

17 July 2022

To: Converse Lab Members

From: Sarah

RE: Dealing with USGS FSP

Because I am a USGS scientist, my science products have to go through an internal approval process at USGS to ensure that the product is in line with USGS policy and meets science standards. The policies that govern this review process are known as Fundamental Science Practices (FSP) in USGS lingo. Any publication or abstract that I am an author on will have to go through this process, and if you are the lead author of an abstract or publication that I am on, you will need to help with this process. If it is a side project and I am not an author, no need to worry about any of this. FSP really isn't a huge deal in most cases, and it can make for a better product. The basic process is outlined below, but never hesitate to ask questions if something is unclear.

### **Abstracts for Conferences**

If you are submitting an abstract for a scientific meeting, you will need to upload the abstract to [Digital Measures](#) and fill out the record under "Presentations." You should do this as soon as you submit your abstract for consideration. Please see attached guide for how to fill out the Digital Measures entry. You should let me know when this is done, and I will then send an email to the appropriate person at USGS asking that the abstract be approved.

### **Publications**

In >90% of cases, you will be publishing in a peer-reviewed journal. What I'll write below will apply to that case. If you are publishing a book chapter or a government report, things are a little different and we can discuss.

1. When you submit your paper to the journal, you will need to send all the submitted documents to me. Most often, the documents will be in Word (or pdf/jpeg for figures), but it is also possible to submit a pdf of a manuscript written in LaTeX – let me know if you want to do this and we can discuss. I will upload the abstract to Digital Measures and fill out the entry. There are a few things you will need to include on your paper given USGS policy.
  - First, until your paper has been approved by USGS, the following text should appear at the very top of the manuscript (I typically add it in 8-point italic font, centered on the top of the paper):  
*This draft manuscript is distributed solely for purposes of scientific peer review. Its content is deliberative and predecisional, so it must not be disclosed or released by reviewers. Because the manuscript has not yet been approved for publication by the U.S. Geological Survey (USGS), it does not represent any official USGS finding or policy.* This text will be deleted upon USGS approval of the paper (see step 5).
  - Second, in the acknowledgments, you'll include the following: *Any use of trade, firm, or product names is for descriptive purposes only and does not imply endorsement by the U.S. Government.* This will remain and be included in the published paper.
  - Third, if you were required to obtain animal care approval for your work, you will include a statement about the animal care protocol, typically including the protocol number and approving institution (check the journal policy).

- Finally, note that our affiliations need to be written in a particular way. Mine will be written as: *Sarah J. Converse, U.S. Geological Survey, Washington Cooperative Fish and Wildlife Research Unit, School of Environmental and Forest Sciences & School of Aquatic and Fishery Sciences, University of Washington*. Yours will be written as: *Anne T. Student, Washington Cooperative Fish and Wildlife Research Unit, YOUR GRAD DEPARTMENT/PROGRAM, University of Washington*. We will make sure that the affiliations are correct before submission and then leave them as is for the remainder of the process. Sometimes journals or others like to change affiliations, but we'll have to hold the line. This goes to USGS policy.
2. Once the paper is submitted to the journal, I will seek out a USGS internal reviewer for the paper. We can talk about possible reviewers when the paper is ready to submit. This person does not have to be a USGS scientist, although it is often a good idea if they are. The person cannot be the supervisee of a co-author on the manuscript, or otherwise heavily involved in the analysis. I will ask the person if they are willing to review the paper and then I will submit the reviewer's name to USGS for approval via Digital Measures. Once approved, I will send them the paper and ask them for an internal review. Typically, we will get this back before we hear from the journal, but if not, you'll have to prompt me to quickly follow up with the reviewer.
  3. Once the paper comes back from the journal, if you are invited to revise it, you will need to prepare a response both to the journal reviews and to the internal review. We will prepare and review these documents together, but generally they will include a point-by-point response to any comments, plus – if you got a markup file – a statement such as “We also considered all in-line copy edits and made changes to maximize clarity and concision.” All the revised manuscript files and the response to the journal reviews will go back to the journal (the response to internal reviews will not). At this point, the statement at the top of the paper, noted above, will remain on the manuscript.
  4. Once these documents are prepared and the paper is resubmitted, you will send me the files and I will upload the resubmitted manuscript to Digital Measures. I will also upload both the response to journal reviews and the response to the internal review. I will then let USGS know that the paper is ready for bureau approval.
  5. We will get a response from the bureau approver that the paper is approved, and they will likely have a few minor comments and suggestions that we can incorporate into the final version of the paper (typically the journal asks for a final copy after acceptance, or if necessary we can make the changes at the copy editing stage). At this point, the header at the top of the paper can be removed, and the USGS process is complete.



[Click here for step by step instructions](#) 

IPDS Number (SUPV)

← You will leave this blank -  
USGS will complete.

FSP Status\*

← Choose "FSP Initiated"

**Activities**

Manage Data

Reports

Tools

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## Edit Presentations

Cancel

 Save

 Save + Add New

**B** **I** **U**  $x^2$   $x_2$  ↶ ↷ ↗

Sipe HA, AA Cooperator, and SJ Converse. 2023. A really cool presentation on an important topic. Annual Conference of Research on Really Cool Things, Austin, Texas, USA; 1-5 May 2023.

← Note style of citation

**Abstract for Submittal (including title, authors, affiliations and abstract)**

Replace file here or select to upload



Sipe et al. 2023\_Abstract .docx (11.62 KB)

← Upload abstract here.

Summary of Work/Importance (2 sentences) \* ?

**B** *I* U  $x^2$   $x_2$  ↶ ↷ ↲

This really cool thing is important because managers need this information to help them make decisions. We describe an approach to this really cool thing and illustrate its application to decision making.

← Short description here

▼ Presenters/Authors (2)

1st Presenter/Author

Actions ▼



CRU Participants

Sipe, Hannah (sipeh)



Presenter/Author \*

Presenter & Author



2nd Presenter/Author

Actions ▼



CRU Participants

Converse, Sarah J (sconverse)



Presenter/Author \*

Author Only



← All Cooperative Research Units authors go here (in order)

[+ Add Row](#)**Type of Presentation \***

Oral

← Choose oral or poster

**Scope \***

National

← Choose scope - international, national, or Regional Conference.

**Was this peer-reviewed/refereed? \***

Yes

← Generally yes

**Published in Proceedings? \***

No

← Generally no

**Invited or Contributed? \***

Contributed

← Were you invited by a session organizer?

**Web Address****Web Headline (Six or fewer words) ?****Abstract Checklist****1. Overall Readiness (check all)**

- ☒ I have checked the abstract carefully and believe it to be free of typos, misspellings, and grammatical errors and is ready to be submitted for review
- ☒ I have followed the guide for submitting abstracts to the proposed meeting

← Read and check all boxes in 1 and 2.

**2. U. S. Geological Survey affiliation (check all)**

- ☒ I have included the appropriate U.S. Geological Survey affiliation byline for all Unit scientists and other USGS scientists

↙

- ☒ I have not identified non-federal university students, Post Docs or technicians as U.S. Geological Survey employees

**3. Issues related to policy and political sensitivity (check all that apply)**

- ☐ This abstract makes specific policy or management recommendations for which the authors might be held accountable
- ☐ This abstract refers to, or is likely to influence or impact, USGS, DOI or other federal policies, laws or practices
- ☐ This abstract refers to, or is likely to influence or impact, state agency or other cooperator policies, laws or practices
- ☐ This abstract is likely to have significant economic implications for public policy or commercial interests
- ☐ This abstract contains materials that might be publicly or politically sensitive

← Check with me if you are tempted to check any of these boxes.



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