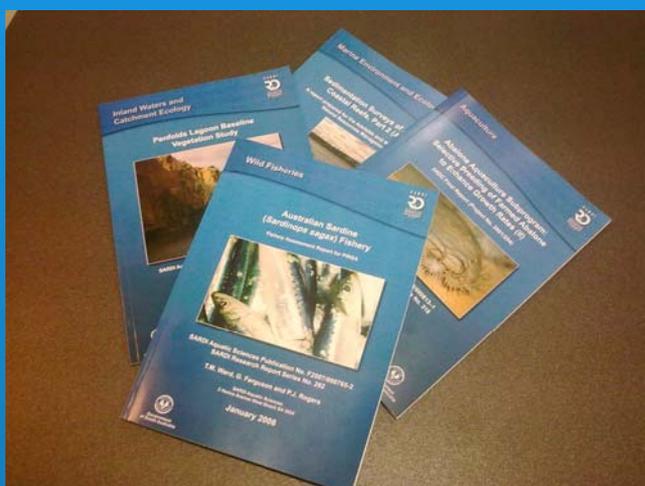


Information Systems and Database Support Program



SARDI Publication Review Process



**SARDI Publication No F2008/000958-1
SARDI Research Report series No 335**

S.P. Bennett, T.M. Ward & M. Doroudi

**SARDI Aquatics Sciences,
PO Box 120, Henley Beach, SA 5022**

March 2009



**Government
of South Australia**

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DISCLAIMER

The authors warrant that they have taken all reasonable care in producing this report. The report has been through the SARDI internal review process, and has been formally approved for release by the Chief of Division. Although all reasonable efforts have been made to ensure quality, SARDI does not warrant that the information in this report is free from errors or omissions. SARDI does not accept any liability for the contents of this report or for any consequences arising from its use or any reliance placed upon it.

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ACKNOWLEDGMENTS

The SARDI quality assurance process for publications is a revision of the Guidelines by Ward (2006) and the advice to SARDI Authors by Cheshire *et al.* (2005). The revised procedures outlined here also respond to recommendations of the review of SARDI's publications review process by Aquaro *et al.* (2006). The style has been changed to comply with the current PIRSA Access and Equity Guidelines for printed and electronic communications materials available at (<http://intranet.pirsa.sa.gov.au/dhtml/ss/section.php?sectID=943&templD=10>).

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EXECUTIVE SUMMARY

This document outlines the process for review, approval and release of all publications by the South Australian Research and Development Institute (SARDI). Such publications include reports, papers, books, chapters, conference articles, notes, conference abstracts, proceedings, presentations, posters and popular articles. These procedures form the basis of the quality assurance process for publishing by staff of SARDI and will provide a reference guide for all scientific staff.

Responsibility for providing approval to publish lies with the Chief of Division. This responsibility can be delegated to the Science Leaders who oversee the publications for his/her Science Program. Where the Science Leader is an Author of a document, another Science Leader will assume responsibility for providing approval to publish that document.

The management and coordination of the publication review process will be undertaken by the Divisional Executive Officer, whose primary role is to ensure that the process is conducted efficiently and effectively.

Four types of outputs are defined in SARDI quality assurance process for publication:

- i) reports;
- ii) papers, books, chapters and conference articles;
- iii) conference abstracts, presentations and posters; and
- iv) popular articles.

Different procedures are in place for each type of publication.

All SARDI publications are assigned a Publication Number which corresponds to an Objective Number for the file where relevant documents are stored. Research Report Series Numbers are also assigned to each report. Electronic copies (pdf) of final reports are stored in Inteum. Hard copies of each publication are lodged in the divisional library and provided to the Deputy Executive Director. The Executive Officer ensures that copies, whether electronic or paper, of reviewers' comments, drafts and the final report are retained in Objective.

The quality assurance process is critical to ensure SARDI is a leader, both nationally and internationally, among research providers. The process that is outlined for each

type of publication focuses on ensuring scientific quality, protecting Intellectual Property and meeting SARDI responsibilities to its stakeholders.

The quality assurance process for reports is particularly rigorous as these documents are often produced for key clients and may or may not be subject to external peer review. The process for approving the publication by SARDI scientists of papers, books, chapters and conference articles is designed to complement the scientific peer review process. The process for approving conference abstracts, presentations and posters has the same goals as the review process for reports and primary scientific publications but is more streamlined. The review process for popular articles focuses on ensuring that SARDI responsibilities to stakeholders are met.

