

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

**Forest Service Handbook 1609.11 – Publications Management Handbook
Chapter 10 - Requirements Applicable to all Publications**

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Superseded Directive: 1609.11,10 Contents, Amendment 1609.11-97-1, July 7, 1997;
1609.11,10, Amendment 1609.11-97-2, July 7, 1997

Approved by: Dale N. Bosworth, Chief

Date approved: February 01, 2007

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by Handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this Handbook was 1609.11-97-2 to chapter 10.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

13.1: Updates the title of USDA's design standards from Visual Management Manual to USDA Visual Information Standards.

15.13: Removes direction to avoid the use of "U.S. Forest Service" and "USFS."

16: Updates literature citation references.

17.41: References Departmental Regulation 4300-1 to obtain the appropriate nondiscrimination statement for use in publications.

18.1: Updates the title of USDA's design standards, as well as the name of the Creative Services Center, the division that publishes the standards.

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This chapter presents requirements for national or regional publications prepared by Regions, Stations, the Area, the Institute, and the Washington Office. The emphasis is on what is required, rather than on who does it.

10.4 - Responsibility

Occasional reference is made to what only the Publications Control Officer has the authority to do, or to what is usually done by an editor, a printing specialist, a reviewer, a distribution officer, or some other specialist. The responsibilities of these specialists often overlap, however, and their specific duties may differ in each office; specific duties of personnel are most authoritatively defined in position descriptions. For example, the Publications Control Officers in Regions, Stations, the Area, the Institute, and the Washington Office are responsible for interpreting, applying, and enforcing all regulations and other legislative or administrative provisions for the planning, preparation, editing, clearance, printing, binding, and distribution of publications and administrative documents; Printing Officers coordinate the procurement of printing and binding of informational materials; Distribution Officers oversee or manage the distribution of informational materials, including the control of inventory and supervision of publications mailing procedures.

Because they may share responsibilities in producing publications and administrative documents, Publications Control Officers, authors, editors, reviewers, and personnel who procure printing and distribute information must be aware of the following requirements.

11 - Appropriateness

11.1 - Consistency with Forest Service Mission

A publication must be consistent with the mission of the Forest Service responsibility for Federal leadership in forestry, carried out through four main activities: Protection and management of resources; cooperation with State and local governments, forest industries, and private landowners; research in all aspects of forestry, forest and range management and protection, and forest products utilization; and participation with other agencies in human resource and community assistance programs.

11.2 - Uniqueness

A proposed publication must not duplicate an existing one.

11.3 - Need

A publication must report research or provide information needed by the general public, segments of the public, or substantial numbers of Forest Service and other U.S. Department of Agriculture employees.

11.31 - Approval

After a unit determines the need for a publication, it must propose the publication to a Publications Committee established in accordance with Departmental Regulation 1440-1 (FSM 1630.4).

12 - Proper Publisher

Carefully select the proper outlet for and level of publication. The WO, the Department, and/or a professional journal or other private publisher are the appropriate publishers for manuscripts of national and international use, interest, or applicability. Manuscripts limited to local or regional use, interest, or applicability are published by Forests, Regions, Stations, the Area, or the Institute.

13 - Economy and Effectiveness

13.1 - Requirements

A publication must be planned for maximum effectiveness and economical production. Determining the applicable publication series and number of copies ensures that the optimum distribution is made to appropriate audiences. Eliminate needless blank pages. Finished size, cover, paper, and numbers of colors of ink must conform to JCP specifications, and the design must conform to USDA's Visual Information Standards.

13.2 - Certification Statements

13.21 - New and Revised Publications

The Publications Control Officer shall certify each manuscript, on an appropriate transmittal form, memorandum, printing requisition, or accompanying approval form as follows:

I certify that publication of this manuscript in the quantity and form requested is essential to the official business of the Forest Service. Consistent with USDA Departmental Regulations and with applicable OMB and JCP regulations, it has been prepared to meet exacting standards of economy and effectiveness (after consideration of cost, timeliness, size of audience, alternative means of communication, and need) to carry out the Department's mission.

13.22 - Reprints

If the publication is a reprinting, the Publications Control Officer shall certify as to accuracy and timeliness of the reprint as follows:

This publication has been reviewed consistent with USDA Departmental Regulations and with applicable OMB and JCP regulations. It is accurate, and text, illustrations, and references to the availability of other publications are up to date.

