

Southeast Coast Network

National Park Service
Inventory and Monitoring Program



Standard Operating Procedure (SOP) #2.1.06

Southeast Region Inventory and Monitoring Publications: Guidelines for Authors

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Summary

The following Standard Operating Procedure (SOP) outlines the guidelines and responsibilities for authors of products edited by the Southeast Region Inventory and Monitoring (SER I&M) Publications editing team.

Revision Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

Contents

	Page
Summary	i
Revision Log	i
Figures	2
Introduction and Purpose	3
Resources for Authors	4
Useful Links and Templates for Formatting	4
Style Guides	4
Other Relevant Standard Operating Procedures	4
Formatting and Content—Most Common Formatting Changes	5
General	5
Figures	5
Tables	5
Literature Cited	5
Introduction to Google Drive (SER I&M Publications)	6
Accessing for the First Time	6
Structure and Permissions	6
Instructions for Document Submission	7
Naming Conventions and Versioning	7
Format: Which One?	7
Uploading Documents Ready for Editing	8
Workflows	8
Backup and Long-term Storage	9
Appendix A: Sample Document Submission Form	13

Figures

	Page
Figure 1. Graphic illustration of the Google Drive structure and folder permissions for the SER I&M publications department.	7
Figure 2. Gathering files for submission.	9
Figure 3. Zipping the folder to upload to Google Drive.	10
Figure 4. Uploading the zipped folder to Google Drive.	10
Figure 5. Graphic representation of workflow.	11
Figure 6. Sample document submission form.	13

Introduction and Purpose

The purpose of this standard operating procedure (SOP) is to provide guidance to authors who wish to utilize the services of the Southeast Region I&M Publications (SER I&M pubs) editing team. The editors will prepare documents for publication and edit for content, grammar, style, and usage, as well as the for the National Park Service (NPS) Natural Resource Publications Management (NRPM) required formatting, including compliance with section 508 of the Rehabilitation Act.

Views, statements, findings, conclusions, recommendations, and data in this report do not necessarily reflect views and policies of the National Park Service, U.S. Department of the Interior. Mention of trade names or commercial products does not constitute endorsement or recommendation for use by the U.S. Government.

The SER I&M publications team is made up of one Managing Editor and two Technical Editor / Writers. Our contact information is:

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Resources for Authors

While authors are not expected to—and should not have to—memorize the finer points of technical editing, there are several resources available which can make their report or article easier to prepare for publication. The use of current Natural Resource Publications Management (NRPM) templates, fonts and styles ensures that the report meets current NRPM standards for formatting, and eliminates software issues and bugs that can arise when using content from old versions of Microsoft Word.

Useful Links and Templates for Formatting

For report format style and guidance, see: <http://www.nature.nps.gov/publications/nrpm/hints.cfm>.

For report templates for both Natural Resource Reports (NRR) and Natural Resource Data Series (NRDS), see: <http://www.nature.nps.gov/publications/nrpm/templates.cfm>.

Templates are also available on the SER Publications Google Drive, in “Information > Templates ([link](#)).” NRPM templates also contain notes and helpful formatting information.

Style Guides

The accepted style for all National Park Service reports is Chicago. The hierarchy of reference for style-related questions is:

- 1) The Editorial Style Guide for *Park Science* and *Natural Resource Year in Review*. This is a basic style guide, which also contains answers to NPS-specific questions, such as: “When is it appropriate to use the term bison?” and “Can I just abbreviate National Park Service with the NPS acronym throughout my document?” This guide is available for download at: http://www.nature.nps.gov/parkscience/Archive/PDF_Downloads/Editorial%20Style%20Guide%20Revised%208-4-2008/Editorial_Style_Guide_Revised_8-4-2008.pdf.

- 2) The Harpers Ferry Center Editorial Style Guide. This is a supplement to the Chicago Manual of Style, and also contains guidance about terms and phrases specific to NPS areas. It is available for download at: <http://www.nps.gov/hfc/products/pubs/HFCStyleGuide2015.pdf>.

These two style guides are available on the SER publications Google Drive, under “Information > Style Guides ([link](#)).”

- 3) The Chicago Manual of Style, Sixteenth Edition (University of Chicago Press 2010). This is an encyclopedic reference to be used when other guides do not provide answers.

