**Washington Department of Fish and Wildlife**

**Fish Science Division**

**Peer-Reviewed Publication Internal Review and Approval Form**

**Manuscript title**: Abundance and Migration Success of Overshoot Steelhead in the Upper Columbia River

**Author(s):** A. Murdoch, K. See, and B. Truscott

**Target journal:** Transactions of the American Fisheries Society

**Approvals (signature):**

Author (co-author) Date: 5 Oct 2020

Unit Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X Check this box to confirm that this manuscript has gone through a recent technical review

Technical reviewer(s) Alf Haukenes and Dan Rawding

**Purpose**

The purpose of this approval form is to provide additional guidance for manuscript submittals to peer-review journals consistent with WDFW publication policy (POL-1027). In the case of any inconsistencies, POL-1027 will take precedence.

The goal is to ensure: (1) a timely review process, (2) adequate internal vetting and awareness of policy or management implications, and (3) a clear pathway for peer-review journal publications.

This guidance applies to all WDFW Fish Science Division staff authors and co-authors regardless of order of authorship. The guidance covers only manuscripts that will be submitted to the peer-reviewed scientific literature, including manuscripts based on original data, literature reviews, and scientific opinions.

**Author Responsibilities**

It is the author’s responsibility to ensure all manuscripts intended for peer-review publication are submitted to their Unit Leader and then to the Division Manager for internal review and approval prior to first submission to a peer-reviewed journal. If the lead author of a manuscript is not a WDFW employee, then the WDFW co-author assumes the role of a “lead author” for purposes of this internal review, and acts as the primary point of contact with the lead author of the manuscript.

When possible, the author should notify their unit leader well in advance of submitting a manuscript to allow the maximum amount of time for the internal review process to be established, thereby facilitating timely submission to the journal. This is especially true if there are anticipated policy or management implications.

Subsequent submissions of the same manuscript only require additional WDFW review if the data, findings, or conclusions have changed significantly. It is the author’s responsibility to determine (in consultation with their unit leader) whether subsequent journal submissions require additional internal WDFW review.

All manuscripts will go through an internal technical and policy review.

**The entire review process should be completed within six (6) weeks. Authors are encouraged to initiate both the technical and the policy review simultaneously to speed up the process.**

**Internal Technical Review**

The purpose of the technical review is to increase internal scientific awareness and to improve internal consistency within WDFW.

All manuscripts should be reviewed by at least one internal (WDFW) qualified reviewer. Reviewers should be selected based on their topic expertise and ability to critically assess the document’s content and presentation. The internal reviewer may come from any WDFW Program. The number of independent technical reviewers is determined on a case-by-case basis.

**The internal technical review may extend for up to four (4) weeks**.

It is the responsibility of the WDFW author to resolve the technical review comments to the satisfaction of the manuscript authors and WDFW. Once resolved to the author(s) and WDFW’s satisfaction, the technical review is complete and can be checked on the form.

**Internal Policy Review**

The purpose of the policy review is to ensure that WDFW is aware of any policy or management implications ahead of the peer-reviewed publication process.

All manuscripts need to be reviewed by the author’s Unit Leader and Division Manager for policy or management implications. The Unit Leader and Division Manager may consult with and share the manuscript as appropriate with other WDFW staff members, in which case, the author(s) will be fully informed as to the timing and identity of subsequent reviewers. Manuscripts will be shared with additional staff only for the purposes of the review process. It is the responsibility of the Unit Leader or Division Manager to clearly communicate to reviewers that the manuscript under review is not to be shared with anyone else without the express approval of the author and Unit Leader or Division Manager.

**The initial internal policy review should be completed within two (2) weeks**. The Unit Leader may take (1) week for policy review and the Division Manager may take one (1) additional week for policy review. This review may occur simultaneously or the Division Manager may delegate the review responsibilities.

**No Review Completed**

If the approval process outlined in this document has not been completed for a manuscript prior to its submission for publication, then the WDFW author(s) may be asked to remove their name from the paper or withdraw the manuscript from consideration by the journal until the review can be completed.

**Review Complete – No Policy Implications**

If a review has been completed and there are no policy or management implications, then the manuscript is cleared for publication.

**Review Complete – Policy Implications with Editorial Resolution**

If a review has been completed and there are policy or management implications, then the Unit Leader or Division Manager will notify the author, provide the explanation and outline of the policy issues, and may extend the review period if needed for up to an **additional** **two (2) weeks**.

The Division Manager will brief the Assistant Director and/or Director if necessary and as appropriate within one (1) week.

The Unit Leader and Division Manager will work directly with the author and their supervisor as appropriate to resolve the policy or management issue(s). If an editorial resolution is reached, then the manuscript is cleared for publication.

**Pathway to Publication**

If a review has been completed and policy or management issues cannot be resolved through editorial changes, then the Division Manager will notify or update the Assistant Director and/or Director as appropriate.

If subsequent discussions occur and an editorial resolution cannot be reached, the author may be asked to add a disclaimer per Policy 1027 stating that the views of the author(s) are not the views of the agency.

At this point the manuscript can be cleared for a path to publication.