

Forest Insect and Disease Leaflets (FIDLs)

Responsibilities of Authors, Regional Contacts, & the National Coordinator

Authors

- Make sure that someone else isn't already working on the proposed FIDL (www.fs.usda.gov/goto/fhp/fidls/planned) and work with a Region/Area/IITF FIDL Contact (www.fs.usda.gov/goto/fhp/fidls/contacts) to sponsor and fund the FIDL.
- Write the new or revised FIDL manuscript, and prepare publication-ready figures (photos, drawings, charts, etc.; minimum of 266 ppi at publication size)
- Solicit peer review from individuals selected in consultation with the FIDL Contact of the sponsoring Region/Area/IITF, and revise the manuscript if warranted.
- Send the final manuscript and figures to the regional FIDL Contact, and negotiate the number of paper copies for the sponsoring region.
- Review the publication proofs and return corrections to the national FIDL Coordinator.

Region / Area / IITF Contacts

- When a new or revised FIDL is proposed:
 - Identify funds to be used to publish the FIDL. To avoid duplication with other planned FIDLs, also notify the national FIDL Coordinator about the proposed topic.
 - Consult with the author(s) about potential peer reviewers.
 - Review the final manuscript and figures to ensure that the region/area/IITF is willing to sponsor the FIDL; a Contact may also review the peer-review comments. Send the electronic files (text + images) of approved FIDLs to the national FIDL Coordinator, along with information about funding (job codes and override codes) and paper copies (number to be printed, who is to receive them, delivery address).
 - Coordinate the distribution of paper copies with the national FIDL Coordinator.
- Respond to requests for paper copies of FIDLs.
- Provide suggestions and feedback to the national coordinator regarding FIDLs.

National FIDL Coordinator

- Work with the PNW Region's Public and Legislative Affairs staff to develop a FIDL template including a logo and standardized format.

- When a new or revised FIDL is proposed:
 - Track planned new or revised FIDLs to avoid duplication; post a list of planned FIDLs on the website (www.fs.usda.gov/goto/fhp/fidls/planned).
 - Review final FIDL manuscript and figures for adherence to the standard FIDL “look and feel”. Submit the complete FIDL package (manuscript & figures, requisition with job code, # paper copies to be printed, and delivery information) to the PNW Region’s Public and Legislative Affairs staff for layout. Send publication proofs to authors; transmit corrected proofs back to the PNW Regional staff for final layout.
 - Distribute the newly printed FIDL to forest health specialists (FS, state, and research) and libraries.
- Maintain the FIDLs website (www.fs.usda.gov/goto/fhp/fidls).
- Maintain a mailing list of FS and state FHP offices to facilitate distribution.
- Work with the regional/area/IITF Contacts on other issues, such as responding to requests for paper copies of FIDLs.