- 4) Webster’s Encyclopedic Unabridged Dictionary (Gramercy Books 1994).

Other Relevant Standard Operating Procedures

The Southeast Coast Network has published other SOPs that are relevant to this editing SOP if more information is desired. The link to the IRMA record is available in the literature cited section, and these SOPs are also posted in the “Information” folder of Google Drive ([link](#)).

Southeast Coast Network SOP—2.1.5 (2012). Report publication and distribution.

Southeast Coast Network SOP—2.1.2. (2013). Southeast Coast Network reporting guidelines.

Formatting and Content—Most Common Formatting Changes

Below are some of the more common formatting changes we make when editing documents for the Network. For more information, see the The Editorial Style Guide for *Park Science* and *Natural Resource Year in Review*, available at http://www.nature.nps.gov/parkscience/Archive/PDF_Downloads/Editorial%20Style%20Guide%20Revised%208-4-2008/Editorial_Style_Guide_Revised_8-4-2008.pdf.

The following tips are informational only, and are not required formatting for submission of reports to the editing team.

General

- Acronyms should not be used as nouns nor used to start sentences. Some specific acronyms that are overused are NPS, all network acronyms (SECN, SFCN, etc.), as well as park acronyms (CUIS, HOBE). For example: “The SECN Saltmarsh Protocol” is correct, but “The SECN wrote a Saltmarsh Protocol” is not. Try substituting network, park service, or park.
- Make sure all text has an “NRPS” style applied.
- Hyphenation (or non-hyphenation) of words should be consistent.
- Bulleted lists should be indented consistently throughout the document.
- Use one space after a period instead of two.
- Be consistent with spatial abbreviations (e.g., ft, cm)
- Focus on clarity and conciseness.
- When inserting a section break, please use “Next page”, and then insert a blank page if necessary. Odd or even page breaks can become problematic when converting to PDF.

Figures

- Fill to margins whenever possible.
- Bold “Figure #.”
- Make sure figures are formatted ‘In line with text.’
- To add alt text to figures (required for section 508 compliance) in Word:
 - Right click on the picture or figure.
 - Click “format picture” and then “alt text.”

Tables

- Use the correct styles every time. Table cells use “table cell” style, headers use “table header” style.
- 9 pt font or smaller.
- Do not specify row height.
- Lines on top and bottom of table and bottom of header row—Hairline (or 0.25 point).
- Tables should be centered on page with caption left justified.
- Do not exceed margins.
- For tables, the most important thing is to “keep it simple.” Nested tables, or tables with intricate color coding, will have to be split up or deconstructed to comply with section 508 guidelines.

Literature Cited

- Follow template exactly.
- Hyperlinks in hyperlink format.
- Ensure everything in the lit cited is in the text and vice versa.
- In-text, if there are multiple sources within parentheses put them in chronological order by year.

Introduction to Google Drive (SER I&M Publications)

Why the change? Due to several issues with the SharePoint system (current migration and restructuring, file size limits that are often exceeded), SER I&M Pubs is relocating to Google Drive. This is a system that is easier to access and edit, makes permissions easier to moderate, and has drag and drop functionality for uploading new documents. Additionally, Google Drive does not require an NPS network or VPN connection and can be accessed on tablets or laptops, a plus for NPS employees that spend a lot of time in the field.

Accessing for the First Time

To access the SER I&M Publications Google Drive for the first time, use this link: [SER I&M Publications Google Drive](#).

There you will find all the folders available to all regional personnel. Click on the blue “Open in Drive” box (or “add to Drive”) in the top right corner. After that, the folder should appear every time you open your personal NPS Google Drive, as a shared folder.

Structure and Permissions

The SER I&M Pubs Google Drive is structured to allow everyone with an NPS account the ability to upload documents and obtain helpful information, while restricting access to documents-in-progress to editors only. This removes the need to check-in or check-out documents. An outline of the Google Drive architecture is below, and is summarized in Figure 1.

