

Hints for Key Officials

Reports are submitted to Key Officials after the author/s have obtained initial peer reviews by qualified reviewers and made recommended revisions. It is the responsibility of the Key Official to: 1) determine whether or not additional peer review is necessary based on the manuscript content and the quality of the initial reviews, and if deemed appropriate, arrange for and oversee additional peer review, 2) determine whether or not a Management Review is necessary, and if so, select an appropriate reviewer who can verify consistency with NPS policy or clear and appropriate relation to NPS policy and that appropriate treatment is given to sensitive issues and 3) determine whether or not the report meets the minimum standards for the series; and 4) approve the report for publication in the series, which gives the author permission to obtain the next report number in the series. Key Officials should keep a copy of the manuscript submittal form for each report that is published in the series.

Checklist

Most of the responsibility for using the correct format/style and incorporating comments from peer reviewers is assumed by the contributors (authors), but the NPS Key Official is in charge of overseeing the process.

Instructions to Authors giving a complete explanation of guidelines can be found at:

<http://www.nature.nps.gov/publications/NRPM>. The following checklist is intended to help Key Officials review reports to determine whether they meet the minimum standards.

	1. The manuscript does not include any sensitive or commercially-valuable information that may potentially jeopardize a park resource and/or that might justify a management review
	2. There is no policy-sensitive material in the manuscript that might justify a Management Review to verify consistency with NPS policy or clear and appropriate relation to NPS policy?
	3. Cover Page follows guidelines with only Natural Resource Program Center listed within the banner for the national series (Example). No division, city or state is listed in the banner.
	4. Back of Title Page (page ii): the second paragraph contains the correct boilerplate language for either the NRR or NRTR series. The address for where to get additional copies of the report, and the recommended citation for the report, is correct.
	5. Page numbering begins on back of title page with "ii" and page "1" for the Introduction.
	6. Each first order heading begins on a new right hand, odd-numbered page, including each Appendix (unless the entire report is <15 pages)
	7. Figures and Tables make sense and captions are descriptive. If figures or tables run onto more than one page, figure or table number and caption are repeated followed by "(continued)."
	8. Horizontal lines are placed above and below table column headings as well as the last table row only – this is a suggestion.
	9. Citations use the style of the journal <i>Ecology</i> (Examples for citations)
	10. Back cover follows guidelines noting Natural Resource Program Center, Fort Collins for the national series because that's where the series is published, and the url given should be http://www.nature.nps.gov
	11. Font throughout document uses either Times New Roman and Arial for the "Good" option, or NPS Rawlinson and Frutiger (preferred choice).