

<i>NATIONAL MARINE FISHERIES SERVICE POLICY 04-101</i> Effective on: January 5, 2006	
To be reviewed on: March 16, 2027	
Science and Technology	
Policy on NMFS Scientific and Technical Publication Series	
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<i>SUMMARY OF REVISIONS:</i> <p>This revised document replaces National Marine Fisheries Service Policy Directive 04-101, Policy on the Document Preparation and Clearance, previously renewed in July 2014. The revised document is a complete reworking and expansion of the original document, which listed the NMFS mandate of distributing the results of its research; established the guidelines, authorities, and responsibilities in Policy Document 04-101-01 to fulfill that mandate; and set standards to measure effectiveness. The revised document rewords the title and adds four sections to expand on these topics in greater detail: Introduction, Objective, Authorities and Responsibilities, and Measuring Effectiveness. [SPO Staff, November 2021]</p>	

I. Introduction

Conducting scientific research is a core mission of NOAA's National Marine Fisheries Service (NMFS). The final step in scientific research is to publish and distribute the results and findings as widely as possible. Without publication, the research is unfinished. NMFS's publication programs provide essential support in this regard, and publication policies are the foundation of this support.

This policy directive is needed for the following reasons:

- To ensure that NMFS offices have the knowledge, skills, and experience to generate scientific publications that meet NOAA's standards and requirements for professional-level scientific publishing;
- To ensure that NMFS research reports meet the specific requirements of each NMFS scientific publication series in which they are released;
- To ensure that NMFS scientists are aware of each NMFS scientific publication

series, how and why each series differs from the others, which series is most appropriate for each type of research report, how to begin the process of publishing their research in the appropriate series, and when and why they should publish in a NMFS series rather than in non-NMFS publications; and

- To ensure that documents in the NMFS scientific publication series are readily and widely available as print or digital publications.

II. Objective

NMFS policy is to publish its research according to the standards and principles of the following sources: the Scientific Integrity Committee of the NOAA Science Council, the NOAA Office of the Chief Administrative Officer, the U.S. Government Publishing Office, the Joint Committee on Printing of the U.S. Congress, and the professional and academic practices of scientific and scholarly publishing.

The intended outcomes of this Policy are for NMFS to produce high-quality publications of such integrity that they withstand the scrutiny of the scientific and legal fields and to make the publications available to researchers and the public as widely as possible in accordance with federal requirements for distribution.

III. Authorities and Responsibilities

This policy directive establishes the following authorities and responsibilities:

The NMFS Publications Advisory Committee (PAC) reviews policies for NMFS scientific and technical publication series and makes recommendations on these series to the NOAA Assistant Administrator for Fisheries. The PAC is chaired by a staff member of the NMFS Office of Science and Technology, has a representative member from each NMFS Science Center, and is administered by the NMFS Scientific Publications Office (SPO). The SPO Chief is the Executive Secretariat of the PAC and oversees the management of PAC actions.

The SPO is responsible for publishing *Fishery Bulletin*, *Marine Fisheries Review*, the NOAA Professional Paper NMFS series, and the NOAA Technical Memorandum NMFS F/SPO subseries. The SPO is responsible for providing assistance as needed with the publication of other NOAA Technical Memorandum NMFS subseries from National Program Offices.

The *Fishery Bulletin* Scientific Editor is responsible for reviewing, and accepting or declining, submissions to *Fishery Bulletin* and the NOAA Professional Paper NMFS series and for appointing an Editorial Committee to assist as needed. This Scientific Editor position rotates among NMFS Science Centers.

The *Marine Fisheries Review* Scientific Editor is responsible for reviewing, and accepting or declining, submissions to *Marine Fisheries Review* and for

overseeing the editorial content of the journal. This Scientific Editor position is located in the SPO.

The Managing Editors of *Fishery Bulletin*, *Marine Fisheries Review*, the NOAA Professional Paper NMFS series, and the NOAA Technical Memorandum NMFS F/SPO subseries are responsible for ensuring that the publications meet acceptable standards of technical and copy editing and are responsible for page layout, printing, and distribution of printed and digital copies. These Managing Editor positions are located in the SPO.

The Managing Editors of other subseries of the NOAA Technical Memorandum NMFS series have the same responsibilities as the Managing Editor of the F/SPO subseries, and these Managing Editors are situated in their respective departments within NMFS Science Centers, Regional Offices, and National Program Offices.

IV. Measuring Effectiveness

The following performance measures will be used to judge whether or not the objective has been met:

- Supervisory approval forms, or equivalent entries in online tracking systems, authorizing publication were submitted, processed, and recorded;
- Requisite reviews and editing were done on each publication;
- Publications were produced and released on schedule; and
- Publications withstood the scrutiny of examination and questioning inside and outside NMFS.

V. References

This policy directive is supported by the references and glossary of terms listed in Attachment 1 (04-101-01).

Signed		04/12/22
	Janet Coit	Date
	Assistant Administrator for Fisheries	