- ◆ SER I&M Publications—Main folder, available to the SER I&M Manager, the SECN Program Manager, and the SECN Managing Editor. These are top-down permissions that grant access to all folders.
- ◆ Administrative access - This folder is reserved for future use if the need arises for administrative use within the SER editing department.
- ◆ Editor access—This folder is available to technical editors in the SECN office. It is for documents in progress and out for review or approval.
- ◆ Jobs in progress—for jobs currently undergoing editorial changes.
- ◆ Jobs in review—for reports currently awaiting comments from parks or regional personnel.
- ◆ Daily backup—Backup of each editors work-in-progress, so no work is lost in the event of account lockouts, computer issues, or Microsoft Word crashes.
- ◆ TO NRPM for approval—for sending documents to Fort Collins for final approval and assignment of report numbers.
- ◆ All SER access—This folder is available to anyone with a DOI email and the link (given above). It is used for initial document submission, general editing information and helpful links for authors, and resubmission of documents after review.
- ◆ Information—Contains links and helpful information, as well as a spreadsheet of the status of all documents currently in our workflow.
- ◆ New Document Submission—for the initial upload of new documents requiring editing.
- ◆ Post-review resubmission—for uploading documents after peer review.
- ◆ Individual network access—A folder available to each I&M Network in the SER for short-term storage of documents when the SECN editing team is finished with them. These folders, and editing rights, will be shared with each respective Program Manager. The Program Manager can then decide who else they wish to share the folder with.

