

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

Forest Service Handbook 1609.11 – Publications Management Handbook

Chapter 50 - Publishing Procedures in the Washington Office

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Duration: This amendment is effective until superseded or removed.

Superseded Directive: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:

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This chapter is for the guidance of all personnel--whether in the field or in the Washington Office--who are involved in issuing a publication in Washington. The Washington Office (WO) Publications Group processes field-edited manuscripts and edits and processes those prepared in the WO. All these manuscripts are reviewed by OGPA, whose responsibility it is to interpret and implement for USDA agencies the Government Printing and Binding Regulations.

51 - Publication Proposals

For all WO publications, the originating unit must submit Form FS-1600-6, Publication Proposal, to the WO Publications Committee before submitting the manuscript. If field offices determine that a manuscript being prepared for issuance might be of national use and interest, they must send a Publications Proposal to the WO Publications Committee for review before publishing the material. Field units may also propose to convert an existing Region, Station, or Area publication to a national publication.

The WO Publications Control Officer makes quantity and cost estimates, notes them on the Proposal form, and circulates copies of the Proposal to the staff director most concerned with the subject matter (the sponsor) and to other appropriate staff directors for comment and clearance. Upon receipt of staff comments the Publications Control Officer sends the Proposal to the Publications Committee, which recommends that the Chief approve or reject the proposal. Upon approval by the Chief (or the Assistant Secretary for Natural Resources and Environment if the subject matter is social science research or policy and program information), the edited manuscript may be submitted to the WO.

If the Proposal is not approved, the Publications Committee chairperson shall detail the reasons for rejection and suggest possible corrective measures in a letter to the proponent, and send copies to concerned staff groups.

As an alternative to publishing the manuscript in Washington, it may be recommended for publication in the field or in a professional journal. Submit manuscripts to non-Government publishers in the format, style, and organization specified by the publisher or patterned after recent publications of the publisher.

52 - Submitting the Manuscript

52.1 - Field-Edited Manuscripts

Submit to the WO Publications Group for publication those field-edited manuscripts that have been preceded by an approved Publication Proposal and are accompanied by a completed Form FS-1600-4, Field Editor's Checklist for Manuscripts Submitted to the Public Affairs Office-WO. The WO returns the manuscript to the field editor if the editing is incomplete. Submit the original and two additional copies.

If an edited manuscript has not been cleared by the WO sponsoring staff, the Publications

Group will request a memorandum from the WO sponsoring staff stating that the manuscript has been properly reviewed by all concerned parties and that the sponsoring staff considers the manuscript complete and technically correct.

52.2 - Unedited Manuscripts

WO staffs may submit to the WO Publications Group unedited manuscripts that have been preceded by a Publication Proposal reviewed by the WO Publications Committee and approved by the Chief. The manuscript should be accompanied by a memorandum declaring that all necessary reviews and clearances have been obtained and that the sponsoring staff considers the manuscript complete and technically correct.

If more than one color of ink is desired, a memorandum explaining why multicolor printing is needed should accompany the manuscript when it is submitted to the WO Publications Control Officer. Before preparing this memorandum, it is advisable to study paragraph 18 of the Government Printing and Binding Regulations, which defines allowable "demonstrably valuable multicolor printing." Also, if a separate cover for a publication of 32 pages or fewer--or a hard (casebound) cover for any publication--is desired, submit a memorandum justifying such a cover to the WO Publications Control Officer.

52.3 - Manuscript Clearance

Processing of a manuscript is expedited if it is accompanied by evidence that it has been cleared by all FS staffs and USDA agencies that have an official interest in it. Form AD-159, Manuscript Clearance, may be used to request clearance from FS staffs; it must be used to request clearance from other USDA agencies. Clearance by another Department of Government, if deemed necessary, will be obtained by OGPA.

If a manuscript has not had adequate clearance, the WO Publications Group will request such clearance. (Extra copies of the manuscript are used for this purpose.)

