

- **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 **“Tools”** menu, and **“AutoCorrect”**. This will display the AutoCorrect Dialogue box. Select the **“AutoFormat”** tab on the AutoCorrect Dialogue box. Clear the checks in **“List styles”**, **“Automatic bulleted lists”**, and **“Straight quotes” with “smart quotes”** by clicking each box. Click **“OK”** to return to your document.

ARS-115: Publication Submission for ARIS

Mode Code: 36 _____ - _____ - _____ (Example: 3602-10-00 = Crop Production and Pest Control, West Lafayette, IN)
 Always bring the mode code down to your six or eight digit mode code.

Project Number the 115 is associated with: _____ - _____ - _____ - _____
 Example: 3602-21220-009-00D or a sibling project (project number ends in S, T, R, M, N, or G) Once you have chosen the project number and saved it, you can not change the project number.

<p>Manuscript Title: Do not put a period at the end of the title</p>	
<p>Manuscript Peer Reviewed:</p>	<p>YES NO</p> <p>_____</p>
<p>Does this manuscript report CRADA research?</p>	<p>YES NO If yes, CRADA Number and CRADA Cooperator Notification blocks must be completed.</p>
<p>First Formal Report other than Abstract?</p>	<p>YES NO (For Abstract only, mark this block No)</p>
<p>CRADA Number: Example: 58-3K95-2-0962</p>	<p>_____ - _____ - _____ - _____ Enter CRADA # (required) if the manuscript reports CRADA research</p>
<p>Has CRADA Cooperator been notified of Manuscript? It is a legal requirement to give the CRADA partner 60 days to review the manuscript, and is included in the legal language of all CRADA Agreements.</p>	<p>YES NO</p> <p>The original written clearance authorization must be on file with the ARS-115 to be maintained in the unit/location official files.</p> <p>If "Does this manuscript report CRADA research?" is marked Yes, this block must be marked Yes also, or 115 record will not approve to next level.</p> <p>Submit a copy of the written clearance authorization to the MWA Tech Transfer Coordinator.</p>
<p>Submitter: Must be: RL or a Cat. 1, 4, or 6 ARIS User: Click on the ? to the right of the block to use the List of Values (LOV)</p>	<p>_____, _____, _____ (Last name) (First name) (Middle initial)</p> <p>Phone: (_____) _____ - _____</p> <p>E-mail: _____</p>
<p>Contact Scientist: Must be a Permanent Federal employee of the Unit. If a post doc is submitting the 115, use the RL as the Contact Scientist (<i>i.e.</i>, someone who is likely to still be there 1-2 two years from now, and could provide information about the 115). Click on the ? to the right of the</p>	<p>_____, _____, _____ (Last name) (First name) (Middle initial)</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Country: _____ Postal Code: _____</p>

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<p>Remarks: Include any revisions 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. If publication is submitted to be presented at a meeting, you must include meeting name, city & state, and dates of meeting.</p> <p>It is also used for any special information the ARS scientist might wish to relay to line management such as justification for tech to serve as co-author.</p>	<p>Example: Added publication date and citation.</p> <p>Resubmitted article to ASHS, changed journal from HortScience.</p> <p>To be presented at the ASTA meeting, Chicago, IL, December 4-8, 2007.</p> <p>If Technician or Cat 3 SY are included as author be sure to include the following information:</p> <ul style="list-style-type: none"> • <i>conception or design, or analysis and interpretation of data, or both; and,</i> • <i>drafting the article or revising it for critically important intellectual content; and,</i> • <i>final approval of the version to be published.</i> 																		
<p>Authors:</p> <p>List all authors, and their affiliation (ARS, Univ., Private Company, Non-profit Organization, etc.). ARS authors must be queried into the record in order to link mode code information for query. Do not type in author name and/or mode code.</p> <p>Non-ARS Author Clearances: Provide the written documentation to the ARIS User for the Official 115 Manuscript/Publication file to be maintained by the Unit/Location.</p>	<p>Author=s Name: (Last, First, MI)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>	<p>Affiliation: ARS (identified by Mode Code) or Name of Company/University author.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Non-ARS Author clearance obtained: Yes or No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																
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<p>Publication Type:</p> <p>Check the appropriate block.</p>	<table border="0"> <tr> <td>A ABSTRACT</td> <td>J PEER REVIEWED JOURNAL</td> </tr> <tr> <td>B BOOK/CHAPTER</td> <td>O POPULAR PUBLICATION</td> </tr> <tr> <td>E EXPERIMENT STATION</td> <td>P PROCEEDINGS/SYMPOSIUM</td> </tr> <tr> <td>G GERMPLASM RELEASE</td> <td>N RESEARCH NOTES</td> </tr> <tr> <td>V GOVERNMENT PUB.</td> <td>R REVIEW ARTICLE</td> </tr> <tr> <td>L LITERATURE REVIEW</td> <td>T TRADE JOURNAL</td> </tr> <tr> <td>M MONOGRAPH</td> <td>X OTHER</td> </tr> <tr> <td>Z PATENT APPLICATION</td> <td></td> </tr> </table>			A ABSTRACT	J PEER REVIEWED JOURNAL	B BOOK/CHAPTER	O POPULAR PUBLICATION	E EXPERIMENT STATION	P PROCEEDINGS/SYMPOSIUM	G GERMPLASM RELEASE	N RESEARCH NOTES	V GOVERNMENT PUB.	R REVIEW ARTICLE	L LITERATURE REVIEW	T TRADE JOURNAL	M MONOGRAPH	X OTHER	Z PATENT APPLICATION	
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If Publication Type = Z
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to transfer the data into the block.
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each for abstract or interpretive
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NOTE: A 115 cannot be entered for a patent until the U.S. Patent and Trademark Office assigns a serial number.

If any of the above Patent related information is unknown, contact:
Renee Wagner, 309-681-6565, wagnerrm@ncaur.usda.gov

Have your scientist provide these to you electronically.

“These results will benefit strawberry producers and processors by providing a method to increase the color shelf life in both strawberry juice and concentrate.”

“This research has defined the chemicals that will attract a significant agricultural pest, and this information will be of general interest to pheromone scientists and other entomologists.”

“This work could benefit farmers by offering a low cost, biodegradable, totally natural alternative to PE mulch films and also by creating new markets for plant fibers and vegetable oils. Scientists in industry and academia developing and testing degradable mulch films would also benefit.”

“This work addresses growing concerns among biodiesel fuel producers and distributors interested in inexpensive and rapid monitoring of fuel quality during production, storage, and distribution.”

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- Name of the Publication, e.g., name of the journal, book, trade journal (required)
- Type of Publication, e.g., peer-reviewed journal, trade journal, proceedings
- Publisher, if known
- URL of the journal or publisher, if known – (required if publisher is unknown)
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