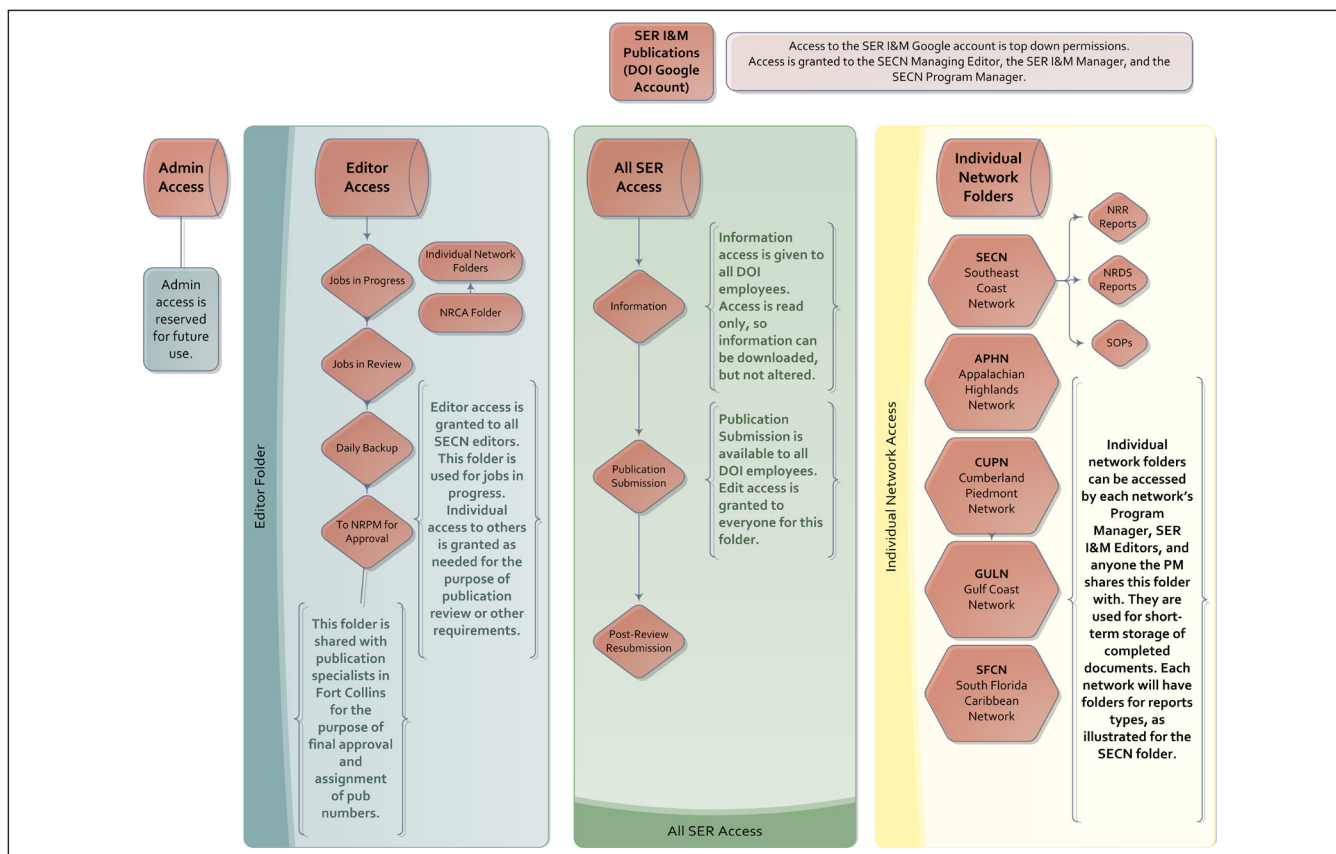


Figure 1. Graphic illustration of the Google Drive structure and folder permissions for the SER I&M publications department.

Instructions for Document Submission

Naming Conventions and Versioning

Since Google Drive does not have a means of saving versions, as SharePoint does, we will be saving four versions of each publication: Initial submission, sent for review, comments returned, and final. For consistency, each file should be named as follows:

author last name_pub year_park or network_pubname_version.

For example, the SECN's fixed station water report for Cape Hatteras for 2014 would look like this:

Initial submission—WrightW_2015_CAHA_Fixed station data summary2014_submitted

Sent for review—WrightW_2015_CAHA_Fixed station data summary2014_review

Review comments—WrightW_2015_CAHA_Fixed station data summary2014_MBG comments (If Brian Gregory were to review)

Final—WrightW_2015_CAHA_Fixed station data summary2014_final

If there is more than one reviewer, there will be a separate

file for each set of comments. If the report is a protocol or SOP (or covers more than one park), the network acronym would replace the four-letter park initials.

For example: Devivo_2015_SECN_Salt Marsh Protocol.

Format: Which One?

Most authors prefer to use Microsoft Word. However, Word is glitchy, formatting sometimes does not hold when moving files across computers, and Word is not as adept at handling complicated formatting the way Adobe InDesign is. Our editing office can handle either format, but we do prefer InDesign. Effective August 1, 2015, all data summary reports (NRDS) for the Southeast Coast Network will be formatted in InDesign. By early 2016, all NRR reports and protocols will also be done in InDesign. For other networks, we will use whichever format the Program Manager for that network prefers. We will work with other networks if they want to implement a change to InDesign.

The InDesign format is a two-column format that is cleaner and more professional for the scientific reports we are publishing. This SOP is an example of a finished report in a two-column format.

If you decide you would like your report formatted in InDesign you can submit a Word document, and we will move it to an InDesign template for you. You can also submit an InDesign file. Currently, we are only changing the smaller NRDS reports from Word to InDesign. The lengthier and more complex NRR reports will be changed to InDesign in the future.

The biggest workflow difference between Word and InDesign is reviewing. For InDesign files, reviewers will be given a PDF to make comments on. This method insures that all formatting “sticks”—which is often not the case with Word. Final documents will be sent to Fort Collins in PDF format as well. For more information, feel free to contact the Managing Editor.

It is important to note that if you desire a Word document to submit to reviewers, you just need to check ‘Microsoft Word’ for intial format desired when you fill out the submission form.

Uploading Documents Ready for Editing

Once you have a report or publication ready to submit to the editing department, simply follow the instructions below:

Make a folder using the naming conventions given above (author_year_park or network_report title). Inside this folder, include the document, all supporting files (such as figures and original tables in Excel), and all appendices (Figure 2).

Right click on the folder, and click “Send to > Compressed (zipped) Folder.” This will create a zipped file that contains everything we need (Figure 3).

Open the “New Document Submission” folder ([link](#)) on Google Drive. Once in the folder, you can either right click, and choose “upload file,” or you can locate your zipped folder on your computer, and drag and drop to the Google Drive (Figure 4).

Next, go to the document submission form (see Appendix A for a sample of the form)([link](#)). Fill out the form, and click submit. The form will notify the editing team that a new document has been uploaded, and the “work in progress” spreadsheet ([link](#)) will automatically update.

