Manuscript Submittal Form and Checklist
Natural Resource Publication Series

Natural Resource Report - Natural Resource Technical Report - Natural Resource Data Series

Updated 18 August 2011

The first section of this form should be filled out by the primary contact (the person submitting the manuscript for publication) and submitted with the manuscript to the appropriate NPS Peer Review Manager. The Peer Review Manager then completes second section and returns this form, along with the review comments, to the primary contact. When the final draft has been completed, the primary contact will send this form and a digital copy of the report (in MS Word, Adobe InDesign, or PDF format) to Fagan Johnson (Fagan_johnson@nps.gov) at the Fort Collins Natural Resource Stewardship and Science office (NRSS). The NRSS office will review the report, and use the information in this form to create a metadata reference record in the Integrated Resource Management Applications site (IRMA) (formerly NRInfo). The NRSS office will then send the primary contact, Peer Review Manager, and any additional IRMA editors/owners specified in section two of this document, the final review comments, and a direct URL link to the metadata record in IRMA. The primary contact will work with the NRSS office and the Peer Review Manager to incorporate the final review comments into the report, update the IRMA metadata record to the Peer Review Manager's specifications, and upload the final PDF version of the report to IRMA for online distribution. The NRSS office will fill out the third section three of this form, and will save a permanent digital copy for archive at the Fort Collins office.

Section 1: Initial Manuscript Submittal Procedures (to be filled out by the primary contact – the person submitting the report for publication; usually a NPS project manager, author, or editor).

Primary Contact Name : Brian R. Mitchell
Mailing Address (street, city, state, zip): 05091
Phone &/or Fax: 8024573368
Email (used to give editing/ownership permissions in IRMA): brian_mitchell@nps.gov

Title of manuscript: Weather and Climate Trends of Morristown National Historical Park: Northeast Temperate Network 2011 Summary Report

Names of Authors (this will facilitate the creation of a metadata record for the report in the IRMA document storage and retrieval system - maximum of ten):

Author List Order	First Name or Initial	Middle Initial (optional)	Last Name
First	Kevin	R	Morris
Second	Adam	J	Kozlowski
Third	Ed		Sharron
Fourth	Brian	R	Mitchell
Fifth			
Sixth			
Seventh			
Eighth			
Ninth			
Tenth			

☐ NRR ☐ NRTR ☒ NRDS	Based on the descriptions of the NRR, NRTR, and NRDS, for which series is the report's content best suited? (Most NRTR reports will follow the Introduction-Methods-Results-Discussion organization typical of research publications and reports; reports with chapters such as protocols should usually be in NRR; data summaries with little or no interpretation and analysis will be in NRDS.)
☒ National ☐ Regional	Is the report content and scope best suited for the National or Regional series? If Regional check with regional coordinator – NRSS does not manage Regional series.
☐ Yes ☐ No ☒ N/A	If more than 50 copies of the report are to be printed and distributed, I have read and followed the instructions for producing the 'preferred' document layout that is consistent with the 'Communicating the NPS Mission' guidelines, and have produced a PDF version of the final document that uses Adobe Frutiger and NPS Rawlinson fonts, and a 2- or 3-column layout.

☒ This report is deemed 'informative scientific or scholarly information' as defined by the OMB Peer Review Bulletin. Scientific or scholarly information serves to inform scientific, scholarly, and management awareness and decision-making generally but that does not provide the sole or major component of information used in decision-making and does not, by itself, lead to a change in the direction of decision-making or to a decision that creates a clear and substantial impact on important public policies or private sector decisions.

☐ This report is deemed to be 'Influential' or 'Highly Influential Scientific or Scholarly Information' as defined by the OMB Peer Review Bulletin. See the NPS Interim Peer Review Guidance for special peer review and reporting procedures that need to be followed.