1. INTRODUCTION

1.1. Background

This document outlines the process for review, approval and release of publications by the South Australian Research and Development Institute (SARDI). It was originally produced as a reference guide for SARDI Aquatic Sciences' employees. The process now applies to all employees who publish reports, papers, books and popular articles and present their work at scientific conferences. The process forms the basis of quality assurance for publishing by SARDI scientists.

Overall responsibility for providing SARDI staff with approval to publish, the role of Editor, lies with the relevant Chief of Division. However, that responsibility can be delegated to the Science Leaders for providing approval to publish outputs for staff within their Science Program. In cases where the Editor (Science Leader) is also an Author of a document, another Science Leader will be nominated to assume responsibility for providing approval to publish that document.

Administrative support to the Publication review process is provided by the Executive Officer (EO) of the relevant Research Division. The EO assists Editors to ensure that the Publication review process is conducted in an efficient and effective manner.

It is emphasised that all publications by SARDI employees, including reports, scientific papers, books, chapters, conference articles and abstracts, proceedings and presentations, popular articles and notes, must be approved for release by their Science leader before release or submission.

1.2 Objectives

The purpose of this document is to establish SARDI's quality assurance process for publications. The objectives of the document are to ensure that SARDI's:

1. Scientific products are of the highest possible quality;
2. Scientific reputation is enhanced;
3. Intellectual Property is identified and, where appropriate, protected prior to publication of all material;
4. Responsibilities to the South Australian Government, its clients, other stakeholders and the community are considered prior to the publication of any document.

2. PUBLICATION TYPES

Four types of publications are defined in SARDI's quality assurance process. Different procedures are in place for obtaining approval to publish each type of publication.

2.1 Reports

SARDI publishes a wide range of reports, including SARDI Research Reports and reports for clients including: several business groups in PIRSA, other State and Commonwealth Government Departments, Natural Resource Management (NRM) Boards, Research & Development Corporations (RDCs), and Cooperative Research Centres (CRCs).

Reports for RDCs, CRCs and government agencies require an International Standard Book Number (ISBN). Technical reports produced annually as outputs for ongoing research programs (such as Fisheries Stock Assessment Reports) do not require an ISBN.

SARDI's reports may or may not be subject to external peer review. Hence, SARDI's internal review process is critical to ensuring the quality of reports. As many reports are produced for key clients, the effectiveness and efficiency of SARDI's quality assurance process must protect and enhance SARDI's reputation as a provider of high quality science. The review process for reports focuses on ensuring scientific quality, protecting SARDI's Intellectual Property and meeting responsibilities to stakeholders.

2.2 Papers, Books, Chapters and Conference Articles

Papers, books, chapters and conference articles are primary scientific documents, typically subjected to an external peer review process prior to publication. SARDI's quality assurance process for these primary scientific publications is designed to complement the external review process. This process also focuses on protecting SARDI's Intellectual Property and considering SARDI's responsibilities to the South Australian Government, its clients, other stakeholders and the community, as well as ensuring the scientific quality of these publications.

2.3 Conference Abstracts, Presentations and Posters

Unlike the primary scientific publications considered above, conference abstracts, presentations and posters are rarely reviewed externally. SARDI's quality assurance process for these publications focuses on ensuring scientific quality, protecting SARDI's Intellectual Property and considering SARDI's responsibilities to its stakeholders.

2.4 Popular Articles

The review process for articles published in magazines and other popular publications focuses on meeting SARDI's responsibilities to stakeholders.

If an article is likely to generate attention from the media, staff should contact the Deputy Executive Director, SARDI Marketing and Communications or PIRSA Communications and Marketing.

If staff are approached by the media they should only comment if they are an expert in that particular field and if they feel comfortable dealing with the media. Under these circumstances it is recommended that staff contact the Deputy Executive Director, SARDI Marketing and Communications or PIRSA Communications and Marketing.

3. REPORTS

3.1 Overview

All SARDI reports, regardless of type, must have a SARDI Publication Number, which will be assigned to each report at the beginning of the publication review process. This number corresponds to an Objective Number for the file where the draft, reviewer notes, approval and ultimately final report are stored. Electronic copies (pdfs) of final reports are also stored in Inteum. Hard copies of each report are lodged in the divisional library and provided to the Deputy Executive Director.

All SARDI's reports must have a Research Report Series Number (RRSN). The EO supplies the Research Report Series Number and ISBN number (if required) at the end of the review process. A style guide for reports published in SARDI Research Report Series is provided as Appendix 1.

After a report is approved for publication, the Numbers and Editor's signature is inserted onto the verso page. The document is then converted into a secure pdf for printing only.

