

115s

Authorship

- The first ARS author must submit the 115
- The mode code of the **first ARS author** must match the mode code of the 115
- Only non-ARS authors need to be checked on the **Cleared list
- All ARS authors should be selected from the LOV to insert their correct mode code

Each author must have participated sufficiently in the work to take public responsibility for the content of the article (P& P 152.2). This participation must include:

- *conception or design, or analysis and interpretation of data, or both; and,*
- *drafting the article or revising it for critically important intellectual content; and,*
- *final approval of the version to be published.*

CITATIONS

- Why do we care how they appear?
 - The Scientist's reputation-how credible?
 - This data goes outside of the Agency
 - This data is the "face" of ARS we show
 - On the Web
 - In the CRIS System

INTERPRETIVE SUMMARY

- Understood by a 9th grader
 - Must include:
 - Background statement explaining the problem
 - Description of what was found-not done
 - Impact statement-answers the questions-
 - **So what?**
 - **Who cares?**
 - **Why?**
- Turning Off AutoFormat for Bullets, Lists, Outlines, and Smart Quotes
 - To turn off the AutoFormat feature in Word, click the "**File**" menu, and "**Options, Proofing, Auto correct options, Auto format**" Remove check on straight quotes.

Use the Matrix below to determine how to answer the "**First Formal Report other than Abstract**" question on the ARS-115 and if an interpretive summary is required for the specific publication type.

Publication Type	First Formal Report*	Interpretive Summary	Technical Abstract
Peer Reviewed Journal	Yes	Yes	Yes
Abstract	No	No	Yes
Proceedings/Symposium	No*	No	Yes
Review Article	No	No	Yes
Other	No*	No	Yes
Research Notes	No	No	Yes
Trade Journal	No	No	Yes
Germplasm Release	Yes	No**	Yes
Book/Book Chapter	No*	No	Yes
Literature Review	No	No	Yes
Government Publication	No*	No	Yes
Monograph	No*	No	Yes
Experiment Station	No*	No	Yes
Popular Publication	No	No	Yes
Patent Application	No	No	Yes

* If the publication is a “First Formal Report other than Abstract”, select “Yes” and an Interpretive Summary is required.

** Germplasm Releases are considered “First Formal Report”, however, an Interpretive Summary is not required.

Publication Citation Format and Examples

The citation information should be inclusive enough to allow the article to be found or requested through a library. The citation is generated in proper format through the ARS-115 system by using the Generate Citation button.

However, the citation should be reviewed and verified for accuracy of capitalization, punctuation, and any information that may need to be added.

Author Names - Author names are populated to the citation field by the authors listed in the Author field. Once in the citation, verify accuracy of capitalization, especially for names with double caps (e.g, McCoy) and for names with a suffix (e.g., III, Sr.).

Spacing – there should be only one space between elements in the citation.

Capitalization – the title is populated into the citation as typed in the Title field; however, verification is needed for accuracy of capitalization of proper names and author names.

Abbreviations – Abbreviations should not be used anywhere in the citation, unless the journal uses them in titles (e.g. the FASEB Journal).

Pagination – Use p. to indicate pages; use complete page numbers (e.g., 255-266, not 255-66).

Abstract – Insert the word “abstract” in brackets as the last word in the article title if the citation for an abstract only.

Journal Article with Standard Citation:

Format:

Author last name(s) and initial(s). Year of publication. Article title. Full journal title. Volume (issue):page numbers.

Examples:

Anderson, R.J. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649.

Anderson, R.J., Thompson, J.L. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649.

Journal Article with DOI in Citation (**note: “DOI” should be lowercase when used in a citation**):

Format:

Author last name(s) and initial(s). Year of publication. Article title. Full journal title. doi.

Examples:

Anderson, R.J. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. doi:10.2594/CS.2004-3597.

Anderson, R.J., Thompson, J.L. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649. doi: 10.2594/CS.2004-3597.

Abstract:

Format:

Author last name(s) and initial(s). Year of publication. Title of abstract [abstract]. Full title of journal/proceedings. Volume(issue):page number(s).

Examples:

Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. American Chemical Society. p. 102.

Hester, P.Y., Muir, W.M., Craig, J.V., Albright, J.L. 1995. Group selection for adaptation to multiple-hen cages: Response to social and heat stress [abstract]. Poultry Science. 74(1):102

Example with Paper/Abstract No.:

Paarlberg, K.R., Hanna, H.M, Erbach, D.C., Hartzler, R.G. 1995. Cultivator design for interrow weed control on no-till corn [abstract]. American Society for Agricultural Engineers. Paper No. 95-1331.

Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. American Chemical Society. Paper No. 102.

Proceedings:

Format:

Author last name(s) and initial(s). Year of publication. Title of paper. Title of Proceedings. Volume:Page number(s).

Examples:

Kanwar, R.S., Colvin, T.S., Karlen, D.L. 1995. Tillage and crop rotation effects on drainage water quality. Proceedings of Clean Water-Clean Environment 21st Century. III:163-166.

Miller, J.G. Janyes, D.B., Moorman, T.B. 1995. Prediction of atrazine persistence in a central Iowa field. Proceedings of water Quality Modeling International Symposium. p. 109-118.

Format for Proceedings w/Conference Information:

Author last name(s) and initial(s). Year of publication. Title of paper. In: (editors, if any). Title of Proceedings. Title of Conference (if different from title of Proceedings), Date of Conference, Conference Location. Page number(s).

Examples w/ Conference Information Included:

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Smith, J.L. 2004. Current issues in crop production. In: Irvin, R.L., Smith, J.C., editors. Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Example w/different conference title than proceedings:

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Format for Proceedings only available on CD:

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. 2004 CDROM.

Dissertations/Thesis:

Format:

Author last name and initials. Date of Degree. Title of Dissertation or thesis [Ph.D. Dissertation]. Place of Degree-Granting Institution: Degree-Granting Institution. Number of pages.

Examples:

Dorsey, J.D. 1995. Farming system effects on soil properties [Ph.D. Dissertation]. Columbus, OH: Ohio State University. 340 p.

Milach, S.C.K. 1995. Genetic characterization and molecular mapping of dwarfing genes in oat [Ph.D. Thesis]. Minneapolis, MN: University of Minnesota. 94 p.

Patent:

Format:

Author last name(s) and initial(s). Date of patent. Title of patent. Patent Number.

Example:

Eller, F.J., Bartelt, R.J. 1995. Compositions for the control of pepper weevils. U.S. Patent 5,393,522.

Book Chapter:

Format:

Author last name(s) and initial(s). Year of publication. Title of chapter or part. In: Last name and Initial(s) of Editor(s) of book. Title of book. Edition information (if any). Place of publication: Publisher. Inclusive page numbers.

Example:

Ogren, W.L. 1994. Energy utilization by photorespiration. In: Tolbert, N.E., Preiss, J., editors. Regulation of Atmospheric CO₂ and O₂ by Photosynthetic Carbon Metabolism. 3rd edition. New York, NY: University Press. p.115-125.

Book:

Format:

Author last name(s) and initial(s). Year of publication. Title of Book. Place of Publication: Publisher. Number of pages.

Example:

Bates, B. 1999. Bargaining for Life: A social history of tuberculosis. Philadelphia: University of Pennsylvania Press. 435 p.

Electronic Journal Articles:

Format:

Author last name(s) and initial(s). Year of publication. Title of article. Full journal title [medium]. Volume(issue):page numbers [if available]. Availability information.

Example:

Loker, W.M. 1996. The crisis of modernization in Latin America. Journal of Political Ecology [serial online]. 3(1). Available: http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt.

Yerk-Davis, G.L., Grant, D., McMullen, M.D., Cole, E.H., Houchins, K., Melia-Handcock, S. 1995. The UMC Maize RFLP Map Sequence. Plant Genome IV Abstracts. Available: <http://probe.nalusda.gov:8000/plant/index.html>.

Smith, J.C., Shafer, R.L. 2004. The effect of inoculation methods on bulb firmness. Electronic Journal of Biotechnology. 4(3). Available: <http://ejb.ucv.cl/content/vol3/issue3/full/4/index.html>.

Fredrickson, B.L. 2000. Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3:Article 0001a. Available: <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Computer Programs/CD-ROM:

Format:

Author last name(s) and initial(s). Year of publication. Name/Title of CD-ROM/Computer Program [medium]. Version. Publication location: Publisher.

Example:

Gallo, A.E. 1996. The food marketing system in 1996 [CD-ROM]. Version 1.1. Washington, D.C.: U.S. Department of Agriculture, ERS.

Smith, J.C. 2004. PRO-CITE: Personal Bibliographic Software [computer program]. Version 1.4. Beltsville, MD: Scientific America.