13.23 - Administrative Documents

(FSM 1631.12; FSH 1609.11, sec. 32.1). If the information is an administrative document, the designated Administrative Documents Control Officer shall ensure that it is properly identified as prepared for administrative use and not for public information, and shall certify on an appropriate form or transmittal:

I certify that this request is for administrative printing which is intended for distribution only to USDA employees and to cooperators who need the information to carry out official responsibilities with the agency.

13.3 - Justification for Deviations

The Publications Control Officer must justify any deviation from strict adherence to standards of economy. Field offices need WO approval for printing in more than one color, printing more than 500,000 production units (one sheet, 8-1/2 x 11, one side, one color), using separate covers on 32 pages or fewer, or for publishing in any geographical area information of national or international interest, use, and applicability (DR 1410).

14 - Proposal, Review, and Clearance

14.1 - Proposal

Submit a Form FS-1600-6, Publication Proposal, to the Washington Office (WO) Publications Committee for any proposed publication by the WO; the Proposal must precede completion of the manuscript. This form may be adapted for use by field offices. Manuscripts to be published by Regions, Stations, the Area, or the Institute must conform to whatever Publications Committee review and approval procedures these field offices have established.

14.2 - Review

Authors must have manuscripts reviewed by qualified personnel. Obtaining review includes soliciting written comments from at least two peers competent in the subject matter, but not located in the author's immediate office; soliciting statistical review when appropriate; incorporating review comments in the manuscript; supplying the revised manuscript to the

Publications Control Officer for editing and processing for local publication or for transmittal to the WO or non-Service publishing outlet. Provide reviewers with guidelines so they will not concern themselves with matters for which editors are responsible. Exhibit 01 is a suggested list of DO's and DON'T's for reviewers.

14.2 - Exhibit 01

Guidelines for Reviewers

DO

Learn the purpose and intended audience of the report.

Inspect for errors of fact, both large and small.

Comment on the effectiveness of the report.

Determine that the quality of information reported justifies publication.

Give suggestions for improving the report.

Point out statements contrary to FS or USDA policy.

Eliminate or reconcile statements that contradict statements published by the FS in earlier reports.

Inspect for proper acknowledgment of the work of others.

Point out obscure or difficult technical passages in text.

Be sure that proper references are made to figures and tables.

Comment on whether the manuscript is worth publishing and whether it will reflect credit on the Forest Service.

DON'T

Edit for grammar.

Make factual changes without calling them to the attention of the author.

Make cryptic comments that cannot be understood by the author.

Be sarcastic.

Review piecemeal.

Delay.

Adapted from Reviewing the Technical Report, ILCEP Monograph 4, November 1959. Interlaboratory Committee on Editing and Publishing, West Coast Naval Laboratories.

14.3 - Clearance

A manuscript must be cleared by all Departments, agencies, or other Government offices whose work or responsibility relates significantly to the information in the manuscript. Clearance is especially important for sensitive information that must not be misunderstood by the reader (DR 1410). Use Form AD-159, Manuscript Clearance, for clearance by USDA agencies; it may be used also for obtaining clearance from Forest Service staffs. Clearances obtained by the field before a manuscript is sent to the WO for publication will expedite the publishing process. The Department's Office of Communications (OC) determines whether clearance with other Departments is necessary and is responsible for obtaining such clearances (DR 1410). The WO will request extra copies of the manuscript when necessary to expedite needed clearances.

15 - Writing and Editing Standards

15.1 - Usage, Clarity, Style Practices, Organization

The manuscript must be technically accurate, logically organized, complete in necessary detail but without unnecessary material, and written clearly and concisely in language suitable for the intended audience. Conclusions reached and recommendations offered must be based on a logical analysis of the information presented. Spelling, punctuation, and grammar must be correct, and GPO style must be followed consistently. Accompanying illustrations must be essential and of high quality.

Prepare an outline to help organize written material. Determining the correct grade of heading in a manuscript is easier if the manuscript is logically organized. For information on rules for outlining, see sec. 41 of this handbook. An outline is a grouping of parallel parts; therefore a single subheading under any heading is illogical. To eliminate a single subheading, combine it with the superior heading or add another subheading of equal grade.

15.11 - Units of Measure

In Forest Service technical and scientific publications, follow the selected journal's or external publisher's usage for units of measure (English or metric). In USDA publications, use the units of measure most familiar to the major intended audience.