3.2 Quality Assurance Process for Publishing Reports

The quality assurance process for publishing reports includes the following elements.

1. Author consults with co-Authors to finalise the draft report and obtain their approval to submit the report for internal review.
2. Author submits draft copy of the publication to the Editor (nominated Science Leader) for pre-review, revision and approval to submit for formal review. Editor gives particular consideration to issues of scientific rigor, quality of the writing, intellectual property and policy issues.
3. Once the draft report is approved for review, the Editor should submit one electronic copy (ideally in Word format) to the EO along with the names of suitable reviewers.
4. The EO enters the report details into Objective, and commences the Publication Review Workflow process to the reviewers selected by the Editor. The reviewers will include a minimum of two internal SARDI reviewers, one

with relevant scientific expertise and one with a broader science background. In cases where specialised scientific input is required, the Editor may approve the commissioning of reviews by experts outside SARDI.

5. Within two weeks, unless otherwise agreed, the Reviewers will provide their comments and/or annotated copies of the draft report to the EO. The EO provides copies of the reviews to the Editor, who then provides advice to the Author about changes that may be required to the draft report.
6. The Author responds in writing to the reviewers' comments and editorial advice. The revised document is submitted to the Editor for approval to publish. The Editor provides copies of the Author's response to the EO for filing.
7. Disagreements between a Reviewer and Author are considered and resolved by the Editor.
8. The Editor determines whether the report requires further review or amendment before it is published. At this point written approval to finalise or publish from the client should be obtained if necessary before the Editor approves the report for publication. This final step ensures that all confidentiality agreements and contractual requirements of clients are met prior to submission or publication.
9. Disagreements between the Editor and Author are considered and resolved by the Chief of Division who is the ultimate Editor of SARDI's publications.
10. The Editor advises the Author of additional requirements (e.g. ISBNs). The Editor provides the Author with approval to publish, and an electronic version of the approved report along with the approval is supplied to the EO. The EO inserts the appropriate numbers (e.g. ISBN), signature, and converts the document to a secure pdf.
11. Notification of the final report along with the pdf is sent to the Chief of Division.
12. 24 hours later the final report is supplied to the Author for publication.
13. Proofs are approved by the Author.

14. The report is published.
15. If the report is commercial-in-confidence - one hard copy is sent to the divisional library. Additional copies are sent to the client as agreed in the contract.
16. If the report is public domain - three hard copies are sent to the EO for sending to the divisional library and the Deputy Executive Director, SARDI. If the report has an ISBN number, three additional copies are sent to the EO for lodgement according to legal deposit legislation in the SA Parliamentary Library (1), National Library (1) and State Library (1). Further copies are sent to the client as agreed in the contract.
17. A checklist for publishing reports and a proforma for reviewing reports are provided as Appendices to this document (Appendices 2 and 3, respectively).

4. PAPERS, BOOKS, CHAPTERS AND CONFERENCE ARTICLES

4.1 Overview

All scientific papers, books, chapters and conference articles will be assigned a SARDI Publication Number at the beginning of the review process. This number corresponds to an Objective number for the file where the manuscript, reviewer's comments, editor's approval and the final publication are stored. Electronic copies (pdfs) of the published document are also stored in Inteum. Printed copies of each document are lodged in the divisional library and provided to the Deputy Executive Director.

For all papers, books, chapters and conference articles that have one or more SARDI staff as an Author, the Editor must provide the senior SARDI Author with written approval before the manuscript can be submitted for publication. For documents where a SARDI staff member is the senior Author, the quality assurance process outlined below must be followed. Where a SARDI staff member is not the senior Author, the process for approval may be modified at the discretion of the Editor.

4.2 Quality Assurance Process for Publishing Papers, Books, Chapters and Conference Articles

The quality assurance process for papers, books and chapters includes the following elements.

1. Author consults with co-authors to finalise the manuscript and obtain approval to submit for review.
2. Author submits a copy of the draft manuscript to the Editor (Science Leader). Where the publication is to be submitted to a journal which has a formal peer review process in place it may be sufficient for the Science Leader to review the publication for any issues which may arise from the content. Where the Editor is satisfied that the article will enhance SARDI's scientific reputation, protect Intellectual Property and meet SARDI's responsibilities to stakeholders the Editor may approve submission direct to the publisher.
3. Once it is approved for submission to the publisher, a copy of the manuscript and the approval will be submitted to the EO for filing.

