

## ARS-115 INFORMATION/TEMPLATE

### 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.

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.

<b>Publication Type</b>	<b>First Formal Report*</b>	<b>Interpretive Summary</b>	<b>Technical Abstract</b>
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.**

## **Requests for Codes:**

Journal Codes – request through Kathy John/Lori Wilson-Voss. Codes set up at ONP level.

- 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)
- Does the journal have a Confidentiality clause (required)

Non ARS Author Employer – request through Kathy John/Lori Wilson-Voss. Codes set up at ONP level.

- Full name of employer (acronyms are okay along with full name).
- Full address, including city, state and country.

Performing Institute Codes – request through Lori Wilson-Voss. Codes set up by CSREES, and then entered by ONP into the ARIS database.

- Need exact name of organization
- Address of organization
- Phone number of organization.

Source of Funds Codes – request through Lori Wilson-Voss. Codes set up at ONP level.

- Need exact name of organization
- Address of organization
- Phone number of organization
- Whether the organization is a USDA organization, a Federal organization, or a not-for-profit organization.

## Publication Citation Format and Examples

The citation information should be inclusive enough to allow the article to be found or requested through a library.

Citation information should be sight-verified for complete accuracy before the record is approved. Some common problem areas include:

Author Names – Last name first, no space between author initials, and no “and” before last author

Spacing – There is only one space between elements of the citation

Capitalization – Capitalize proper names in the article title, or the second capital in names such as McMichael. For book titles, capitalize all important words. NOTE: For article titles capitalize only first word and proper names.

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

Punctuation – Use the comma or period as shown in the specific format. Be sure to use a period after the journal title, before the volume information. End each citation with a period.

Abbreviations – Do not abbreviate journal titles unless that is what the journal uses for title (e.g., Transactions of the ASABE or The FASEB Journal). Do not abbreviate meeting information. It is acceptable to use Paper No. Use p. (not pp.) to indicate pages.

Pagination – Include complete page numbers (e.g., use 241-252, not 241-52)

Meeting Information – Include as much information as possible, to help differentiate one meeting from another and to help in locating the publication in a library: meeting date and place, editor/compiler if identified, meeting title. In some cases, it may be necessary to include the name of the sponsoring/publishing organization.

Records for Same Meeting – Use a consistent format for all records presented at the same meeting or published in the same source.

Remember that ARIS is not capable of using subscript, superscripts, italic, or underline.

### Journal Article:

#### *Format:*

Author last name(s) and initial(s). Year of publication. Article title. Full journal title. Volume(issue):page numbers. (Use issue number if available; issue number should always be used if each issue within the volume restarts page numbering with 1.)

#### *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.

Hoffmann, W.C., Kirk, I.W. 2006. Spray deposition and drift from two medium nozzles. Transactions of the ASABE. 49(1):5-11.

Pivik Jr., R.T., Dykman, R.A., Badger, T.M. 2005. Eating or skipping breakfast: Effects on resting EEG activity and heart rate. The FASEB Journal. 19(4):434-445.

Robacker, D.C., Fraser, I. 2005. What do Mexican fruit flies learn when they experience fruit? *Journal of Insect Behavior*. 18(4):529-542.

Hornberger, T.A., Stuppard, R., Conley, K.E., Fedele, M.J., Fiorotto, M.L., Chin, E.R., Esser, K.A. 2004. Mechanical stimuli regulate rapamycin-sensitive signalling by a phosphoinositide 3-kinase-, protein kinase B- and growth factor-independent mechanism. *Biochemical Journal*. 380(Pt 3):795-804.

**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). (Paper number or Abstract number can be used in place of page number)

*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.

Stephens, J., Stoll, B., Guan, X., Helmrath, M., Burrin, D.G. 2004. Relative stimulation of superior mesenteric arterial (SMA) blood flow by enteral nutrition and glucagon-like peptide 2 (GLP-2) in total parenteral nutrition (TPN) fed neonatal piglets [abstract]. *Gastroenterology*. 126(4):A-142(Suppl. 2).

*Example with Paper/Abstract No.:*

Paarlberg, K.R., Hanna, H.M, Erbach, D.C., Hartzler, R.G. 2006. Cultivator design for interrow weed control on no-till corn [abstract]. *American Society for Agricultural and Biological Engineers*. Paper No. 06-1331.