When it is desirable or necessary to use both systems of unit measure in publications text, place metric equivalents in parentheses after the English units. To reduce typesetting costs and eliminate awkwardness in expression, metric conversion tables may be substituted for the dual system in lengthy manuscripts or in those that contain large amounts of tabular material.

The symbols used for metric units must be those adopted by the National Bureau of Standards--the International System of Units, designated "SI" in all languages. These symbols are never followed by a period unless they appear at the end of a sentence. For further information on using metric units of measure, see section 41 of this Handbook.

15.12 - Abbreviations

Abbreviations may be used in a publication to avoid distracting or awkward repetition of spelled-out words or phrases. The decision to use abbreviations is made by the writer or editor, who considers the requirements of the publication and its audience. Abbreviations are used primarily in technical publications, manuals and handbooks, reference books, business and legal documents, and bibliographic citations.

If an abbreviation is likely to be unfamiliar to the reader, the term should be spelled out where it first appears. The abbreviation may follow (in parentheses) the spelled-out word or term. If an unfamiliar abbreviation appears in tabular work, it should be explained in a footnote. Never use an abbreviation where it would be awkward or vague.

When using abbreviations in bibliographic citations, refer to the guides listed in the American National Standard for Bibliographic References (sec. 16).

15.13 - References to the Forest Service

When the agency name is first mentioned in a publication, write "Forest Service, U.S. Department of Agriculture." Subsequently, "the Forest Service" will suffice (FSM 1022).

15.14 - Copyright

When an author intends to quote a copy-righted publication or use illustrations from it, written permission must be obtained from the copyright holder--usually the publisher. Credit lines ("Courtesy of . . .") must appear with illustrations published with permission. Government publications are in the public domain and not copyrightable; thus, they may be reproduced without permission. See DR 1410 for further guidance.

15.2 - Editing

15.21 - Editing Standards

Editing must conform to the requirements of the publisher. Manuscripts submitted to the Washington Office must conform to the requirements presented in this handbook.

15.22 - Sex-Specific Language

Do not use sex-specific language in publications. Nouns and pronouns referring to males have the effect of excluding women from participation in activities that should be equally accessible to both sexes. For information on avoiding sex-biased language, see sec. 41 of this handbook.

16 - Literature Citations and the ANSI Standard

Use the American National Standard Institute Document ISO 690:1997, Bibliographic References, Content, Form and Structure, for preparing literature citations in manuscript text and for lists of literature cited, references, and bibliographies. The Council of Science Editors (CSE) Scientific Style and Format, 7th Edition, exhibits a large variety of examples.

The ANSI standard is broad in scope and covers the preparation of bibliographic references to all kinds of print and nonprint materials, both published and unpublished. Because citations for unpublished works, such as personal communications, fit conveniently into ANSI style, they may be included with published material in a broad "References" section, making footnotes unnecessary. If only published material is cited, the section should be called "Literature Cited." The term "bibliography" usually means a comprehensive list of publications pertaining to a given subject that is printed as a separate publication.

16.1 - Applying the ANSI Standard

The following specific statements are meant either to modify or to emphasize the importance of certain rules in the ANSI standard:

1. The typographic style is to indent all lines an equal amount under the first so that the author's name or the citation number stands out.
2. Single space after each punctuation mark except a dash (--), the parentheses () when they enclose the issue number of a journal, and the periods in U.S. (as in U.S. Department of Agriculture) and U.S.C. (United States Code). Periods in references have more than one function: they indicate abbreviations, mark the end of a group of related bibliographic elements, and terminate references.

There will be times when one period will perform two or more functions.

3. If the author is unknown, use agency issuing the report as author. If that is not applicable, use "Anon."
4. The date (year) of issue follows the name(s) of the author(s).

5. Do not abbreviate periodical (journal) titles; abbreviate series designations. Use the two-letter postal abbreviations when naming the State where a conference was held and when naming the State where a publisher is located. Spell out names of publishers. Names of well-known publishers (for example, Macmillan Company; John Wiley and Sons, Inc.) may be shortened by dropping generic modifiers such as "Company" and "Inc." If a publisher is in a major city (for example, New York, Los Angeles, Seattle), the reference does not have to include the name of the State.

6. Papers published in Government series are considered monographs rather than reports. Place the abbreviated series designation followed by a period immediately after the title.