4. If the Editor determines that the draft manuscript requires review, the Editor should submit one electronic copy to the EO along with the names of suitable reviewers (internal where possible, external where needed).
5. The EO enters manuscript details into Objective, and commences the Publication Review Workflow process to the Reviewers.
6. Within two weeks (unless otherwise agreed), the Reviewers provide their comments to the Editor.
7. Based on the reviewers' comments and editor's professional opinion, the Editor recommends revision, further review or submission.
8. The Author revises the manuscript, seeks further review or submits based on the recommendation of the Editor.
9. Disagreements between Author and Reviewer are considered and resolved by the Editor.
10. Disagreements between Editor and Author are considered and resolved by the Chief.
11. The manuscript is submitted to a scientific journal for consideration. An electronic copy of the submitted manuscript is sent to the EO for filing along with the written approval.
12. If/when a paper is published, three hard copies and one electronic copy (where possible) of the published document should be sent to the EO for filing in Objective, in the divisional Library and for sending to the Deputy Executive Director.

5. CONFERENCE ABSTRACTS, PRESENTATIONS AND POSTERS

5.1 Overview

Conference abstracts, presentations and posters are treated like other scientific publications (i.e. papers, books, chapters and conference articles) and are subject to the quality assurance process outlined for these documents (see Section 4).

The Editor must approve in writing the publication of all conference abstracts, presentations and posters. Reviews will be requested at the discretion of the Editor. Each conference abstract, presentation and poster must have a SARDI Publication Number, which will be assigned by the EO when the document is approved for publication. A copy of the publication is stored in Objective. Electronic copies (pdfs) of the publication are also stored in Inteum. Hard and electronic copies of each publication are lodged in the divisional library and provided to the Deputy Executive Director by the EO.

The Editor must provide the Author with written approval before an abstract, presentation or poster can be submitted or presented. For documents where a SARDI staff member is the senior Author, the quality assurance process outlined below must be followed. For conference abstracts, presentations and posters where a SARDI staff member is not the senior Author, the process for approval may be modified at the discretion of the Editor.

5.2 Quality Assurance Process for Publishing Conference Abstracts, Presentations and Posters

The quality assurance process for conference abstracts, presentations and posters includes the following elements.

1. Author consults with co-authors to finalise publication and approve submission for review.
2. Author submits a draft to the Editor.
3. If/when the Editor approves (in writing) the publication of the abstract, presentation or poster the Author submits an electronic copy of the publication to the EO for filing along with the written approval.

4. If/when published, three hard copies and one electronic copy (where possible) of the published document should be sent to the EO for filing in Objective, in the divisional Library and for sending to the Deputy Executive Director.

6. POPULAR ARTICLES

6.1 Overview

The Editor must approve the publication of all popular articles that list a SARDI staff member as the Author. Each article must have a SARDI Publication Number, which will be assigned by the EO when the article is approved for publication. A copy of the draft article is provided to the EO and stored in Objective. An electronic copy (pdf) of the article is also stored in Inteum. Hard and electronic copies of each article are lodged in the divisional library and provided to the Director, Research and Development.

6.2 Quality Assurance Process for Publishing Popular Articles

The quality assurance process for popular articles includes the following elements.

1. Author consults with co-Authors to finalise article.
2. Author submits a draft manuscript to the Editor.
3. If/when the Editor approves in writing the publication of the article, the Author submits an electronic copy of the draft to the EO for filing along with the written approval.
4. If/when the article is published, three hard copies and one electronic copy (where possible) of the published document should be sent to the EO for filing in Objective, in the divisional Library and for sending to the Deputy Executive Director.
5. If an article is likely to generate attention from the media, staff should contact the Deputy Executive Director, SARDI Marketing and Communications or PIRSA Communications and Marketing. If staff are approached by the media they should contact SARDI Marketing before making a statement.

REFERENCES

Cheshire, AC, Wear, RJ, Beer, KD, & Bennett, SP. (2005) SARDI Publications, Instructions for Authors, Chief Scientists, reviewers and Personal Assistants. South Australian Research and Development Institute (Aquatic Sciences), Adelaide, 20pp. SARDI Publication Number RD04/0177.

Aquaro, V. (2006) Review of Quality Assurance Processes Relevant to Research Outputs – Aquatic Sciences. South Australian Research and Development Institute (), Adelaide, 48pp.

Ward, TM. (2006) Guidelines for SARDI's Publication Review Process. (Working Draft) South Australian Research and Development Institute (Aquatic Sciences), Adelaide, 24pp.