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

Robbins, J.M., Casey, P., Szeto, K., Jo, C., Simpson, P., Stuff, J., Weber, J., Connell, C., Champagne, C., Harsha, D., McCabe Sellers, B., Bogle, M.L. 2004. Are children in the Lower Mississippi Delta protected from the consequences of food insecurity [abstract]? *Journal of FASEB*. 18(4):A513.

*Example of Abstract with conference information:*

Starks, P.J., Phillips, W.A., Coleman, S.W. 2005. Remote sensing of crude protein in bermudagrass pastures during the summer grazing season [abstract]. In: *Proceedings of American Society of Animal Science, Southern Section Meeting, Symposium on Tropically Adapted Breeds - Regional Project S-10-13, February 5-9, 2005, Little Rock, Arkansas*. p. 7.

*Example of Abstract only available on CD:*

Northup, B.K., Daniel, J.A., Carson, L.B. 2005. Predicting soil characteristics of Oklahoma pasture with near infrared reflectance spectroscopy (NIRS) [abstract]. Society for Range Management, 58th Annual Meeting and Trade Show, February 5-11, 2005, Fort Worth, Texas. 2005 CDROM.

King, J.Y., Allan, D., Strock, J.S., Bell, J.C., Johnson, J.M., Van Vleck, H., Abreu, S., Piotrowski, K. 2005. Investigating C and N dynamics using stable isotope tracers in corn [abstract]. ASA-CSSA-SSSA Annual Meeting Abstracts. ASA-CSSA-SSSA Annual Meeting. Nov. 6-10, 2005, Salt Lake City, UT. 2005 CD-ROM.

*Example of Meeting Abstract published in a numbered volume of proceedings:*

Velten, J.P., Cazzonelli, C.I. 2005. Effects of abiotic stresses on ptgs occurring within agrobacteria-infused leaf tissues [abstract]. Keystone Symposia: Diverse Roles of RNA in Gene Regulation, January 8-14, 2005, Breckenridge, Colorado. 114:41.

**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.

Lopez, J., Latheef, M.A. 2004. Adult vial technique for evaluating insecticidal toxicity to cotton fleahopper. In: Proceedings of the Beltwide Cotton Conferences, January 5-9, 2004, San Antonio, Texas. 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 [M.S. Thesis]. Minneapolis, MN: University of Minnesota. 94 p.

**Patent:** Patents are not listed as publications on the annual research progress report, but they should be listed in the response to question 7.

*Format:*

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

*Examples:*

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 CO<sub>2</sub> and O<sub>2</sub> by Photosynthetic Carbon Metabolism. 3rd edition. New York, NY: University Press. p. 115-125.

Anderson, R.C., Genovese, K.J., Harvey, R.B., Callaway, T.R., Nisbet, D.J. 2006. Preharvest food safety applications of competitive exclusion cultures and probiotics. In: Goktepe, I., Juneja, V.K., Ahmedna, M., editors. Probiotics in Food Safety and Human Health. Boca Raton, FL: CRC Press. p. 273-284.

Patterson, P.H., Moore Jr., P.A., Angel, R. 2005. Phosphorus and poultry nutrition. In: Sims, J.T., Sharpley, A.N., editors. Phosphorus: Agriculture and the Environment. American Society of Agronomy Monograph Series No. 46. Madison, WI: American Society of Agronomy. p. 635-682.

**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.

*Format for Editor instead of Author:*

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

Beier, R.C., Pillai, S.D., Phillips, T.D., Zipprin, R.L. (Editors). 2004. Preharvest and Postharvest Food Safety: Contemporary Issues and Future Directions. Ames, IA: Blackwell Publishing Professionals. 455 p.

**Government Report:**

*Format:*

Author last name(s) and initial(s). Year of publication. Title of report. Version (if applicable). Series and number (if applicable). Name of Department, Agency/Bureau, Office, city, state. Additional identifiers (if applicable). Number of pages.

*Example:*

Pellant, M., Shaver, P., Pyke, D.A., Herrick, J.E. 2005. Interpreting indicators of rangeland health. Version 4. Technical Reference 1734-6. U.S. Department of the Interior, Bureau of Land Management, National Science and Technology Center, Denver, CO. BLM/WO/ST-00.001+1734/REV05. 122 p.