7. When citing an article or chapter in a larger publication, always use "In:" before the author and/or title of the larger publication.

8. Ordinal number names (first, second) should be converted to ordinal number symbols (1st, 2d), and Roman numerals (I, II) should be converted to Arabic numerals (1, 2), except where required for specific meanings.

9. Use brackets () for information not carried on the original, or for inserting information needed for clarity.

16.2 - Alphabetizing Literature Citations

List entries alphabetically by author in the publications list (even if citations are numbered). List a single-author entry before a multiple-author entry beginning with the same name. When there is a senior author of different articles having various joint authorships, use the last names of the junior authors to order the citations alphabetically. In ordering names alphabetically, initials used for names precede names that are spelled out.

Example:

Brown, A. T.
Brown, Albert T.
Brown, J. S.
Brown, John R.

When there is a single author or the same joint authors of several cited articles, arrange the citations chronologically. If several articles of the same author or joint authors are published in the same year, arrange them alphabetically by title and add small letters to distinguish the dates (for example, 1964a, 1964b, 1964c).

For further information on alphabetizing publication lists, including the position of prefixes of family names (for example, du, Von), see the CSE Scientific Style and Format, 7th Edition. It also

explains the position of designations of rank in family (for example, Jr., III) when names are inverted for purposes of alphabetization.

16.3 - Errors in Names

If there is a typographical error in a name (for example, that Downs should be spelled Downes) make the entry as given on the publication but follow it with your correction in brackets, thus: Downs [Downes], George G. Do not put the corrected name first, because the name given on the publication will probably be entered on a library card or in other bibliographical lists or data bases.

16.4 - Citation References in Text

In planning a manuscript, consider whether the author-date or number method will be better for citation references in the text. The author-date method sets off the author and date, or only the date, in parentheses (for example, (Wyman 1966) or Wyman (1966)). The number method notes the citation by numerals in parentheses, (for example, (40)).

The author-date method is preferred over the number method because references can be added or removed without renumbering. The author and date may be enough for the reader to recognize the work cited without turning to the Literature Cited list. On the other hand, if there are numerous statements requiring several references, as might be needed in an extensive review of literature, the number method may be preferred.

16.41 - Author-Date Method

For three authors or more, reduce the text reference to senior author's name plus "and others" (for example, (Jones and others 1963)). As in other parts of the text, abbreviations of the Government Printing Office Style Manual may be used to save space and avoid distracting repetition, especially for corporate names: (FS 1972), (HUD 1971), (HEW 1973). If the same author is cited for several contributions published in the same year, designate the references by letters after the dates (for example, (Jones 1935a, 1935b, 1935c)).

16.42 - Number Method

If more than two references are needed, simply list them in numerical order separating each with a comma (for example, (12, 56, 72,)). The numbers correspond to those assigned to citations listed in alphabetical order in the publications list.

17 - Standard Statements

17.1 - Acknowledgments

Giving credit to authors of publications is permitted. Acknowledgment may also be given for substantial contributions in compiling information and for outstanding editing, photography,

design, typography, or layout. Signatures are not permitted on freehand art or illustrations. Signatures of technical illustrators, designers, typographers, or layout artists shall not be permitted. See DR 1410 for the mechanics of presenting acknowledgments to recognize unusual excellence.

17.2 - Disclaimers

Avoid mention of commercial firms or trade names unless it is in the public interest to include them (DR 1410). Include a statement disclaiming Government endorsement for commercial firms, trade names, or products whenever such items are mentioned in the text. An example of a disclaimer is:

The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

Manuscripts submitted to private copyrighted journals or magazines must be declared to be in the public domain with a disclaimer statement, such as:

This article was written and prepared by U.S. Government employees on official time, and it is therefore in the public domain and not subject to copyright.

Place disclaimers prominently in the manuscript--before the text or, for short papers and articles, in a footnote.

17.3 - Pesticide Precautions

A pesticide precautionary statement must be included in every publication that discusses pesticides. Three precautionary statements are approved by the USDA Office of Communications for inclusion in publications in which pesticides are mentioned (exhibits 01, 02, and 03). Two of the statements are designed for publications that make direct or implied suggestions or recommendations for chemical control of pests: exhibit 01 applies to farmers and forest users; exhibit 02 applies to home, yard, and garden users. Exhibit 03 is for use in publications that report research involving pesticides but do not make recommendations. Use the Department's official pesticide symbol with each of the statements. Publications Control Officers have the symbol available in four sizes.

