

Interagency Ecology Program Publication Policy

Revised 12-23-2020

Document under reconsideration

Publication Policy Statement

In order to promote transparency and consistency in how IEP approaches and regards members' technical and scientific publications we herein articulate our Publication Policy. The Interagency Ecology Program (IEP) Publication Policy document applies to IEP publications including peer-reviewed journal articles, technical reports, newsletters, and open datasets. High-quality, relevant, accessible, and timely publications are critical to fulfilling the mission of the IEP.

What is an IEP Publication?

IEP publications describe and interpret the results of scientific projects in the San Francisco Estuary that fall into at least one of the following two categories: 1) a project that was funded all or in part by the IEP and/or received Endangered Species Act (ESA) incidental take coverage via the IEP, or 2) a project that used substantial amounts of data and information collected by the IEP.

The IEP publication guidelines are intended for 4 kinds of documents or data:

- 1) Peer-reviewed Journal Publications
- 2) Data Repository Uploads
- 3) IEP Technical Reports
- 4) IEP Newsletter Articles

The guidelines for IEP publications are **in addition to** any publication requirements from the employer of the study author(s). If permitted by the employer, IEP review may occur simultaneously with any review required by the employer.

Policy Implementation

Peer-reviewed Journal Publications

The IEP Journal Publication Policy involves steps that include the IEP Lead Scientist, IEP Science Management Team (SMT), IEP Central Valley Fish Facilities Review Team (CVFFRT), and IEP Coordinators. All manuscripts for journal publication shared with the IEP will be regarded as confidential and are not to be shared with others unless specifically authorized by the author(s).

The following four steps are mandatory for all **IEP Journal Publications**:

1. Include an *acknowledgement* that the IEP supported the published work by providing funding, ESA take coverage, and/or data and information. If the author is funded for work as part of the IEP Work Plan, the funding agency and contract number will be identified as part of the acknowledgement.
2. Include a *disclaimer* stating, verbatim: "The findings and conclusions in this article

are those of the author(s) and do not necessarily represent the view of the member agencies of the Interagency Ecological Program for the San Francisco Estuary.”

3. Upon publication, provide the full journal publication reference, reprint or electronic file, and internet journal article link to the IEP Lead Scientist (currently: Steve.Culberson@deltacouncil.ca.gov) and Chair of the IEP SMT (currently: Jeffrey.Holt@wildlife.ca.gov) within a week of the publication date. Citations and electronic internet links will be posted on the IEP website.
4. If the study uses IEP data that has been published online and has a DOI associated with it, please cite the dataset in the manuscript.

Category 1 Journal Publication: Funded as part of an IEP Work Plan and/or received ESA take coverage via the IEP Work Plan

Category 2 Journal Publication: Uses IEP data or information and is NOT funded by, or include take coverage from, an IEP Work Plan.

The following two steps are required for **Category 1 Journal Publications** (those IEP Journal Publications funded all or in part by an IEP agency and/or received ESA take coverage via the IEP):

1. Provide a 1 to 3 sentence *non-technical* statement about the most important “take-home messages” of this publication for a general audience to the IEP Lead Scientist (currently: steve.culberson@deltacouncil.ca.gov). These points will be used to brief IEP agency directors, policy makers, stakeholders, and agency staff.
2. Submit all data collected for this work to the IEP agency contract manager as contractually required, and see *Data Repository Uploads* section, below.

Authors of any IEP Journal Publications that use IEP data or information and are not funded by, or include take coverage from, IEP (**Category 2 Journal Publications**) are also requested to follow the two steps above as a courtesy.

First authors of IEP Journal Publications who are *staff of IEP member agencies and wrote the article while on official IEP duty* (during work hours, salary funded by an agency as part of the IEP Work Plan) are required to follow additional IEP review steps *prior to submitting a manuscript to a peer-reviewed journal* for consideration:

1. Provide an electronic copy of the publication manuscript in MS Word or PDF format to the Chair of the IEP SMT (currently: Jeffrey.Holt@wildlife.ca.gov) and IEP Lead Scientist (currently: Steve.Culberson@deltacouncil.ca.gov) for IEP collegial review and policy briefings. For publications related to fish facilities research, authors may request the SMT to forward the manuscript to the IEP CVFFRT. The IEP Coordinators will be notified when an IEP-authored manuscript has been received and the Coordinators may request the manuscript for their own review and policy briefings. Authors will receive review comments from the IEP within three weeks of submission of the manuscript to the IEP.
2. Authors will respond to IEP review comments using best professional judgment.
3. Authors may proceed with submission of the manuscript to an independently

peer reviewed scientific journal.

4. Authors will notify the Chair of the IEP SMT regarding acceptance of the manuscript by a scientific journal(s) and provide citation for any completed publication.

Authors working outside of the IEP who are using IEP data or other IEP resources are also encouraged to follow these steps. All authors are welcome to circulate manuscripts for publication to colleagues or an appropriate IEP Project Work Team for informal peer review.

Data Repository Uploads

Consistent with state and federal science community open data policies, IEP encourages the publication of IEP data in available data repositories. Use of IEP data by others is encouraged, and publications that do so should make use of IEP data under a “CC by” license – that is, anyone may publish an article using IEP data as long as the data is given proper attribution. As for data publications themselves, we anticipate three categories of datasets could be uploaded:

1. *Long-term monitoring datasets*: Long-term monitoring data funded and implemented by IEP (e.g., DWR Yolo Bypass Fish Monitoring Program, CDFW Zooplankton Survey, etc.).
2. *Special studies datasets*: Data collected as part of special studies or directed studies that were included in the IEP work plan and/or used incidental take coverage provided through IEP.
3. *Studies creating newly derived IEP datasets*: New datasets created as the result of manipulating data from/for IEP Journal Publications and from//for previous data uploads (either *Category 1* or *Category 2*) described above.

If an IEP dataset is to be uploaded to an open data repository, we suggest these steps:

1. *Prior to submission* to an online data repository, communicate with the Chair of the Data Utilization Work Group (DUWG) (currently: Steve.Culberson@deltacouncil.ca.gov) regarding the submission. The DUWG can help with advice on a pathway for publication, identify useful tools for generating metadata, etc. Currently the preferred open data repository for publishing IEP datasets is the Environmental Data Initiative (EDI; <https://environmentaldatainitiative.org/>). Tools and guidelines to publish under the IEP banner are available from the DUWG or the IEP web site.
 - a. Include with the communication a 1-3 sentence *non-technical* statement about the most important “take-home messages” of this data publication for a general audience. These key points will be used to brief the IEP directors, policy makers, stakeholders, and agency staff about the data collection/data upload.
2. Once the dataset is published online, provide the DOI and internet link to the IEP Lead Scientist (currently: Steve.Culberson@deltacouncil.ca.gov) and Chair of the IEP SMT (currently: Jeffrey.Holt@wildlife.ca.gov).

3. Include a statement acknowledging that the IEP supported the published work by providing funding, ESA take coverage, and/or supporting data and information.
4. Upon publication, provide the Digital Object Identifier (DOI) and the internet link for the dataset to the IEP Lead Scientist (currently: Steve.Culberson@deltacouncil.ca.gov) and the Chair of the IEP SMT (currently: Jeffrey.Holt@wildlife.ca.gov) within a week of the publication date. For publications related to fish facilities research, authors may request the SMT to solicit input from the IEP CVFFRT. Citations and electronic internet links will be posted on the IEP website.

IEP Technical Reports

IEP Technical Reports can vary widely in scope and scale and can include peer-reviewed products. Technical reports can be the product of a single author or from a project work team (PWT) or technical team. All technical reports for publication sent to the IEP will be treated as confidential and not shared with others unless specifically authorized by the author(s).

1. Submit a copy of the report intended for publication in the IEP Technical Report series in MS Word or PDF format to the IEP Lead Scientist (currently: Steve.Culberson@deltacouncil.ca.gov) and the Chair of the IEP SMT (currently: Jeffrey.Holt@wildlife.ca.gov) for IEP scientific technical review and policy briefings. For publications related to fish facilities research, authors may request the SMT to forward report to the IEP CVFFRT for review.
 - a. Include with the request, a 1-3 sentence *non-technical* statement about the most important “take-home messages” of this publication for a general audience. These key points are primarily used to brief the IEP directors, policy makers, stakeholders, and agency staff about the publication content.
 - b. Authors should identify the IEP PWT or technical team that reviewed the report prior to submission to the SMT, if applicable.
 - c. The IEP Coordinators will be notified when a report has been received and the Coordinators Team may request the report for their own review and policy briefings.
2. The IEP Lead Scientist and/or Chair of the SMT will work with the author(s) to determine the review period applied by the SMT.
 - a. At a minimum 3 SMT members will contribute to the review.
 - b. Review could take up to several months, based on size and complexity of document.
3. SMT review comments will be summarized and provided to the author(s) by the IEP Lead Scientist.
4. Author(s) will accept or reject changes to the report recommended by IEP reviewers, and address IEP review comments using best professional judgment. Author(s) will provide a revised report to the IEP SMT and, if applicable, to

CVFFRT.