Initial Peer and Management Review: Please list the names, affiliations, phone numbers, and email addresses of peer and management reviewers who have already reviewed this manuscript prior to submission of the manuscript to the Peer Review Manager:

Marc Albert, BOHA/SAIR, Marc_Albert@nps.gov
John Gilbert, MABI, John_Gilbert@nps.gov
Dave Hayes, ROVA, Dave_Hayes@nps.gov
Kyle Jones, MABI, Kyle_Jones@nps.gov
Matt Marshall, ERMN I&M, matt_marshall@nps.gov
Chris Martin, SARA, Chris_Martin@nps.gov
Bob Masson, MORR, Robert_Masson@nps.gov
Megan Nortrup, NCRN I&M, Megan_Nortrup@nps.gov
Greg McCurdy, Western Regional Climate Center, Greg.McCurdy@dri.edu
Geoffrey Sanders, NCRN I&M, Geoffrey_Sanders@nps.gov
John Paul Schmit, NCRN I&M, John_Schmit@nps.gov

Briefly describe the major review comments addressed, and areas of the report that were revised during the initial peer review.

Numerous suggestions for figure formatting and presentation, as well as suggestions that improved the text, were provided during multiple rounds of review of the

template used for this report. Some of the reviewers provided only minimal feedback.

☐ Yes ☒ No Does the manuscript include any sensitive or commercially-valuable information that may potentially jeopardize a park resource and/or that might justify a management review by a qualified individual? If yes, please explain.

☐ Yes ☒ No Is there any policy-sensitive material in the manuscript that might justify a Management Review by an appropriate reviewer who can verify consistency with NPS policy or clear and appropriate relation to NPS policy? A Management Review should be conducted if any material might not be consistent with NPS policy. If one of the reviewers is qualified to conduct such a review and has already done so, please explain.

Section 2. NPS Peer and Management Review Information (to be filled out by the NPS-approved Peer Review Manager).

All reports published in the NRTR, NRR, and NRDS series must undergo a peer review process, overseen by a NPS-approved Peer Review Manager.

Regional I&M Program Managers usually serve as the NPS Peer Review Manager for reports generated by the I&M program. For other reports, please contact the Regional Natural Resource Chief, or NRSS Division Chief to find out who acts as the Peer Review Manager for that office. The Peer Review Manager may choose to delegate this responsibility.

Name of Peer Review Manager (or delegate): John Karish
Mailing Address (street, city, state, zip): 423 Forest Resources Building, University Park, PA 16802
Phone &/or Fax: 814-865-7974
Email (used to give editing/ownership permissions in IRMA): john_karish@nps.gov

☐ Yes ☒ No Determination by Peer Review Manager whether additional peer review is necessary.

☐ Yes ☒ No Determination by Peer Review Manager whether Management Review is necessary.

Names, affiliations, and contact information for additional peer and management reviewers (if anonymous, write anonymous):
N/A

Briefly describe the major review comments addressed, and areas of the report that were revised during the peer review conducted by the Peer Review Manager.
N/A

Date that peer review comments were returned to contributor:

☐ Yes ☐ No Peer and management review comments have been adequately incorporated into the final manuscript.

Approval date – Peer review manager accepts manuscript for publication in the series:

Additonal IRMA Editor(s)/Owner(s) – use if either the Primary Contact or Peer Review Manager are not NPS employees, or to add additional and optional IRMA Editor(s)/Owner(s).

Additional IRMA Editor/Owner Name (must be NPS employee): Adam Kozlowski
Email (used to give editing/ownership permissions in IRMA): adam_kozlowski@nps.gov

Additional IRMA Editor/Owner Name (must be NPS employee): Ed Sharron
Email (used to give editing/ownership permissions in IRMA): ed_sharron@nps.gov

Section 3. Procedures after Manuscript is Approved by Peer Review Manager for Publication in the Series (filled out and permanently archived by the Fort Collins NRSS Office)

Filled Out by NRSS Office	Report series number (e.g., NPS/HTLN/NRTR—2006/018): NPS/NETN/NRDS—2012/377
Filled Out by NRSS Office	TIC (Technical Information Center) number from the Publication Series manager or the TIC office (e.g., 100023): 337/117179
Filled Out by NRSS Office	IRMA Reference Code: 2190375 IRMA Reference URL:

For more information, please contact Fagan Johnson (Fagan_Johnson@nps.gov).

Form updated 2 June 2011