Workflows

The basic step-by-step workflow is as follows (Figure 5):

- 1) Document is submitted to the editing department by
 - a) Dragging zipped folder, including support documents, into “new document submission” folder ([link](#)).
 - b) Filling out online form ([link](#)).
- 2) Submitting the form notifies the managing editor that a new document is available, and automatically updates the “work in progress” spreadsheet ([link](#)).
- 3) The report will then be assigned to an editor. Once edits are complete, the report will be moved to the “Documents in Review” folder and shared with the orginal submitter (unless otherwise directed), and the submitter may then share the report with others (within the DOI), or download and distribute.
- 4) Once the document is finished with review, and comments have been addressed, it is ready for final edits. At this point the submitter will put the report in the “Post-review resubmission” folder ([link](#)), and notify the Managing Editor that it is ready for final edits.
- 5) Once final edits are complete, the report will be moved to the individual network folder for the submitting network, the Program Manager for that network will be notified, and the SER I&M editing team will be finished with it unless further edits are required.

The Program Manager for each respective network is responsible for submitting the report to NRPM, posting the report on IRMA, and moving the report to long-term storage. The Program Manager or Peer Review Manager will also be responsible for filling out and submitting the manuscript submittal form to the NRPM along with the final document.

If a report is not submitted for initial pre-review edits, but only for final edits, the online form should still be filled out, but “final edits” should be checked on the form.