APPENDIX 1: STRUCTURE AND FORMAT FOR SARDI RESEARCH REPORTS

PURPOSE

The purpose of this appendix is to identify the style and format for publications in SARDI's Research Report Series. This format is also recommended for other SARDI reports where the client does not specify a format.

FORMAT

Research reports should typically be divided into the following sections:

- Cover Page
- Title Page
- Verso Page
- Table of Contents
- List of Tables
- List of Figures
- Acknowledgements
- Executive Summary
- Introduction
- Body of Report
- Conclusion
- References
- Appendix (if required)

The text of research reports should be written in Arial font, size 11, be fully justified, and have line-spacing set at 1.5.

Section headings (e.g. **TABLE OF CONTENTS, INTRODUCTION**) should be in bold capitals in Arial font, size 12 and numbered sequentially (i.e. 1, 2, etc.).

Sub-headings should be in bold lower case Arial font, size 12 (e.g. **Overview, Objectives**) and with decimal numbering (i.e. 1.1, 1.2, etc).

A word template is available in SARDI document standards.

1. COVER PAGE

The cover page of each document will need to be printed in the standard format. Templates of the covers are available in Objective (Figure 1). The cover page must feature the title of the document (e.g. Sardine Spawning Biomass Report), sub-title (e.g. Fishery Assessment Report to PIRSA for the Prawn Fishery Management Committee), a photograph, the date it was completed, the Author(s), the SARDI Publication Number (this will be provided to authors at the beginning of the review process) and the SARDI Research Report Series Number. All details on the cover page should be in bold lower case with the Arial font sizes listed below:

- The margins to be: Left 2.5cm; Right: 1.5cm
- Title: Font size 18.
- Sub-title: Font size 16.
- Date: Font size 14.
- Author(s): Font size 16
- SARDI Publication Number: Font size 14
- SARDI Research Report Series Number: Font size 14

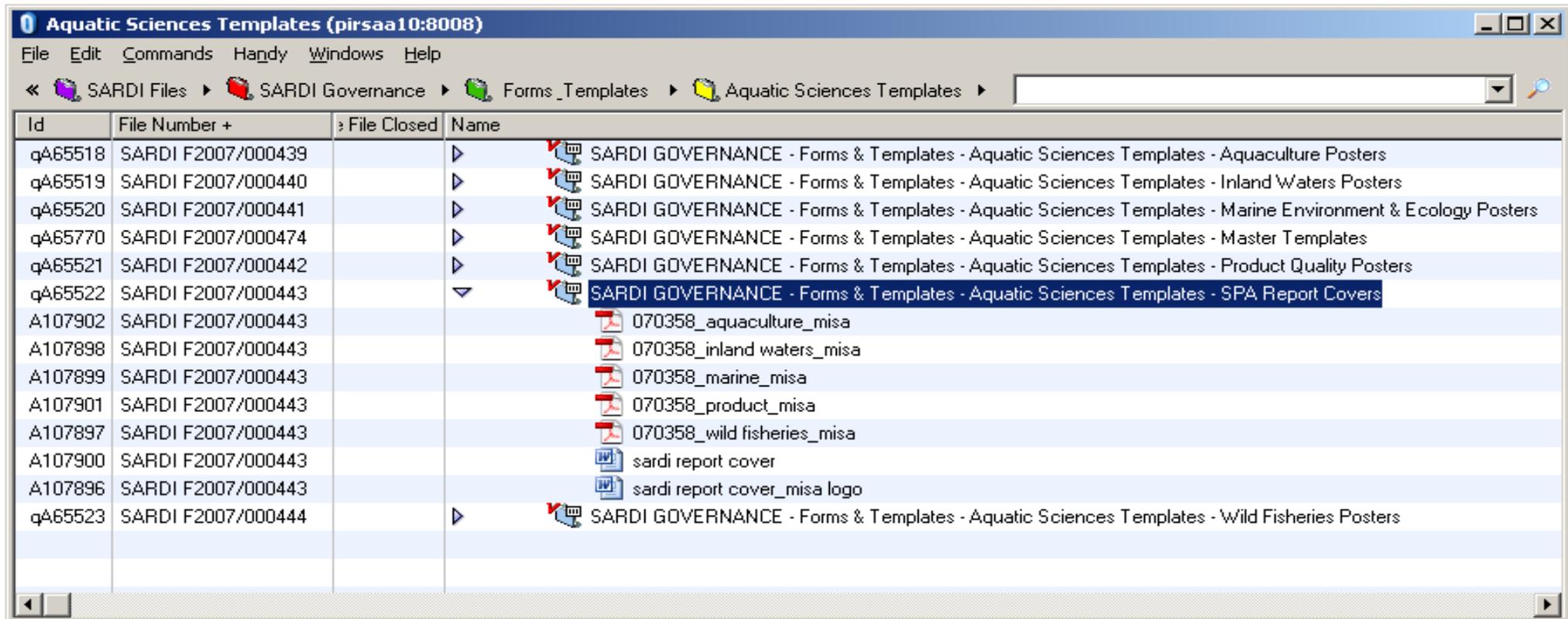


Figure 1: Location of templates in Objective

2. TITLE PAGE

The title page should have the same information provided on the cover page and include the Authors' name(s) and title of the report in the header. A page number should be included in the footer of the page in roman numerals.