5. Within one week of receiving the revised report, the IEP SMT and/or CVFFRT and possibly IEP Coordinators will evaluate revisions. If adequately revised, the report may be recommended by the SMT to be published as an IEP technical report. If the IEP review comments were not adequately addressed, the author will be provided with an additional set of review comments and given additional time to address the comments.
6. If the IEP SMT recommends the report to be published as an IEP technical report, the report will be assigned a number and passed on to DWR to proceed with layout and publication. The author will work with the layout editor to finalize the document. The report will be posted on the IEP website and paper copies will be provided when necessary and possible. Where appropriate, the DUWG can be used to help guide online publication and to obtain a DOI for citation tracking.

IEP Newsletter Articles

Scientific projects that are funded all or in part by the IEP and/or received Endangered Species Act (ESA) incidental take coverage via the IEP are usually required to publish their findings in either peer-reviewed journals or in the IEP newsletter. The IEP newsletter is a quarterly internal publication of the IEP which is also available to and useful for the wider Bay-Delta community. The IEP newsletter is ideal for shorter articles intended for rapid communication. Length and style vary from one or two brief paragraphs about an interesting observation to articles approximating the content and style of “notes” about full scientific studies in peer reviewed scientific journals.

Articles in the IEP newsletter do not undergo external peer review but receive a collegial review by the newsletter editors.

If a study that is part of the IEP Work Plan mentions publishing results in the IEP newsletter as a deliverable in the original proposal, then the authors of the study should make sure they submit the newsletter article in a timely manner as a part of their regular contract deliverables.

Additional Information

What is the purpose of the 2019 revision of the IEP publication guidelines?

The main goal of this revision of the IEP publication guidelines is to remind data collectors and scientists of our available publication products and to encourage open data and open science efforts within the IEP scientific community. Furthermore, products we have typically published in print or merely posted as online documents are undergoing significant upgrades and diversification as our online publishing culture develops. These updated policy guidelines will help us keep up with changing technology and norms. We also hope to improve tracking and dissemination as the result of awareness generated via these policies.

Why do we encourage IEP publications?

The mission of the IEP is to produce and provide scientific “information on the factors

that affect ecological resources in the Sacramento - San Joaquin Estuary that allows for more efficient management of the estuary” (<https://iep.ca.gov/>). Peer-review is fundamental for establishing credibility and defensibility of products, findings, and recommendations supported with IEP data-related products. To be useful to IEP managers, stakeholders, other scientists, and the public, this scientific information has to be timely, relevant, reliable, and readily available (i.e., published). Most desirable are publications in independently peer-reviewed scientific journals, but other types of publications, such as IEP technical reports and IEP Newsletter articles, are also encouraged.

What is an IEP publication?

IEP publications are publicly available, text-based documents that describe and interpret the results of scientific projects in the San Francisco Estuary and fall into at least one of the following two categories:

- Category 1** – Publications that are a) funded all or in part by the IEP, and/or b) had Endangered Species Act (ESA) incidental take coverage via the IEP permit.
- Category 2** – Publications that make extensive use of data and information collected by the IEP.

What types of IEP publications are covered by the IEP publication guidelines?

The IEP publication guidelines apply to 4 genres of IEP products: 1) independently peer-reviewed scientific journals; 2) IEP technical reports; 3) IEP newsletter articles, and 4) IEP open data uploads.

These guidelines do not apply to IEP web page content, abstracts for conferences, or other information products (numerical, graphical, cartographic, or audiovisual). For these products, author(s) should follow guidelines from their respective agencies.

What is the relationship between IEP publication guidelines and publication requirements of the author’s employer?

The IEP publication requirements are **in addition to** the publication requirements by the employer (agency, university, non-profit or for-profit organization) of the first author and co-author(s). If permitted by the employer, IEP review may occur simultaneously with the review required by the employer.

What is the purpose of the IEP scientific peer review?

The scientific peer review of publications conducted by the IEP is intended to help assure consistent high quality of IEP publications. It is in addition to and does not replace the independent scientific peer review conducted by scientific journals. Members of the IEP SMT and CVFFRT are generally very knowledgeable about the ecology of the San Francisco Estuary and can often help authors improve the content of their manuscripts pertaining to the estuary in ways independent peer reviewers for scientific journals might not. Submission of materials to the IEP Lead Scientist and the

SMT Chairperson also allow for coordination and notification beyond the IEP member agencies (to stakeholders, for example).

What is the purpose of IEP policy briefings, and what is the process?

A policy briefing is intended as an early informational heads-up for resource managers and policy makers on policy-relevant scientific findings included in a manuscript of an IEP journal publication. Members of the IEP SMT and CVFFRT identify potential policy-relevant scientific findings described in IEP publication manuscripts and inform the IEP Coordinators about these findings. A full manuscript would only be shared with other individuals or groups after permission to do so is obtained from the first author of the publication manuscript. IEP Coordinators may provide additional comments to the authors within the usual three-week IEP review period.