**Electronic Publications (only available on web sites):**

*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](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>

Hopkinson, J., Schanler, R.J. 2004. Breastfeeding in the perinatal period. UpToDate Online Journal [serial online]. 12.2. Available: <https://store.utdol.com/app/index.asp>.

Galloway, J.M., Haggard, B.E., Meyers, M.T., Green, W.R. 2005. Occurrence of pharmaceuticals and other organic wastewater constituents in selected streams in Northern Arkansas, 2004. United States Geological Survey Technical Report. SIR 2005-5140. Available: <http://pubs.water.usgs.gov/sir2005-5140>.

### **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.

### **Newsletter:**

Newsletters cannot be used as publications on annual research progress reports, but can be added into question 7.

Perkins Veazie, P.M., Clark, J.R. 2005. Blackberry research in Arkansas and Oklahoma. BRAMBLE: Newsletter of the North American Bramble Growers Association, Summer 2005. p. 9.

Huang, Y. 2005. Development of a new genetic transformation system for sorghum using *Agrobacterium* and immature inflorescences. *International Sorghum and Millets Newsletter*. 46:69-72.

Pitman, W.D., Croughan, S.S., Nash, J.L., Venuto, B.C. 2005. Somaclonal variation in seed germination of dallisgrass biotypes. *Plant Genetic Resources International Board Newsletter*. 3(3):414-420.

Mornhinweg, D.W., Bregitzer, P.P., Obert, D.E., Peairs, F.B., Baltensperger, D., Hammon, R. 2005. Russian wheat aphid resistant barley-cultivar and germplasm release. *Barley Newsletter* 48:27. Available: <http://wheat.pw.usda.gov/ggpages/BarleyNewsletter/48/toc.htm>.

### **Experiment Station Bulletins:**

These cannot be listed as publications on the annual research progress reports, but can be entered into the response for question 7.

Webber III, C.L., Harris, M.A., Shrefler, J.W., Durnovo, M., Christopher, C.A. 2005. Organic weed control with vinegar. In: Brandenberger, L., Wells, L., editors. 2004 Vegetable Trial Report. Oklahoma State University, Division of Agricultural Sciences and Natural Resources, Department of Horticulture and Landscape Architecture, Stillwater, Oklahoma. MP-162. p. 34-36.

Gibbons, J.W., Moldenhauer, K.A., Gravois, K., Lee, F.N., Bernhardt, J.L., Meullenet, J.F., Bryant, R.J., Norman, R.J., Cartwright, R., Anders, M., Taylor, K., Bulloch, J., Blocker, M.M. 2005. 'Medark', semi-dwarf medium-grain rice cultivar. In: Norman, R.J., Meullenet, J.F., Moldenhauer, K.A.K., editors. B.R. Wells Rice Research Studies 2004, Arkansas Agricultural Experiment Station Research Series 529. p. 44-48. Available: <http://www.uark.edu/depts/agripub/Publications/researchseries/>.

Eizenga, G.C., Lee, F.N., Jia, Y. 2004. Identification of blast resistance genes in rice wild relatives (*Oryza* spp.) and newly introduced rice (*O. sativa*) lines. *Arkansas Agricultural Experiment Station Research Series* 417. p. 29-36.

**Trade Journals and Magazines:**

These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.

Riley, K., Riche, M.A. 2005. Florida study achieves tank spawning of southern flounder on pelleted feed. *Global Aquaculture Advocate*. 8(5):52-53.

Riley, K., Weirich, C.R. 2005. HBOI, USDA/ARS building marine fish hatchery. *Fish Farming News*. 11(6):22-23.

Callaway, T.R., Anderson, R.C., Edrington, T.S., Genovese, K.J., Poole, T.L., Harvey, R.B., Nisbet, D.J. 2005. Pre-slaughter intervention strategies to reduce food-borne pathogens in food animals: What are we doing? *Feedinfo News Service Scientific Reviews*. Available: <http://www.feedinfo.com>.

Rath, N.C. 2004. Minimizing leg problems through management. *World Poultry Turkey Special*. 6:14-16.

Clark, R.N. 1999. Green power. *American Society of Agricultural Engineers Resource Magazine*. 6(12):33.