3. VERSO PAGE

The verso should be positioned on the back of the title page of each document and will vary according to the type of document. At the top of the verso will be instructions on how the publication should be cited. This will be followed by the contact details of the organisation(s) involved in the publication. All reports will contain a disclaimer and copyright information, as shown on the verso page of this report.

DISCLAIMER

The authors warrant that they have taken all reasonable care in producing this report. The report has been through the SARDI internal review process, and has been formally approved for release by the Chief. Although all reasonable efforts have been made to ensure quality, SARDI does not warrant that the information in this report is free from errors or omissions. SARDI does not accept any liability for the contents of this report or for any consequences arising from its use or any reliance placed upon it.

Beneath the copyright information insert the following in single line spacing:

SARDI Publication Number: Font size 11

SARDI Research Report Series Number: Font size 11

ISBN: Font size 11 (*if required*)

At the bottom of the verso, information on the Author(s), Reviewer(s) who approved the report and when (signed and dated), and the distribution of the report must be provided. A page number should be included in the footer of the page in roman numerals, numbered sequentially from the title page.

4. TABLE OF CONTENTS

All reports need to contain a table of contents page that follows on from the verso page. A running header will begin on this page of the report and include the Author(s) (left) and a title header (right). The font should be Arial, size 8. A running footer will include the page number (centre). The font should be Arial, size 11.

5. LIST OF TABLES

The List of Tables page contains the number and title of the table (left) and the page number to the right. The font should be Arial, size 11.

Within the document, tables will be placed in the centre of the page. The caption for the tables will be inserted above the table, in-line with the edges of the table and should be justified. The entire caption will be in single spacing and the table number will be bold (see Figure 2). The contents of the table will be in Arial, size 8, while the Table heading will be in Arial, size 10 (Figure 2). Any tables should appear at the end of the paragraph in which they are initially referenced.

Category of Litter	Year of Survey					
	1997	1998	1999	2000	2001	2002
Metal (kg)	12.4	7.45	31.25	9.61	6.5	7.83
Hard Plastic (kg)	94.6	70.7	63.6	93.61	104.6	48.455
Soft Plastic (kg)	111.6	70.75	42.81	96.5	105.50	98.59
Glass (kg)	79.05	49.75	38.95	67.3	83.4	38.41
Wood (kg)	25.6	155.8	199.1	174.02	70.5	649.28
Cloth (kg)	6	4.6	9.31	6.45	1.9	6.72
Paper & Foam (kg)	0.1	9.25	4.3	9.58	5	0.588
Rubber & Other (kg)	3.75	3.5	3.85	4.52	9.7	5.39
TOTAL (kg)	333.1	371.8	393.17	461.59	387.11	855.26
kg/km	30.28	33.8	35.74	41.96	35.19	71.27

Figure 2: An example of a table in a report

6. LIST OF FIGURES

The list of figures page contains the number and title of the figure (left) and the page number to the right. The font should be Arial, size 11.

Within the document, figures will be placed in the centre of the page. The caption for the figures will be inserted below the figure, in-line with the edges of the figure and should be justified (see Figure 3). The entire caption will be in single spacing and the figure number will be bold. Writing in/on any part of the figure will be in Arial (Figure 3).