Editors may use discretion in adapting pesticide precautionary statements, depending upon whether the manuscript is a research publication or a document for the general public. Esthetic considerations can also influence use of the full pesticide precautionary statement; for example, it would be inappropriate to issue a 3-page leaflet with a full-page precautionary statement. The editor shall consider the audience for whom the publication is intended and condense the pesticide statement accordingly. Special-use symbols, if approved by the Department, may also be used in these situations.

17.3 - Exhibit 01

Pesticide Precautionary Statement

Pesticides used improperly can be injurious to humans, animals, and plants. Follow the directions and heed all precautions on the labels.

Store pesticides in original containers under lock and key--out of the reach of children and animals--and away from food and feed.

Apply pesticides so that they do not endanger humans, livestock, crops, beneficial insects, fish, and wildlife. Do not apply pesticides when there is danger of drift, when honey bees or other pollinating insects are visiting plants, or in ways that may contaminate water or leave illegal residues.

Avoid prolonged inhalation of pesticide sprays or dusts; wear protective clothing and equipment if specified on the container.

If your hands become contaminated with a pesticide, do not eat or drink until you have washed. In case a pesticide is swallowed or gets in the eyes, follow the first-aid treatment given on the label, and get prompt medical attention. If a pesticide is spilled on your skin or clothing, remove clothing immediately and wash skin thoroughly.

Do not clean spray equipment or dump excess spray material near ponds, streams, or wells. Because it is difficult to remove all traces of herbicides from equipment, do not use the same equipment for insecticides or fungicides that you use for herbicides.

Dispose of empty pesticide containers promptly. Have them buried at a sanitary land-fill dump, or crush and bury them in a level, isolated place.

NOTE: Some States have restrictions on the use of certain pesticides. Check your State and local regulations. Also, because registrations of pesticides are under constant review by the Federal Environmental Protection Agency, consult your county agricultural agent or State extension specialist to be sure the intended use is still registered.



17.3 - Exhibit 02

Pesticide Precautionary Statement

Pesticides used improperly can be injurious to humans, animals, and plants. Follow the directions and heed all precautions on the labels.

Store pesticides in original containers--out of reach of children and pets--and away from foodstuffs.

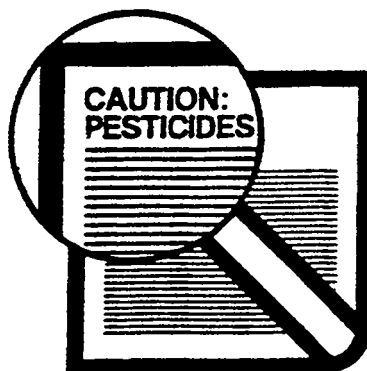
Apply pesticides selectively and carefully. Do not apply a pesticide when there is danger of drift to other areas. Avoid prolonged inhalation of a pesticide spray or dust. When applying a pesticide it is advisable that you be fully clothed.

After handling a pesticide, do not eat, drink, or smoke until you have washed. In case a pesticide is swallowed or gets in the eyes, follow the first-aid treatment given on the label, and get prompt medical attention. If the pesticide is spilled on your skin or clothing, remove clothing immediately and wash skin thoroughly.

Dispose of empty pesticide containers by wrapping them in several layers of newspaper and placing them in your trash can.

It is difficult to remove all traces of an herbicide (weed killer) from equipment. Therefore, to prevent injury to desirable plants do not use the same equipment for insecticides and fungicides that you use for an herbicide.

NOTE: Registrations of pesticides are under constant review by the Federal Environmental Protection Agency. Use only pesticides that bear the EPA registration number and carry directions for home and garden use.

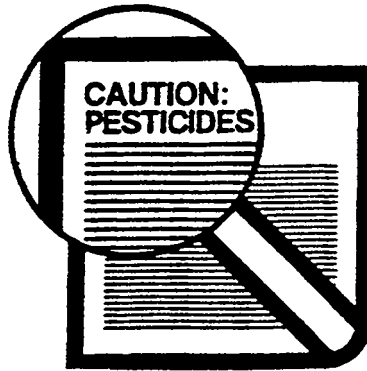


17.3 - Exhibit 03

Pesticide Precautionary Statement

This publication reports research involving pesticides. It does not contain recommendations for their use, nor does it imply that the uses discussed here have been registered. All uses of pesticides must be registered by appropriate State and/or Federal agencies before they can be recommended.