Confidentiality Clause Status

This information is added to the “Details” tab of the Journal Code to serve as additional criteria to select the appropriate Journal Code. The confidentiality clause status (Yes or No) is specific to each journal. This clause states that the publication must be kept confidential until the journal has published it. To determine if a journal has a confidentiality clause, call the journal directly, search the journal’s website, and/or ask the scientist to obtain this information. **We must have whether the journal has a confidentiality clause before a new journal can be added to ARIS. You must provide their clause when requesting a new code.**

Journal codes for recurring meetings, workshops, congresses, symposiums, etc. will be entered without year dates or meeting number designations. For example, “5th International Meeting of Insect Physiologists” will be entered as “International Meeting of Insect Physiologists” and “2004 Proceedings of the Methyl Bromide Emissions Reduction Workshop” will be entered as “Proceedings of the Methyl Bromide Emissions Reduction Workshop”. When the citation is generated, the citation should be modified and the year or number of the meeting added.

Use of Generic Journal Codes

If, at the time of submitting an ARS-115, the name of the publication has not been determined or is not known, use the appropriate generic Journal Code as listed in the Currently Available Generic Journal table below. Generic journal codes should only be used when the publication is not first formal report of original research. Describe the publication in the remarks section of the ARS-115.

Remarks: “Abstract only to be presented at the USDA, ARS Workshop on Fusarium Head Blight of Wheat, July 4-7, 2016 in St. Louis, MO.”

When a publication results and the name of the publication is known, request the specific journal code (see Requesting a New Journal Code, page 9 of this manual). When the acceptance date is added to the ARS-115, modify the generic code to the newly established specific code.

The generic Journal Codes are confidentiality No by default. If the scientist, organization, or publisher requires confidentiality until published and a generic code is used, check (T) the “Hold from Tektran until Published” box. When you add the publication date and citation, remove the check (T).

Currently Available Generic Journal Codes

Journal Name	Journal Code
Agricultural Experiment Station Publication	08969
Agricultural Research Service Station Bulletin	03291
Agriculture Handbook	03233
ARS Publication	00050
Book Chapter	03708
CD ROM	04317
Complete Book	04321
Electronic Publication	06844
Experiment Station Bulletins	00856
Extension Circular	00865
Extension Fact Sheets	00867
Extension Publications	00868
Extension Reports	00869
Extension Service Bulletin	00870
Germplasm Release	05659
Government Publication/Report	90148
Home Page	04862
Invention Report	05684
Laboratory Publication	01630
Meeting Abstract	04466
Meeting Proceedings	89158
PhD Dissertation	05272
Popular Publication	90145
Review Article	90146
Science and Technical Review	02299
Software and User Manual Public Release	89180
Survey Notes	04795
Symposium Proceedings	02978
Trade Journal Publication	90147
Workshop Proceedings	88918
World Wide Web	04864

Related ARS Project (# or name): - - -

ONCE ENTERED, CANNOT BE REVISED. Project association does not limit reporting on annual reports. If associated project has terminated you may report the publication on the annual report of the new D project.

Manuscript Title: Do not include word [abstract] or place period at end of title. Use Sentence format when typing title and capitalize all the proper nouns. The citation will be generated exactly how it is typed. For example: Winter camelina in the Northern U.S. and the potential of its use in double-cropping

Manuscript Peer Reviewed: Y N (This is up to each unit to decide whether 115 should be peer reviewed. If Yes: Please give your Unit ARIS user the ARS-533 Peer Review forms and a copy of the manuscript)

1st Formal Report other than Abstract? Y N (Select No if this is an Abstract entry) Is this the first time that this original scientific information has been made public, other than in an abstract-only? If 115 is not for original research (e.g., a literature review), mark this No.

Does this manuscript report CRADA research? Y N **Has the Cooperator Reviewed and Approved this Publication?** Y N
If Yes, CRADA No.: 58 - 3K95 - (Example: 58-3K95-5-1234 or 58-3K95-5-6789M) If marked Yes will go to OTT for review

Submitter: _____
(Last name, First name MI)

Phone: _____ Email: _____

Contact: _____
(Last name, First name MI)

Phone: _____ Fax: _____

E-mail: _____

Submitter: ARIS User: Click on the ? to the right of the block to use the List of Values (LOV)

- Must be the RL or an Active Cat. 1, 4, 6 scientist
- Submitter does not need to be an author on the publication being entered.
- Submitter & Contact can be the same person (Unit choice).

