

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

Forest Service Handbook 1609.11 – Publications Management Handbook

Chapter 30 - Special Requirements

Amendment: 1609.11-Amendment 17

Effective date: March 1987

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by:

Date approved:

Responsible Staff:

Explanation of changes:

Table of Contents

31 - Publishing Outside the Government.....	3
32 - Classification of Publications.....	3
32.1 - Publications Versus Administrative Documents	3
32.2 - National Versus Regional Publications	3
33 - Special Publications	4
33.1 - Annual Reports	4
33.2 - Bibliographies	4
34 - Appropriate Series	4
34.1 - Series Identification	11
35 - Summaries and Abstracts.....	11
35.1 - Research Summary.....	11
35.2 - Reference Abstract.....	11

All Forest Service personnel involved in any way in producing publications--authors, compilers, editors, reviewers, printing specialists, or their supervisors--should be aware of the requirements discussed in this chapter. Failure to adhere to a requirement could contribute to delay in publication or influence the decision to publish or not.

31 - Publishing Outside the Government

See FSM 1632.04 for approval authority for monographs or book chapters to be published outside the Government.

32 - Classification of Publications

32.1 - Publications Versus Administrative Documents

Refer to FSM 1631.1 for the distinction between publications and administrative documents.

Publications are printed or duplicated informational materials generally available to meet specific needs of the public, other agencies and departments, and cooperators, as well as the Forest Service. Publications are issued in established series or as miscellaneous items by Regions, Stations, the Area, the WO, or the Department (ex. 1, sec. 34). Administrative documents are prepared primarily for USDA employees. They may be distributed to other agencies and departments, cooperators, and other individuals or organizations that need to be kept informed of routine Forest Service business; but, quantities distributed outside USDA must not exceed 2,000 copies or 10 percent of the total number of copies printed, whichever is less. An administrative document becomes public information (a publication) when the distribution to the public exceeds the above limits or when the document is made available for public sale. Each of these classifications needs different clearance procedures.

Included in the administrative document distribution are such audiences as employees, authors, Federal, State and local government agencies (especially State foresters) engaged in natural resource management, USDA officials, members of Congress and State legislatures, college and university libraries, heads of forestry schools in the Nation, foreign forestry organizations, and specific cooperators in the private sector.

32.2 - National Versus Regional Publications

USDA's Departmental Regulations (DR 1410) set forth the following criteria for determining which publications need to be issued by the WO.

1. Subject matter is of multiregional or national interest to the general public or the consumer.
2. Subject matter deals with policy of national concern.

3. The Superintendent of Documents would sell the publication beyond the region in which it originates and is applicable.

Publications that do not meet any one of these criteria may be published regionally or locally in series of categories C and D, shown in exhibit 1 to section 34. Forward all proposals for national publications to the Washington Office for review by appropriate functional staffs and the WO Publications Committee.

33 - Special Publications

33.1 - Annual Reports

Limit quantities of annual reports required by law, including reports to Congress, to 2,500 copies (DR 1410). Limit quantities of internal reports so that no more than 10 percent of the total will be distributed outside the Service. Report program results and research progress to the public. In such reports, do not repeat summaries of activities that are included in the Chief's Annual Report.

33.2 - Bibliographies

The Washington Office and field units must obtain authorization from the National Agricultural Library (NAL) before compiling bibliographies (DR 1410). (Items listed in bibliographies must be readily available; however, items that actually have been accepted for publication and are in process may be shown as "in press.") When bibliographies are of national interest, they shall be published in the Department's new series--"Bibliographies and Literature of Agriculture." Send requests for permission to begin compiling of bibliographies directly to the Library's Manuscript Clearance Officer, room 203, NAL, Beltsville, MD 20705. Process completed bibliographies for USDA publication through the WO.

34 - Appropriate Series

Issue publications in the most appropriate series. Use exhibit 1 to propose or to assign a publication to the correct USDA and Forest Service series.

34 - Exhibit 01

Publications Series Used by the Forest Service

A. Department Series Used by WO

Designation	Audiences	Cover	Size	Pages	Class of Material
Agriculture Handbooks (AH)	Persons with some technical knowledge, and farmers	Separate, if more than 32 pages	To fit special needs	16 or more usual	Manuals, guidebooks, specification lists, glossaries, lists of plants and insects, etc.
Agriculture Information Bulletins (AIB)	Community or group leaders, educators	Self	Not set	16 or more usual	Information to aid understanding of special topics or problems; rarely how- to-do-it information
Bibliographies and Literature of Agriculture (BLA)	Scientists, librarians, specialists, students	Separate, if more than 32 pages	Not set	Not set	Literature listings in accordance with accepted form and guidelines for bibliographies
Conservation Research Reports (CRR)	Professional and technical workers	Separate, if more than 32 pages	Not set	Not set	Interim or partial reports of research related to conservation or renewable natural resources
Farmers' Bulletins (FB)	Farmers, ranchers, Extension workers	Self	5-3/8 x 8-1/2	Not over 16 in most cases	How-to-do-it in simple, readable style. Well illustrated. Simple tables permitted. Supporting materials omitted
Forest Resource Reports (FRR)	Federal, State, local, and industrial land managers; opinion leaders	Separate, if more than 32 pages	8-3/8 x 10-7/8 usual	Not set	Illustrated reports on inventory, utilization, demand, etc. of forest resources and requirements for forest products

34 - Exhibit 1—Continued

Designation	Audiences	Cover	Size	Pages	Class of Material
Home and Garden Bulletins (H&G)	Homeowners and homemakers, urban and rural	Self	Not set	Not over 16 in most cases	General consumer- type subjects not especially related to farms-- controlling insects, decay; wood finishing, etc.
Information (INF)	General public	Self	Not set	Not set	Popularized material based on agricultural research findings
Leaflets (L)	Farmers, home- owners, and homemakers	Self	3-7/8 x 9 usual	8 pp. max.	Similar to FB's and H&G's--control meas ures, directions, consumer information
Marketing Research Report (MRR)	Professional and technical workers	Separate, if more than 32 pages	Not set	Not set	Reports of research on transportation, processing, market ing of timber and forest products
Miscellaneous Publications (MP)	Depends on subject matter presented	Separate if more than 32 pages	Not set	Not set	Special reports and data, catalogs, bibliographies, reference lists, etc. not fitting other series
Production Research Reports (PRR)	Professional and technical workers	Separate, if more than 32 pages	Not set	Not set	Semitechnical information or interim or partial reports of research on production techniques
Program Aids (PA)	Persons affect- by USDA or FS programs	Self	Not set	Not set	Concise, popular, readable information on current programs; including recruiting
Statistical Bulletins (SB)	Professional and technical workers	Separate, if more than 32 pages	8-3/8 x 10-7/8 usual	Not set	Compilations of statistics with very little text matter pages
Technical Bulletins (TB)	Technically trained workers	Separate, if more than 32 pages	Not set	Not set	Full reports on research projects or on major segments thereof. Definitive, authoritative

34 - Exhibit 1--Continued

Designation	Audiences	Cover	Size	Pages	Class of Material
Technical Notes (TN)	Technical workers	Self	8-3/8 x 10-7/8	Not set	Testing and inspection procedures and studies related to development or improvement of analytical methods
Utilization Research Reports (URR)	Professional and technical workers	Separate, if more than 32 pages	Not set	Not set	Reports of research on utilization of timber, including less complete projects than in Technical Bulletins
B. Forest Service Series Used by WO					
Designation	Audiences	Cover	Size	Pages	Class of Material
Engineering Technical Reports (ETR)	Forest Service employees and cooperators, and general engineering public	Separate, if more than 32 pages	8-3/8 x 10-7/8	Not set	Technical, dealing with specialized engineering and architectural subjects
Forest Insect and Disease Leaflet (FIDL)	Forest managers and control crew leaders	Self	5-7/8 x 9-1/8	4-8	Nature and control of a forest insect or disease, usually illustrated
Forest Service (FS)	Depends on subject matter; mostly general	Separate, if more than 32 pages	Not set	Not set	Visitor information, general agency information, conservation education information, human resources information, etc.

