husband's dirty clothes afterwards. My wish is to spoil many little clowns and barrel racers."

For you Mom's, don't worry if your sons grow up to be clowns!