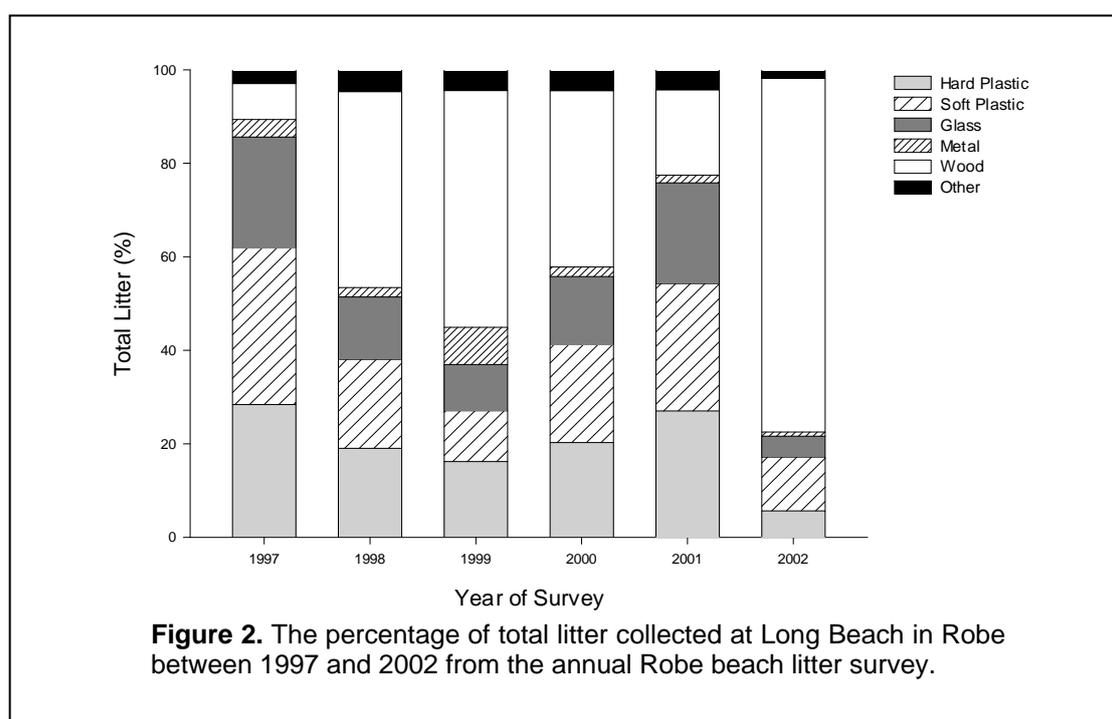


Figure 3: An example of a Figure in a report

7. ACKNOWLEDGEMENTS

The acknowledgements section will follow the Table of Contents and/or the List of Tables/Figures. Authors must obtain permission from those mentioned in the Acknowledgements. This section should include acknowledgement of all financial support, any work that has improved the outcome of the project and the names of reviewers.

8. EXECUTIVE SUMMARY

The executive summary of the report should be concise and reflect only information provided in the body of the report (i.e. no new interpretation or summary points).and must include information on the background of the project, the context and purpose of the study; results, the main findings; and conclusions; a brief summary and potential implications. Do not use abbreviations or cite references in the executive summary.

9. INTRODUCTION

The introduction must clearly state the background to the research and its objectives/aims. The section should end with a brief summary of what is contained in the report.

10. BODY OF REPORT

The body of the report may be structured differently for dissimilar reports, but will generally include a “Materials and Methods” section, a “Results” section and a “Discussion” section. Sections may be combined into a single section, or broken into subsections with short, informative headings at the discretion of the authors.

11. CONCLUSION

This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. Further research recommendations may also be included.

12. REFERENCES

The final section of the report (if there is no Appendix) will be the references. The reference list will be line spaced “single”, and each reference will be separated with a blank line as in the following example:

Smith, S., Bottom, J. and West, S. (2008) Long term weather impacts on SA primary industries productivity. South Australian Research and Development Institute, Adelaide, 53pp. SARDI Publication Number 1111/1111

Happy, P., Sunny, S. and George, W. (2009) Drought, drought and more drought. South Australian Research and Development Institute, Adelaide, 53pp. SARDI Publication Number 0000/0000

APPENDIX 2: PUBLICATION WORKFLOW FOR SARDI REPORTS

Table 1: Publication workflow for SARDI reports

Step	Task	Responsibility
1.	Consult with co-authors to obtain approval to submit draft report for internal review	Author
2.	Submit draft to Editor for approval to submit for formal review	Author
3.	Provide Author with permission to submit draft for review	Editor
4.	Submit draft report to EO with editors approval and reviewer names attached	Author
5.	Record in Objective and send to Reviewers. Workflow process commences.	EO
6.	Review report	Reviewers
7.	Evaluate reviews, identify changes required and advise Author on draft changes	Editor
8.	Revise report and submit revision to Editor for approval to publish	Author
9.	Obtain written acceptance of report from client if necessary	Author
10.	Identify number of reports required by client	Author
11.	Approve publication for publishing (or submission to external client for review)	Editor
12.	Send approved report to EO for insertion of signature and Numbers (e.g. ISBNs)	Editor
13.	Insert signature and Numbers in report	EO
14.	Convert report to secure pdf for printing only and notify Chief that final report approved	EO
15.	Forward pdf of final report to Chief and Author for publication	EO
16.	Check proofs are correct	Author
17.	Publish report	Author
18.	Provide copies to EO for distribution within SARDI. Distribute additional copies to clients	Author
19.	Record report in Objective, lodge in Library and send copy to Deputy Executive Director	EO