**Review of Someone Else's Article:**

This should not be included on the annual research progress report because it does not report on the research conducted by the reporting project.

Garbrecht, J.D. 2003. Review of 'Mathematical Models of Small Watershed Hydrology and Applications' by Singh, V.P., Frevert, D.K. *Journal of Hydraulic Engineering*. 129:558-559.

**Other (doesn't fit any category):**

These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.

Marek, T., Porter, D., Howell, T.A. 2005. The Texas High Plains evapotranspiration network-an irrigation scheduling technology transfer tool. The Texas Water Development Board (TWDB) Contract #2004-358-008. Completion Report.

Brown, J.R., Blank, R.R., McPherson, G.R., Tate, K.W. 2005. Rangelands and global change. An Issue Paper Created by the Society for Range Management. p. 1-11.

Knutson, A., Muegge, M., DeLoach, C.J. 2003. Biological control of saltcedar. Texas Cooperative Extension L-5444 (Brochure).

### ***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.

Journal codes for recurring meetings, workshops, congresses, symposiums, etc. will be entered without year dates or meeting number designations. For example, “5<sup>th</sup> 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, 2004 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 17 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

# ARS-115 TEMPLATE

<b>ARS-115: Publication Submission for ARIS</b> <span style="float: right;">(revised 03/09)</span>	
<b>Mode Code:</b> 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. <b>Project Number the 115 is associated with:</b> _____ - _____ - _____ Example: 3602-21440-002-00D or a sibling project (project number ends in S, T, R, M, N, or G) <b>ONCE ENTERED, CANNOT BE REVISED. Project association does not limit reporting on annual reports.</b>	
<b>Manuscript Title:</b> Do not include word [abstract] or place period at end. Use Title format when typing title by capitalizing all the main words. The citation will be generated exactly how it is typed.	
<b>Manuscript Peer Reviewed:</b> This is up to each unit to decide whether 115 should be peer reviewed.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>First Formal Report other than Abstract?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO (For Abstract only, mark this block No) 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.
<b>Does this manuscript report CRADA research?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, CRADA Number and CRADA Cooperator Notification blocks must be completed.
<b>CRADA Number:</b> Example: 58-3K95-3-0123	_____ - _____ - _____ - _____ Enter CRADA # ( <b>required</b> ) if the manuscript reports CRADA research
<b>Has CRADA Cooperator been notified of Manuscript?</b>  <b>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.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO  <b>The original written clearance authorization must be on file with the ARS-115 to be maintained in the unit/location official files.</b>  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.  Submit a copy of the written clearance authorization to the MWA Tech Transfer Coordinator.
<b>Submitter:</b>  <b>ARIS User:</b> Click on the ? to the right of the block to use the List of Values (LOV)	_____, _____, _____ (Last name)                                      (First name)                                      (Middle initial)  Phone: (_____) _____ - _____  E-mail: _____
<b>Contact Scientist:</b> Must be Cat. 1, 4, or 6 in Unit. If post doc or Cat. 3 is submitting the 115, use RL or supervisor as Contact Scientist ( <i>i.e.</i> , someone permanent and who has authority to speak about the research).  <b>ARIS User:</b> Click on the ? to the right of	_____, _____, _____ (Last name)                                      (First name)                                      (Middle initial)  Phone: (_____) _____ - _____                      Fax: (_____) _____ - _____  E-mail: _____

the blocks to use the List of Values (LOV)

**Remarks:** 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.**

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.

- *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.*

**Authors:**

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.

**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. **DO NOT CHECK THIS BOX FOR AN ARS AUTHOR.**

**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 organization name, city, state and country to Kathy John/Lori Wilson-Voss to be added to system.

**Author's Name:**  
(Last, First, MI)

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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
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<u>ITEM</u>	<u>SYMBOL</u>	<u>EXAMPLE</u>	
Exponents	**	$7 \times 10^4$	$7 \times 10^{**4}$
Temperature	deg or leave out	14°C	14 deg C or 14C
Prefix "micro-"	u	177µg	177ug
Chemical Formula		H <sub>2</sub> SO <sub>4</sub>	H2SO4
Plus or minus	+/-	7.3 ± 0.2	7.3 +/- 0.2
Greek letters	spell out	α β	alpha beta (etc.)
Subscripts		log <sub>10</sub>	log10

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