CAUTION: Pesticides can be injurious to humans, domestic animals, desirable plants, and fish or other wildlife--if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.



17.4 - Nondiscrimination Statements

See FSM 1631.11 and sections 32 and 34 of this Handbook for further direction on materials considered to be publications and the distinction between publications and internal administrative documents. See FSM 1630.3 (para. 4 and 8) and 1630.41b (para. 1) for related direction on depiction of women, minorities, and persons with disabilities in publications; exclusion of inappropriate, gender-specific terminology; and accommodation for the needs of persons with disabilities by issuance of publications in braille, large print, audio recordings, or other formats and media as appropriate to the audience.

1. Required Use of Nondiscrimination Statements. Departmental Regulation 4300-3 and paragraph 4, FSM 1630.3, require that nondiscrimination or equal employment opportunity (EEO) statements be included in publications. The requirements apply to public information materials prepared by the Forest Service (sec. 17.41) and by recipients of Federally assisted programs (sec. 17.43).

2. Optional Use of Nondiscrimination Statements. Nondiscrimination statements are optional in internal agency administrative documents (sec. 17.42).

3. Exclusion from Use of Nondiscrimination Statements. Nondiscrimination statements are not included in documents to be published in the Federal Register.

17.41 - Public Information Materials Prepared by Forest Service

See Departmental Regulation 4300-3 (DR 4300-3) for the appropriate nondiscrimination statement to be used in publications.

Examples of publications (FSM 1631.11) required to carry the Departmental statement include:

1. Books, booklets, flyers, brochures, and so on issued in established Department and Forest Service numbered series (for example, Agriculture Handbook (AH) and Forest Service (FS) series);

2. Forest Service periodicals, such as "Fire Management Notes" and "Tree Planters Notes";

3. Annual reports required by statute (FSM 1631.13).

4. Fact sheets, leaflets, folders, pamphlets, brochures, and posters with narrative that are not issued in established Department and Forest Service numbered series, but are intended for public distribution.

5. Single-sheet maps that include text other than legends, such as National Forest visitor maps and special designated area maps;

6. Newsletters, instructor's aids, field interpretive guides, textbooks, and narratives;

7. Articles, leaflets, pamphlets, brochures, and booklets usually prepared cooperatively with State agencies, foundations, industrial associations, conservation organizations, or academic institutions but for which Forest Service is the publisher; and if the cooperator has contributed more than 50% funding and will be doing the printing, they are not required to use the statement.

8. Environmental impact statements, National Forest land and resource management plans, and other land and resource management documents required by law or regulation (FSM 1631.13) and intended for public distribution.

17.42 - Internal Forest Service Administrative Materials

(Sec. 32.1). It is optional to include the nondiscrimination statement in administrative documents prepared by the Forest Service for internal agency use.

17.43 - Public Information Materials Prepared by Recipients of Federal Financial Assistance Programs

Recipients of Federal financial assistance programs (such as grantees, permittees, and contractors) are required to provide public notification of nondiscrimination in printed materials prepared for public information, education, and distribution. Nondiscrimination statements used by these recipients are not required to use the full text of the Department statement in section 17.41, but the statements are required to include the words "equal opportunity" and to convey the message of equal opportunity by depiction of a diversity of participants in photographs and graphics. Further direction related to recipients of Federal financial assistance programs is in FSM 1720 and 1770, and FSH 1709.11, chapters 20 and 70.

17.5 - Cooperative Publishing

Insert a statement acknowledging financial aid and other significant contributions (FSM 1632.3). A statement like the following should appear on the title page:

Publication made possible by a grant from (insert name of cooperator) under (an interagency agreement) (memorandum of understanding) with the Forest Service, U.S. Department of Agriculture.

If cooperation by a State agricultural experiment station is indicated on the title page, the publication must have been approved by the State experiment station director before printing.

18 - Design

18.1 - Graphic Design Standards

The design of all Forest Service publications and administrative documents must conform to the standards, including sizes, prescribed in the USDA Visual Information Standards, published by the Creative Services Center of the USDA Office of Communications. The Creative Services Center is authorized to determine design policy for all Department and agency publications (DR 1470).

18.2 - Design Elements

18.21 - Cover

The outside front cover of all Forest Service publications must have the title of the publication, the Department and agency names, the series identification and number, and appropriate symbols, seals, or logos. Include the address of the issuing office and other bibliographical details on the inside front or the outside back cover or title page.