53 - Processing the Manuscript

53.04 - Responsibilities

53.04a - Office of Governmental and Public Affairs

OGPA has the authority to approve or disapprove the content, expository presentation, design, reproduction, and distribution of all USDA publications. OGPA may disapprove publications because of faulty organization, inadequate editing, excessive cost, duplication of material already published, irrelevancy of information, content unnecessary to the transaction of public business as required by law, advocacy of increased appropriations or legislation, age of data, infringement upon the work of other agencies, insufficient need, or other considerations (DR 1410).

53.04b - WO Editing Section

The WO Editing Section processes all manuscripts. This includes review and/or editing of manuscripts, submission to OGPA for review, return to originator for further necessary work, procurement of proofreading, and review of camera copy.

1. Field-Edited Manuscripts. The WO Editing Section examines field-edited manuscripts to ensure that they are ready for further processing, printing, and binding. The editors prepare the manuscript for publishing, including the return of the manuscript to the field editor for further work if necessary. The Editing Section submits the edited manuscript to the WO Printing Section with appropriate instructions and paperwork.

2. Unedited Manuscripts. The WO Editing Section edits manuscripts and obtains approval of substantive changes from the author or subject-matter staff contact. Upon completion of editing, the Editing Section submits the manuscript with appropriate instructions and paperwork to the WO Printing Section.

53.04c - WO Printing Section

The WO Printing Section receives edited manuscripts and instructions from the Editing Section and prepares the manuscript for design, typesetting, printing, and binding. Processing includes all or part of the following categories of work.

1. Design Coordination. For publications calling for services of OGPA's Design Division, the Printing Section arranges for design conferences, distributes designer-prepared roughs and layouts for approval, and transmits camera copy of artwork and text to the Editing Section for final check on completeness and accuracy.

2. Composition and Printing. The Printing Section writes typesetting and printing specifications, sizes any illustrations, and prepares composition and printing orders for submission to OGPA and GPO.

3. Proofs and Dummies. The Printing Section receives galley proofs, transmits them to the Editing Section, and returns them to the typesetter (through OGPA) when proofreading is completed; prepares page dummies with a set of proofs (if not prepared by the originator or a contractor); receives page proofs, transmits them to the Editing Section for checking, and returns them to the typesetter if further changes and corrections are needed; reviews printing proofs (press sheets) for completeness and accuracy; gives final approval for printing and binding. Deadlines for return of proofs are established in the Printing Section.

4. Quality Control. The Printing Section makes press sheet inspections of process color printing at contractors' plants, and evaluates all printing for assurance of quality and conformance to specifications. Findings are reported to OGPA and GPO.

53.04d - WO Distribution Section

The Distribution Section circulates publishing plans to all field offices to alert them to issuance of new publications, revisions, and some reprints, for the purpose of establishing the quantity needed, and contacts the Superintendent of Documents about feasibility of selling each publication. The Distribution Section determines what national and international distribution is to be made of each publication, determines how bulk distributions will be made, monitors performance of the contractors who make bulk distributions, and determines the size of WO publications inventories and where they will be stored. This Section also processes requests from field offices for WO publications and for Forest Service publications in USDA series.

53.1 - Ordering Publications From WO

53.11 - WO and USDA Series

Forests or Ranger Districts shall first check to see if their Regional Office has supplies available. To order publications from the WO, use Form FS-1600-8, Publications Shipping Order, for publications issued in the WO and USDA series (except those in the FS series). Form FS-1600-8 is a snapout consisting of five (5) copies. After completing the form, tear off the back copy and send the remaining four copies to:

WO Distribution Officer
Room 3107, USDA South Building.

In filling out form FS-1600-8:

1. List only five publications on a single form.
2. Group publications in numerical order by series.
3. Fill out as many forms as necessary to complete your order. Supplies of this form are available from the Distribution Section, Publications Group, WO.

53.12 - FS Series

To order FS-series publications, use Form AD-14, Request for Supplies, Forms, and/or Publications. List the publications in numerical order and give titles. After completing the form, tear off the back copy and send the remaining four copies to:

WO Distribution Officer
Room 3107, USDA South Building.

Copies of this form are available from each administrative services office.

