



# Publications Policy of the Maine Agricultural & Forest Experiment Station

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*Maine Agricultural and Forest Experiment Station  
College of Natural Sciences, Forestry, and Agriculture*

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 581-1226.

## **I. Preamble and Objectives**

The Maine Agricultural and Forest Experiment Station (station) is the College of Natural Sciences, Forestry, and Agriculture's (college) center for applied and basic research in agriculture and food sciences, human nutrition, environmental sciences, forest and wood sciences, fisheries and aquaculture, wildlife ecology, outdoor recreation, rural and community development, and natural resource economics and policy. The station's research programs strive to enhance the profitability of Maine's natural resource-based industries, protect Maine environment, and improve the health of its citizens.

A critical step in fulfilling the station's mission is ensuring the timely dissemination of new knowledge and information from its research activities. The objectives of the station's publication program are to

1. Facilitate the publication of peer-reviewed scientific articles and monographs by station faculty and students.
2. Provide an outlet for faculty and students to publish high-value data from station research that cannot be published elsewhere.
3. Provide an outlet for college faculty and students to publish critical analyses of economic and policy issues for Maine within the mission areas of the station.
4. Enhance opportunities for college faculty and students to publish works that translate research results to applications for Maine within the mission areas of the station.

This document presents the policies of the station's publication program. The document is divided into three sections: (1) external publications—peer-reviewed journal articles and monographs, (2) internal publications—bulletins and reports, (3) publication dissemination. Detailed descriptions of the publication program and procedures will be provided in a separate publication manual for authors.

## **II. External Publications**

The station encourages faculty and students in its research programs to publish results of their research in external peer-reviewed scientific journals and monographs. The station provides financial support for page costs for peer-reviewed articles or monographs if the publication has been pre-approved for a station publication number and that number appears in the published copy. Assignment of a publication number requires that the article or monograph can be linked directly or indirectly to an approved station project. The station does not pay for reprints; those are the responsibility of the authors. For articles or monographs involving authors from multiple institutions, the station expects costs to be apportioned appropriately. The author(s) must provide one copies of the final publication to the station.

## **III. Internal Publications**

The station's internal publication program is narrowly defined to meet specific objectives as described in the section on publication series below. The program's

general purpose is to provide an outlet for college and station faculty to publish technical or semi-technical information on issues important to Maine or the region and within the mission of the station.

It is the station's intent to maintain a sharp distinction between its internal publications and external peer-reviewed publications. The station will not publish manuscripts on subject matter generally appropriate for external peer-reviewed publications, regardless of the manuscript's potential to be accepted or rejected by external publishers.

The station makes decisions on publication format (electronic and/or print) on a case-by-case basis. Authors may be required to provide funds to share print costs for large manuscripts or special requests. Cost considerations should be addressed early in the publication proposal stage.

The station has a limited publication capacity. High priority will be given to high-quality, high-impact works central to the station's mission.

Some publication series may be limited to authors formally associated with the station. Other series are available to all faculty members in the college. (See the descriptions of the publication series below.) All manuscripts must focus on subject matter within the station's mission areas. With limited publication capacity, the station may give priority to faculty with approved station projects. The station generally does not publish works for other institutions, agencies, entities, or private individuals. Rare exceptions may be made for unique high value manuscripts. Decisions for manuscripts with co-authors from multiple institutions will be made on a case-by-case basis.

The station will maintain a rigorous editorial and approval process to ensure high quality and high impact publications. A request-to-write must be pre-approved prior to submission of manuscripts. External peer reviews will be required for all publications. The station director or his/her designee has final approval on request-to-write proposals and final manuscript acceptance. The station will develop a manual of policies and guidelines for authors.

### ***Publication Series***

The station publishes the following four types of bulletins or reports. Each series has a unique ISSN.

#### ***Bulletins—Economic and policy analyses of Maine issues***

This series includes economic and policy assessments of relatively current issues or topics relevant to Maine. The focus is on issues where station publications would have a potential for moderate- to long-term impact and serve a unique role in fulfilling public needs. Short-term hot-button issues are a low priority. The primary audience would be semi-technical (i.e., professionals or decisions-makers in agencies, nongovernmental organizations, industry, business, and legislature). Manuscripts will be accepted from all college faculty members.

***Technical bulletins—Research synthesis and applications***

This series has a focus on works that synthesize the technical literature as a foundation for development of management and policy guidelines or other applied recommendations and includes handbooks, manuals or new technique descriptions based on, or an outgrowth of, recent research. The primary audience may best be described as the technical public. Manuscripts will be accepted from all college faculty members.

***Miscellaneous reports—Monitoring, inventory and survey data***

This series includes important works that typically would not be publishable in other outlets and have potential for moderate- to long-term utility. This category includes publication of results from long-term environmental monitoring research, local inventories (e.g., soil surveys, biodiversity inventories), species taxonomy works, social surveys and other analogous topics. The highest priority publications would have the potential for high impact or long-term value at national, regional, or state levels. The primary audience would be technical or semi-technical. Manuscripts will be accepted from station faculty members only.

***Miscellaneous publications***

This series is reserved for other titles that do not fit the above categories, but have unique value and are of special significance to the station. Manuscripts will rarely be assigned to this series, but may be accepted from any author.

**IV. Dissemination**

The station strives to make information published from its research activities accessible to professionals and the public. The station will develop procedures to make its publications accessible to individuals with limited English proficiency.

All station bulletins and reports are distributed to a standard list of state and national public repositories. The station also provides bulletins and reports in print or electronic format to anyone upon request and posts PDF versions on the station website. The station will develop a system to make titles, abstracts, and the full text of external publications by college faculty available on a website within the bounds of existing copyright law.