18.21a - Separate Covers

Carefully evaluate the need for a separate cover to enclose 32 pages or fewer before making such a request (DR 1410). Separate covers for research publications usually may be justified on the basis of their predicted long life. Separate covers on publications that receive constant, heavy use may also be justified. A separate cover cannot be used for fewer than 16 pages unless approved by the WO.

18.21b - Hard Covers

Hard (casebound) covers for publications are extremely expensive and may be justified only for large volumes and for use in libraries or for other repeated, heavy use. The WO or USDA Publications Control Officers shall approve hard covers for only that portion of the pressrun for which need can be justified.

18.21c - Authors' Names on Covers

Printing of authors' names on covers of publications is permitted. Names of compilers and editors are not permitted for covers of Forest Service publications.

18.22 - Issue Date

The month and year of issue must appear inside the publication in a prominent place. If the publication is a major revision, only the entry "Revised (MONTH YEAR)" is required. If the publication is slight revision, include the date of issue or date of major revision plus the entry "Slightly revised (MONTH YEAR)." If the publication is a reprint, make no change in the date

unless more than 5 years have elapsed since the date of issue or the date of previous reprint; then add: "Approved for reprinting (MONTH YEAR)." (DR 1410).

18.3 - Multicolor Printing

Carefully evaluate the need before requesting use of more than one color of ink for printed material, including publications. The Government Printing and Binding Regulations (par. 18) give the criteria for justifiable use of multicolor printing. Field offices must write to the WO-Publications Control Officer, requesting permission to use more than one color of ink and describing how it is to be used and why it is needed. A separate cover printed in one color with text in a different color does not require WO approval; however, a self cover must be printed in the same color of ink as the text pages or WO approval is required.

The use of multicolors for WO printing and publications must be approved by OGPA. When submitting a manuscript for WO publication, include a letter describing why multicolor printing is needed; WO Office of Communication will use this letter in requesting Departmental approval.

19 - Special Instructions for Specific Publications

Follow the special instructions or style guidelines, in this section, that are provided to assure conformity and uniformity in certain specific publications or in specific series; for example, the Silvics Manual, Forest Insect and Disease Leaflets, or Recreation Opportunity Guides. These instructions either supplement or deviate from the publishing standards set forth in this Handbook.

19.1 - Servicewide

19.11 - Fire Management Notes

Submit the original and one copy of manuscripts with illustrations to the Director of Fire and Aviation Management, Washington Office (FSM 5196.1) for review and editing.

19.12 - Tree Planters Notes

Submit the original and one copy of manuscripts with illustrations to the Director of Cooperative Forestry, Washington Office (FSM 3216) for review and editing.

19.13 - Forest Insect and Disease Leaflets

Submit the original and one copy of manuscripts with illustrations to the Director of Forest Health Protection, Washington Office for review and editing.

19.14 - Forest Service Organizational Directory

The Forest Service Organizational Directory lists key Forest Service organizational units and personnel.

19.14a - Objective

The objective of the organizational directory is to aid internal communications and provide an index to key personnel.

19.14b - Policy

1. Limit the directory listing for the Washington Office and field units to key organizational units and personnel at the GS-11 and above level only.

Key organizational units and personnel are those generally required to communicate with others in person, by telephone, or in writing. Considerations of personal prestige or other nonessential reasons shall not warrant adding names to the directory.

2. Ensure that organizational listings conform to the latest approved organizational chart.

3. Identify personnel by name and title at the Staff Director or higher organizational levels. Identify other personnel by name and assigned function or project. List the unit head as the first name in the unit listing.

19.14c - Responsibility

1. Washington Office, Human Capital Management Staff Director. The Director of Human Capital Management has overall responsibility for ensuring the annual issuance of the organizational directory, including gathering updated information from the Washington Office and field units; providing the final camera copy for printing; coordinating with the Office of Communication for printing arrangements; and overseeing distribution of printed copies.

2. Washington Office, Office of Communication Staff Director. The Director of Office of Communication is responsible for printing and making the initial distribution of the directory to the Washington Office and field units.