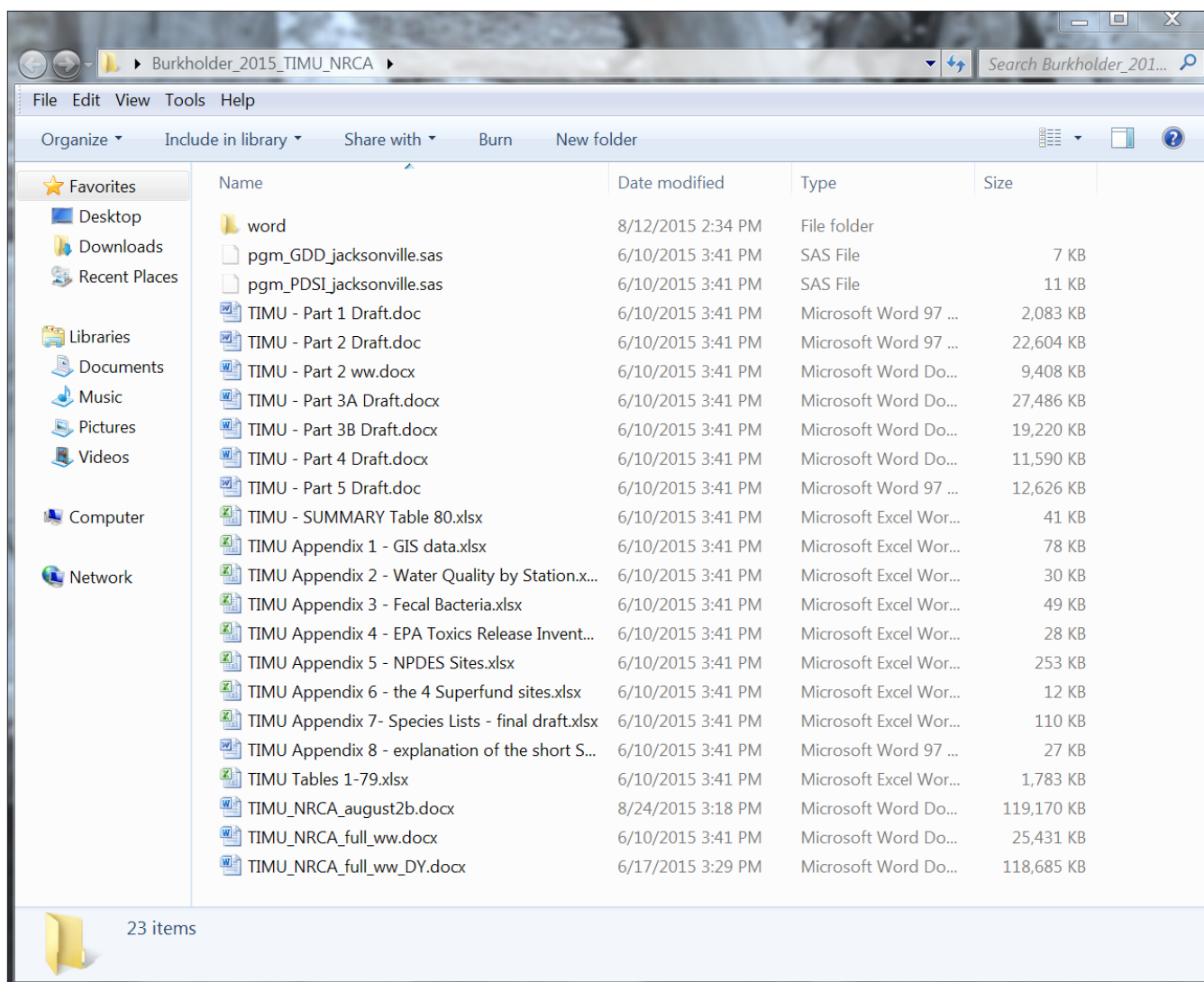


Figure 2. Gathering files for submission.

Backup and Long-term Storage

The SER I&M Publications Google Drive will be backed up a minimum of twice-weekly to an external storage drive located at the Southeast Coast Network in Athens, Georgia. Backup will be performed by the Managing Editor.

All work in progress will be backed up by each editor daily from their computer to the Google Drive.

All completed documents that have been returned to SER Networks will be stored on the SECN server. However, since these are not final documents with report numbers, each network's Program Manager should make plans for long-term storage of completed documents if they wish to keep the final Microsoft Word or InDesign versions of their reports.

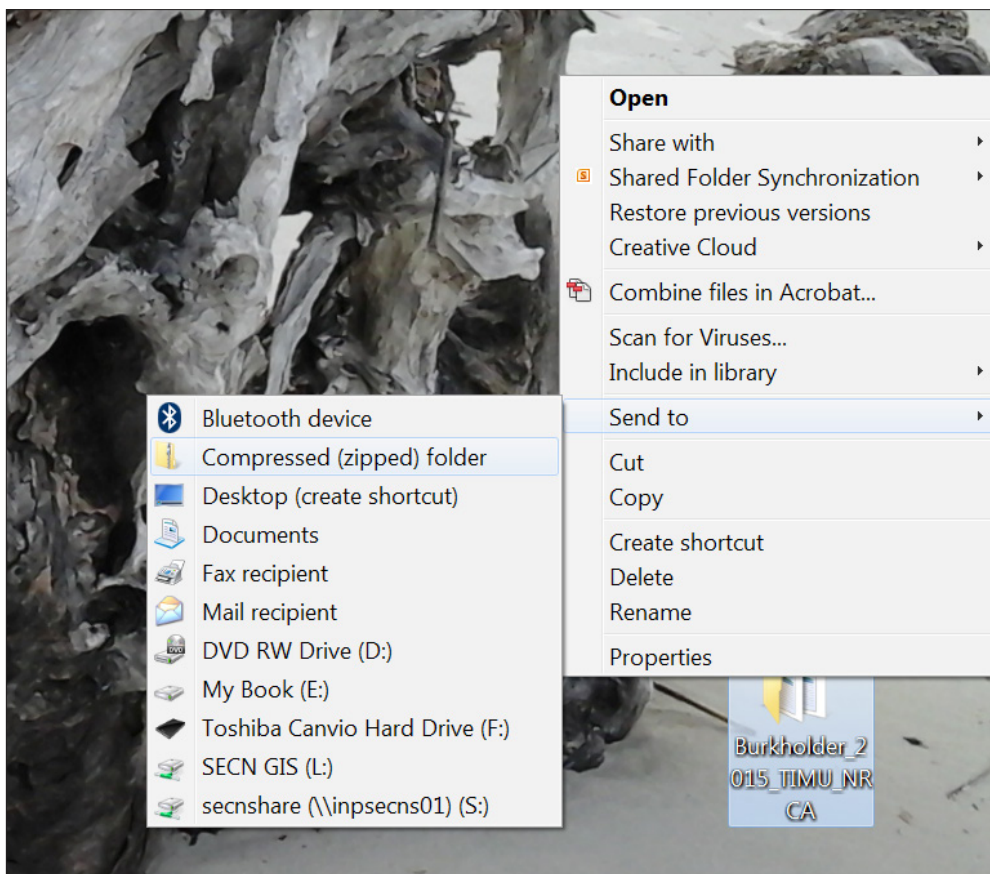


Figure 3. Zipping the folder to upload to Google Drive.