Contact: ARIS User: Click on the ? to the right of the block to use the List of Values (LOV)

- Must be a Permanent Federal employee of the Unit.
- It is the responsibility of the 1st ARS author to enter the 115.
- If a post doc is submitting the 115: Use the RL or a Cat. 1, 4, or 6 scientist as the Contact.
- Post docs can be listed as authors but not as the Submitter or Contact (ARIS system control, no alternative).

Comments/Additional Info: REQUIRED Include any changes made to a revised 115.

Enter the date of all CRADA clearance authorizations and/or all Non-ARS Author clearance approvals. All Non-ARS authors must provide written clearance.

For meeting abstracts/presentations be sure to include meeting name, city and state and dates of the meeting. Example: Agronomy Meetings, San Diego, CA. Nov. 1-5, 2011.

When using a generic journal code, enter additional information here: e.g., title of book that chapter will be in; media title if no code has been established for it.

Use to indicate submission to alternate journal if rejected by first; include info on first submission journal.

It is also used for any special information the ARS scientist might wish to relay to line management.

Prominent Issues: If a Prominent Issue category is chosen from the drop-down list below, 115 will go to Area Director and ONP for approval. ONP approval is date of official approval.

None **If Other specify:** _____

Authors: List all authors, authorship position, and their affiliation (ARS employee, University, Company or Organization, ARS-Retired/Collaborator, etc.) Only one senior author designation per manuscript; not required.

Non-ARS Author Clearances: Allows ARS to post the Non-ARS author's name/affiliation to ARS websites. It is **not** a request for Approval /permission for ARS to publish.

ARIS User: For non-ARS author affiliations, click on the ? to the right of the block to use the List of Values (LOV). If non-ARS author is not on LOV, send the Request for non-ARS authors form to Kathy Jones, cc Lori Wilson-Voss to have employer added to system.

Name (Last, First, MI)	Employer/Affiliation	Clearance?	Senior Author?
1		Yes	Yes
2		Yes	Yes
3		Yes	Yes
4		Yes	Yes
5		Yes	Yes
6		Yes	Yes
7		Yes	Yes
8		Yes	Yes

Additional Authors:

Name of Meeting or Journal: _____

ARIS User: Click on the ? to choose the correct name. If publication is not available, send the Request for Journal Code form to Kathy Jones, cc Lori Wilson-Voss to have journal added to system.

Publication Type (choose from the drop-down list or check the appropriate box below): A - Abstract

U - Research Technical Update
(Use for Natural Resources Research Update Only)

C - PCT
(Patent Cooperation Treaty)
(Check with TTC or Patent Advisor before entering)

Z - Patent Application
(Serial #: _____)
(Check with TTC or Patent Advisor for assistance)

H - Germplasm Registration Article
Plant Material Docket Number: _____

Note: Plant Material Docket (PMD) entry must be entered first and approved/coded as Active in ARIS; must select the PMD # to enter 115 Germplasm Registration Article

Previously Submitted (applies to resubmission): Y N (Select Yes if it was submitted to another journal/equivalent earlier).

NOTE: ARIS User: the original 115 entry should be revised/updated if this is a resubmission due to rejection or other issues.

*** Use the Remarks and state which journal it was originally submitted to, the date, reason for resubmission (i.e., rejected, inappropriate journal, etc.)**

Hold from Tektran until: Published Permanently

Due to patent potential, is retention of intellectual property rights desired? Y N (Contact Tech. Transfer Coordinator for help/info)

Patent Information: If Yes, please submit a Patent/Invention Disclosure form through the ARIS Licenses/Invention system; If Yes, will go to OTT for review.

Provide the dates shown below as soon as they become available. They won't necessarily be available upon entry of new 115. The dates are required entries in order to allow the 115 to migrate to Tektran and the ARS website. The 115 cannot be used in the Annual/Final ARS-421 Progress Report unless Dates are entered & the 115 Citation is complete.

REQUIRED Date Submitted to Journal: _____ (Date the manuscript or abstract is sent to the journal or other outlet).

REQUIRED Acceptance Date: _____ (Date journal/other outlet accepts it for publication or the committee accepts it for a meeting, etc.) (Required to be listed on the web).

REQUIRED Publication Date: _____ **REQUIRED Volume, Page numbers, etc.:** _____

Both publication date and volume/page number required to generate citation.

Repository URL Field: _____ (Do not enter the http:// in front, it defaults in). (Use the URL provided by NAL. This URL will be used for Reprints held in the NAL Digital Repository only; No other URLs should be entered here.)

Interpretive Summary:

Technical Abstract: