ARD POLICY REGARDING INTERNAL PEER REVIEW OF MANUSCRIPTS AND ASSIGNMENT OF JOURNAL SERIES NUMBERS AND BULLETIN NUMBERS

Refereed Journal Articles

The long standing policy of the Agricultural Research Division that required internal peer review of manuscripts prior to submission to journals is hereby modified. Faculty members will continue to submit a copy of their manuscript and a completed Publication Record Form to their Department Head/Chair or School Director prior to submission of the manuscript to a journal. The Department Head/Chair or School Director will determine if the manuscript could be improved by internal peer review. If it is determined that a peer review is desirable, the manuscript will be forwarded to two faculty members who have expertise in the subject matter and it is expected that the peer review will be concluded within two weeks.

After the Department Head/Chair or School Director has approved the manuscript, the Publication Record Form and a copy of the manuscript will be forwarded to the Agricultural Research Division for assignment of a Journal Series Number. The Publication Record Form will be signed by the Dean or Associate Dean and a Journal Series Number will be assigned within 24 hours. The completed Publication Record Form will then be returned to the faculty member and he/she may then send the manuscript to the journal editor.

Manuscripts jointly authored with faculty at other institutions require the assignment of a journal series number even though the senior author may be employed by another institution. The IANR faculty co-authoring the paper should prepare a Publication Record Form and send the form along with a copy of the manuscript to his/her Department Head/Chair or School Director for approval before the manuscript is submitted to a journal. After approval by the Head, Chair or Director, the manuscript will be forwarded to the ARD Office for assignment of a journal series number. A copy of the completed Publication Record Form will then be returned to the faculty member.

ARD continues to require assignment of Journal Series Numbers for the following reasons:

- Approval of the manuscript provides a mechanism for the Department Head or Chair and the ARD Dean to gain a better understanding of the faculty member’s research program and his/her accomplishments.
- Manuscripts that are not ready for journal review can be internally reviewed and, thereby, markedly improved which will result in a higher probability of acceptance by the journal.
- The manuscript can be forwarded to Vicki Miller so that the new knowledge can be converted into press releases and articles for Research Nebraska.

Unless prohibited by the journal, the following statement should be included as a “footnote” or “acknowledgment”: 
It is important to recognize the contributions of federal agencies to our research so that Hatch Act appropriations continue. If another federal agency is also providing funds for the research project, these contributions can also be acknowledged.

**ARD Research Bulletins**

Internal peer review of ARD Research Bulletins will be required since there is no other peer review process in place. A faculty member writing a Research Bulletin will forward two copies of the manuscript to his/her Department Head or Chair along with a completed copy of the Publication Record Form. The Department Head or Chair will arrange internal peer review of the manuscript. Normally the reviewers should be given two weeks to complete their reviews. Following completion of the internal peer review and revision of the manuscript as appropriate, the Department Head or Chair will sign the Publication Record Form and forward it along with a copy of the manuscript to the Agricultural Research Division. The Dean or Associate Dean of the Agricultural Research Division will sign the Publication Record Form within 24 hours and forward the materials to the CIT Coordinator for News and Publishing for assignment of a Research Bulletin Number, editing and printing.

The following statement should be included as a “footnote” or “acknowledgment” in all Research Bulletins:

*A contribution of the University of Nebraska Agricultural Research Division, Lincoln, NE. Journal Series No.____. This research was supported in part by funds provided through the Hatch Act.*

**Other Publications**

Departmental policy will govern internal peer review and approval of other publications such as books, book chapters, symposium or conference proceedings, abstracts and departmental reports. These publications should not be forwarded to the Agricultural Research Division.

Approved:

Darrell W. Nelson, Dean and Director
August 5, 2003