34 - Exhibit 1--Continued

C. Forest Service Series Used by WO and Stations					
Designation	Audiences	Cover	Size	Pages	Class of Material
General Technical Reports (GTR)	Researchers, resource managers, general forestry public	Separate, if more than 32 pages	8-3/8 x 10-7/8	Not set	Information of a technical nature, but not an original report. Proceedings, computer programs, annotated bibliographies, etc.
How-To Leaflets (HT)	Forestry technicians/practitioners, landowner homeowners, general public	Self	3-7/8 x 9	2-8	Practical information in a simple, readable form, usually responding to a specific need or problem
Research Notes (RN)	Scientists and resource managers	Self	8-3/8 x 10-7/8	Not set	Observational information on new techniques or instruments, especially of how-to-do-it type or incidental discovery
Research Papers (RP)	Scientists and resource managers	Separate, if more than 32 pages	8-3/8 x 10-7/8 usual	Not set	Results, analyses, conclusions of formal studies or experiments
Resource Bulletins (RB)	Scientists and resource managers	Separate, if more than 32 pages	Not set	Not set	Economic information of permanent value on timber and other forest resources or their utilization
Unnumbered Publications	Any Forest Service audience, depending on subject matter	Separate, if more than 32 pages	Not set	Not set	Nontechnical information that does not become part of forestry literature, such as publications lists, facilities brochures, and forest guides

34 - Exhibit 1--Continued

D. Forest Service Series Used by Regional Offices and the Area					
Designation	Audiences	Cover	Size	Pages	Class of Material
Forestry Reports (FR)	General public; owners and managers of forests and related businesses	Separate, if more than 32 pages	Not set	Not set	Topics include interpretive information, urban forestry, conservation, reforestation, forest inventory, program descriptions
Management Bulletins (MB)	Professional, technical workers owners and managers of forests and related business; general	Separate, if more than 32 pages	Not set usually 8-3/8 x 10-7/8	Not set	Subjects on management methods for all forest resources, cultural resources, silviculture, tree farming, small woodlot ownerships; includes environmental impact statements forest plans
Miscellaneous Reports (MR)	General public; professional, technical workers	Self	Not set	Not set	Consumer and employment information, rules and regulations, glossaries, bibliographies; lists of trees, and plants, plants, animals, insects and forest tree diseases
Protection Reports (PR)	Professional, technical workers; owners and managers of forests and related businesses; general	Self	Usually 5-3/8 x 8-1/2, 3-7/8 x 9	Not set	Topics include fire prevention and suppression, forest insect and disease conditions, fire and storm damage statistics, flood prevention, erosion control, antipollution and anti-litter campaigns, law enforcement information

34 - Exhibit 1--Continued

D. Forest Service Series Used by Regional Offices and the Area					
Designation	Audiences	Cover	Size	Pages	Class of Material
Recreation Guides (RG)	General public	Self	Not set	2-8	Recreation information visitor maps, forest and trail guides, safety information
Technical Publications (TP)	Professional, technical workers; resource specialists	Separate, if more than 32 pages	Usually 8-3/8 x 10-3/8	Not set	Results of projects and studies, computer programs and applications, statistics, technical systems, equipment development and testing, using chemicals
Utilization Reports (UP)	Professional, technical workers owners and managers of forests and related businesses; general	Self	Not set	Not set	Describe uses of the forest resource, including firewood, Christmas tree selection and cutting, logging residues, sawmilling, lumbering, and marketing
Unnumbered Publications	General public	Separate, if more than 32 pages	Not set	Not set	Nonserialized information, including visitor center brochures, directories, lists of films or publications, training guides, danger notices, other kinds of nonpermanent information

34.1 - Series Identification

Issuing offices shall use an alphanumeric system for identifying those series publications listed in exhibit 1, section 34. Use two identifying prefixes with the individual publication number, for example:

General Technical Report PNW-10	RB-NC-40	PR-R4-07
How-To PSW-13	FR-R1-03	ROG-R5-99
Research Note INT-488	MB-R3-124	TP-R8-71
Research Paper RM-89	MR-NA-14	UP-9-108

On each publication, show on the front cover the series name and number in association with other identification standards set by the USDA Visual Management Manual. All this information must be applied consistently to reduce confusion by users of card catalogs and data bases and to avoid the need for recataloging of Forest Service publications by librarians and automated data technicians.

35 - Summaries and Abstracts

35.1 - Research Summary

Research Papers and Resource Bulletins issued by the Forest Service must contain a research summary (or equivalent section). Also submit a research summary with each manuscript sent to the WO for publication, regardless of series, even though such a summary will not be published in other series.

A research summary should discuss the general purpose, scope, and major findings explained in the manuscript. It should give special emphasis to any findings that have potential for application by land managers and other users of research results.

35.2 - Reference Abstract

The reference abstract is a summary annotation. It is to appear at some place in or on research publications where it can be easily reproduced, showing the complete and proper citation, the annotation, and keywords. The use of the Oxford System numbers is optional. Do not print this reference abstract on card stock inserted in the publication or print it as a foldout on a separate cover.