54 - Proofreading

The purpose of proofreading is to correct typesetters' errors in composition. Proofreading is not an opportunity for authors and editors to "finish" the editing job, to make unimportant or nonessential changes, to improve writing style, to add new material, or to make deletions. These kinds of "author's alterations" cost more than original composition and substantially increase the cost of publication--and they can give rise to additional errors.

Proofreading is done by the most appropriate party: the author, field editor, subject-matter staff, WO Editing Section, or a contractor. The Editing Section checks all read proofs for adequacy of marking.

Proofs shall be read by a team of two--one person reading aloud and marking proofs and the other person holding the manuscript copy. Proofs must be marked in the manner illustrated in paragraph 1.26 of the GPO Style Manual. In addition, mark essential changes made in proof with AA (author's alterations) to assist in the accounting for extra charges. Transfer the proofreading marks to a second set of proofs to be retained on file until the publication is printed and distributed. Make no marks on repro proofs or camera copy; make a photocopy on which to mark corrections. Making changes on original manuscript copy so it will conform to changes marked on proof is unethical.

55 - Processing Conference Proceedings

OGPA and the Forest Service have agreed to the following special procedures for publishing conference proceedings in the WO General Technical Report series:

1. Field offices and WO staffs may provide the Publications Group with the original and one copy of edited camera copy and camera-ready illustrations, plus Form FS-1600-6, Publication Proposal.
2. Field offices edit the manuscript copy according to the GPO Style Manual. If authors contribute their own camera copy, they must follow GPO style and the USDA Visual Management Manual to ensure uniformity of presentation. If the proceedings require more than 90 pages, the camera copy must be typed for reduction to 80 percent original size in printing.
3. Avoid photos of authors, division pages, color, overlays, and nonstandard papers.
4. The proceedings must carry a disclaimer indicating that statements of contributors from outside the Department may not necessarily reflect the policies of the Department. In addition, they should include, when applicable, a statement indicating that each contributor submitted camera copy and is responsible for the accuracy and style of his or her paper.

5. The WO Publications Group obtains USDA clearance, arranges for funding, and contracts for cover art, printing, binding, and bulk distribution.

6. The sponsoring office is responsible for distributing the proceedings to conference participants and other special audiences.

56 - Forms

Several forms are used in the processing of manuscripts in the Washington Office. Knowing when a particular form must be used and who is entitled to or required to use it is important.

56.1 - Form FS-1600-6, Publication Proposal

This form must be used by any Forest Service unit when proposing a publication by the Washington Office. This form may be adapted for field office use. One copy of this form must be sent to the WO as soon as a decision is made to propose a manuscript for WO publication. After the proposal is given the necessary reviews and approval, it is returned to the originating unit, which is then authorized to submit the manuscript for processing. Copies of this form are available from the Editing Section, WO.

56.2 - Form AD-59, Request for Manuscript Review

This form is used by the WO Publications Group when submitting a manuscript, camera copy, or certain components of a manuscript to OGPA for review and clearance prior to ordering composition, artwork, or printing. It must be signed by the WO Publications Control Officer and Publications Committee Chairman.

56.3 - Form AD-159, Manuscript Clearance

This form may be used by all FS units to request manuscript clearance from other FS units. It must be used to request clearance from another USDA agency, in which case the manuscript and form are sent to that agency's Publications Clearance Officer for review and comment. Copies of this form are available from the Editing Section, WO.

56.4 - Form FS-1600-4, Field Editor's Checklist for Manuscripts Submitted to the Public Affairs Office-WO

This form must accompany any field-edited manuscript submitted to the WO Publications Group for publication. It must be signed by the Publications Control Officer or responsible editor in the submitting office. Copies of this form are available from the Editing Section, WO.

56.5 - Form AD-652, Request for Visual Services

This form, signed by the WO Printing Officer, must be used to request artwork from OGPA's Design Division. Copies of this form are available from the Printing Section, WO.

56.6 - Form FS 1600-16, Printing Requisition

This form, signed by WO Staff Directors, is used for the printing of administrative documents and general printing. Copies of the form are available from the Central Supply Warehouse.