

Wildlife Services Directive

4.175
August 13, 2014

PUBLICATIONS

1. PURPOSE

To promote the development of high quality publications by Wildlife Services employees and to outline the review process for manuscripts written by Wildlife Services employees.

2. REPLACEMENT HIGHLIGHTS

This directive replaces WS Directive 4.175 dated December 3, 2003.

3. POLICY

a. WS employees may communicate both technical and appropriate non-technical program information through formal publications such as scientific and technical journals, conference proceedings, and magazines. (Note: This differs from official outreach materials such as USDA factsheets, brochures, flyers, displays, stakeholder announcements and internal newsletters, which require APHIS Legislative and Public Affairs review.)

b. Informational material written by WS employees and distributed informally through newsletters, producer association notes, leaflets, and newspapers shall be reviewed by at minimum one supervisor. At least one supervisory employee should review any material to be published externally with content involving policy matters of USDA or other Federal, State, or local agencies.

c. Employees of the National Wildlife Research Center (NWRC) will follow the publication and peer review process established by their Director.

d. Any manuscript intended for formal publication in a State, national, or other widely distributed journal, conference proceeding, or magazine must be peer reviewed by at least two reviewers designated by the appropriate Director prior to submission.

5. IMPLEMENTATION

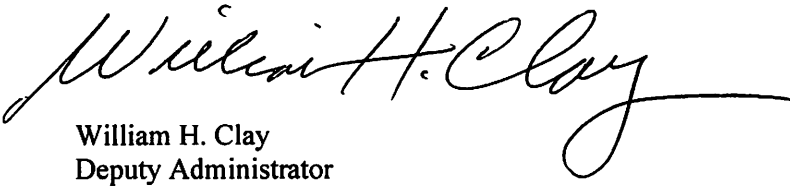
a. Peer review process of manuscripts intended for formal publication shall be:

(1) Reviewed by a WS operational biologist (coauthors not included) and by a wildlife professional or other competent reviewer outside the WS operational program. A NWRC scientist may be used as the second reviewer.

- (2) The author will submit the manuscript to the appropriate Director for review and approval after considering reviewers' comments and making appropriate changes in the manuscript.
- (3) The Director will review the manuscript primarily for policy content and has the prerogative to make editorial comments or refer the manuscript for further review.
- (4) Once the Director approves the manuscript, the author may submit it for publication.
- (5) Should the Director determine that the manuscript involves policy matters of USDA or other Federal, State, or local agencies, review by the director of the WS Operational Support Staff (OSS) will be requested.
- (6) WS Form 64, Manuscript Transmittal Record, will be used to document the review process.
- (7) The author will send the transmittal record and manuscript to the Director for approval at least two months prior to the intended date of submission for publication.

6. APPLICABILITY

This directive applies to all employees of Wildlife Services.



William H. Clay
Deputy Administrator