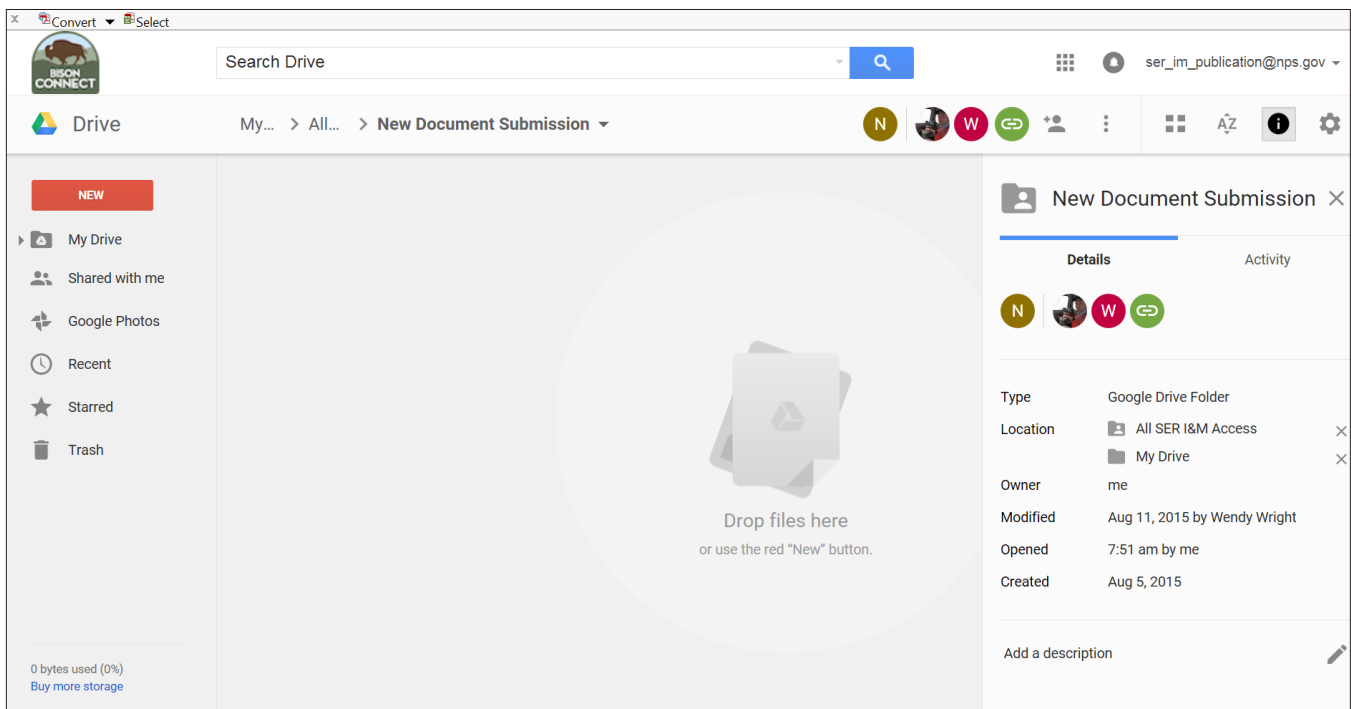


Figure 4. Uploading the zipped folder to Google Drive.