3. Regional Foresters, Station Directors, Area Director, Institute Director, and Washington Office Staff Directors. The Regional Foresters, Station Directors, Area Director, Institute Director, and Washington Office Staff Directors are responsible for providing updated information to the Human Capital Management Staff Director, Washington Office, according to instructions in the annual call letter and for ensuring that personnel listings are accurate and that the current approved organizational structure is followed.

19.14d - Instructions for Washington Office on Preparing Personnel and Organizational Listings

The only information to be included in the organizational directory for the Washington Office Staffs shall be the following: Names and titles of managers from the level of the Chief down to Branch Chiefs in staff units; their principal staff, GS-11 and above; and support personnel who report directly to the Staff Directors and higher-level managers. Provide information as follows:

1. List the name of the Staff Unit and personnel starting with the Staff Director; the 10-digit telephone number; support person reporting to the Staff Director; staff assistants; and so on. List personnel within each Staff Unit by branches, starting with the Branch Chief; the 10-digit telephone number; and principal staff, GS-11 and above.

2. List Washington Office detached organizational units with their respective Washington Office Staffs as follows: Name of the detached unit (for example, Geometronics Service Center following the Engineering Staff listing); mailing address; 10-digit telephone number; and unit manager and principal staff at the GS-11 and above, with their respective functions.

19.14e - Instructions for Regions, Stations, Area, and Institute on Preparing Personnel and Organizational Listings

The only information to be included in the organizational directory for the field units shall be as follows in paragraphs 1 through 4. In addition, include at the beginning of each unit's listing: States and territories included in the Region, Station, Institute, or Area; mailing address; office hours; 10-digit telephone number; mailroom FAX telephone number only.

1. Regional Office. For each Region, list key personnel from the Regional Forester through the Branch Chief level, and support personnel who report directly to the Regional Forester, Deputy Regional Foresters, or Staff Directors. For Branch Chiefs and their principal staff, GS-11 and above, list their respective functions. Also list the regional attorney, Office of General Counsel for each Region. Include the telephone number for each of the preceding listings.

- a. Regional Office Detached Organizational Units and Personnel.

Under the respective staff in the directory; list the name of the detached unit; mailing address; 10-digit telephone number; and unit manager and principal staff, GS-11 and above, and their functions.

- b. National Forests. For each Forest list the name of the Forest; Forest Supervisor; mailing address; 10-digit telephone number; mailroom FAX telephone number only; and primary staff officers and their functions, GS-11 and above.

c. Ranger Districts, Nurseries, Job Corps Centers, and Similar Units Reporting to Forest Supervisor. List the name of the unit; unit manager; location; 10-digit telephone number.

2. Stations. For each Station list key personnel from the Station Director through the Assistant Director level, and their support staff; and principal staff, GS-11 and above, with their respective functions. List the mailing address; 10-digit telephone number; Station mailroom FAX telephone number only; for each Station.

a. Research Work Units. For each Research Work Unit, list the name of the unit; mailing address; 10-digit telephone number; for the unit, but not the FAX number. List Project Leaders and scientists together with their respective projects or functions and the head of the administrative support section.

3. Area. List key personnel from the Area Director through the Staff Director level, and their principal staff, GS-11 and above. List support personnel who report directly to the Area Director and Assistant Directors. List the mailing address; 10-digit telephone number; Area mailroom FAX number only; for each of the preceding positions.

a. For each Area field office, list the staff specialists in charge and their respective functions; city and State location; name of the facility and location; mailing address; 10-digit telephone number; but not the FAX number.

4. International Institute of Tropical Forestry. List key personnel from the Institute Director through the Branch Chief level and support personnel who report directly to the Director and Assistant Directors. List the telephone number; Institute FAX number in the mailroom only; for each of the preceding positions.

19.14f - Distribution

Following are the procedures for distribution of paper copies:

1. Internal Distribution. Organizational directories are sent directly to all units when the annual issue is printed, including full distribution to the Washington Office; and limited distribution to the Regional Offices, Stations, Area, Institute, and other units as follows:

a. Each Forest and District receives a limited number of copies for the head of the unit, primary support personnel, and about two or three copies for each unit at these locations.

b. Each Station, Forest Products Laboratory, and the Institute receives a limited number of copies for distribution to subordinate units.

2. External Distribution. The Washington Office, Office of Communication Director distributes a limited number of directories to agencies that either cooperate with the Forest Service on programs of mutual benefit or otherwise serve a public interest.

19.2 - Field Offices

Field units may issue, at this code, special instructions or style guidelines for publications they produce.