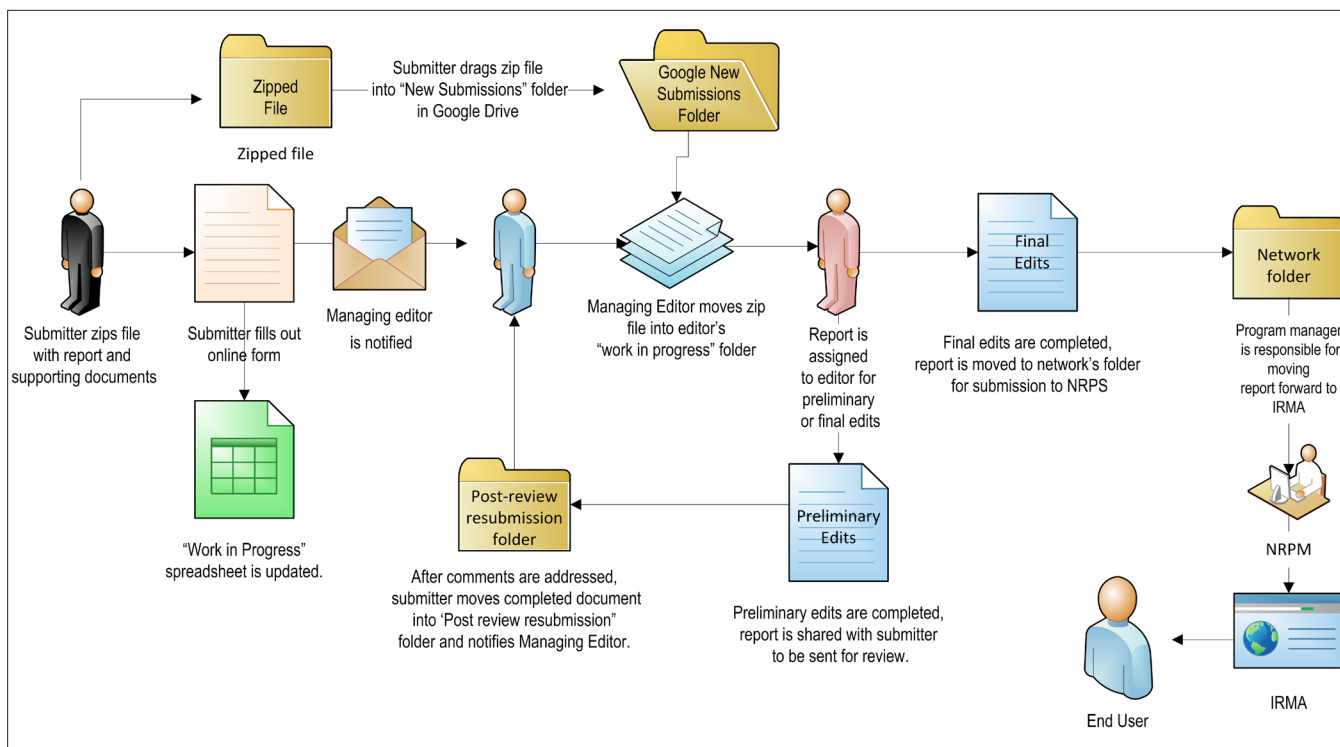


Figure 5. Graphic representation of workflow.

Literature Cited

Gramercy Books. 1994. Webster's encyclopedic unabridged dictionary of the English language. Random House. New Jersey.

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Southeast Coast Network. 2013. Southeast Coast Network reporting guidelines. Southeast Coast Network Standard Operating Procedure NPS/SECN/SOP-2.1.2. National Park Service, Athens, Georgia. Available at <https://irma.nps.gov/App/Reference/Profile/2192670> (last accessed August 2015).

University of Chicago Press. 2010. The Chicago manual of style. Sixteenth Edition. Chicago.

Appendix A: Sample Document Submission Form

Southeast Region I&M Publications



SER I&M New Document Submission

Please fill out when submitting a new document to the editing department

Your username (ser_im_publication@nps.gov) will be recorded when you submit this form. Not [ser_im_publication](#)? [Sign out](#)

*** Required**

Submitter name *

Submitter e-mail *

Author name *

Author e-mail *

File name *

Please use [naming conventions](#) in SOP

Document name *

Report title

Network *

Preliminary format desired

Choose whether you want your document returned in Microsoft Word or Adobe InDesign format. If you'd like to submit a Word document to reviewers, you must choose Word.

☐ Microsoft Word

☐ Adobe InDesign

☐ No preliminary edits required

Final format desired

Choose whether you want your final document returned in Microsoft Word or Adobe InDesign format. Once files are converted to InDesign, only PDFs will be available for review.

☐ Microsoft Word

☐ Adobe InDesign

Report Type *

Type of edits requested *

☐ Preliminary (Pre-review)

☐ Final (ready for publication)

Comments or additional instructions

Checklist

☐ Support files included (Excel tables and figures)?

☐ Document and all support files in zip folder?

☐ Zip folder uploaded to New Submission Folder?

☐ Send me a copy of my responses.

Submit

Never submit passwords through Google Forms.

Powered by

 Google Forms

This form was created inside of DEPARTMENT OF THE INTERIOR.

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Figure 6. Sample document submission form.

The Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its special responsibilities to American Indians, Alaska Natives, and affiliated Island Communities.

National Park Service
U.S. Department of the Interior



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