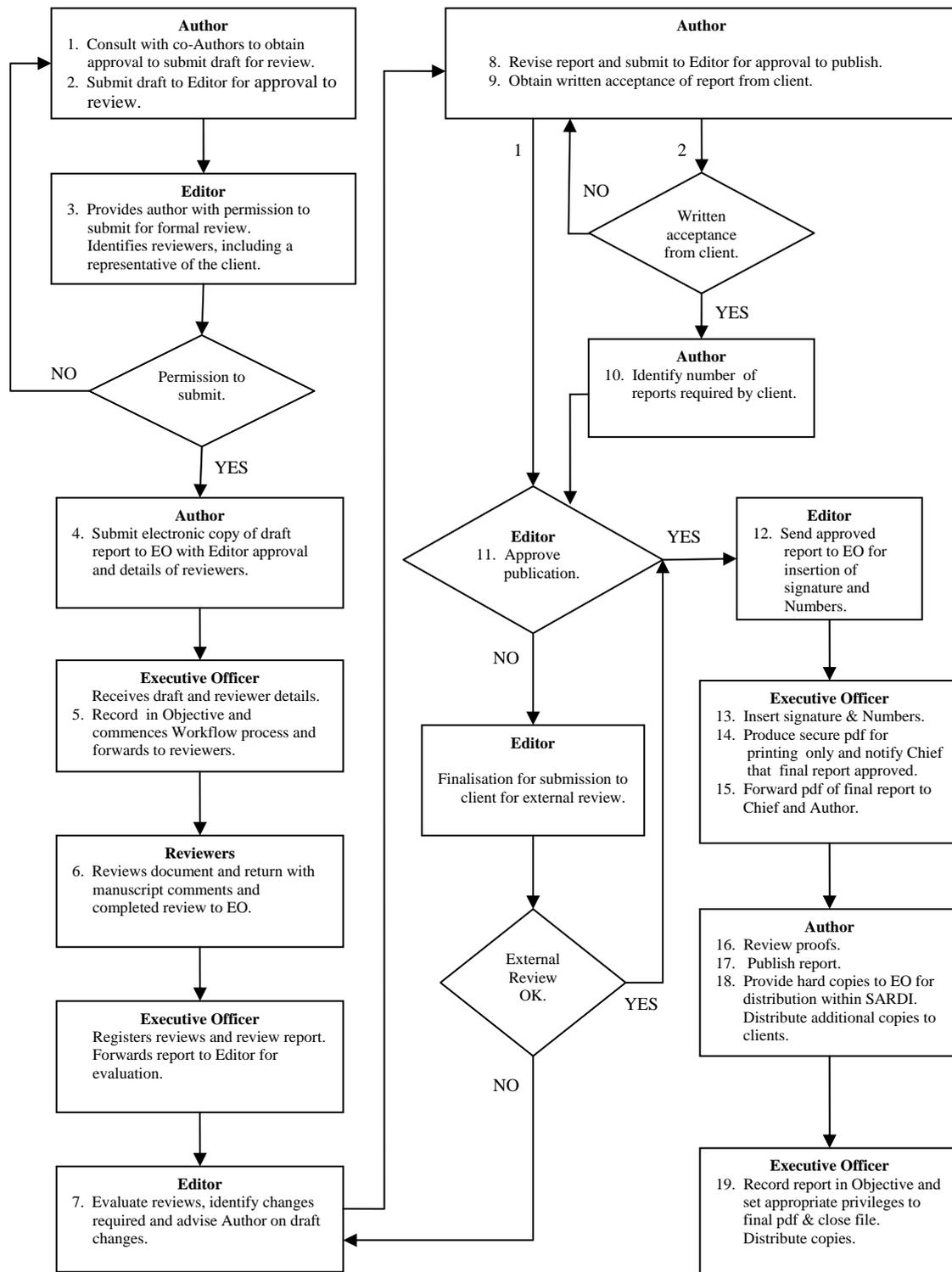


Figure 4: The publication workflow for SARDI reports

APPENDIX 3: SARDI PUBLICATION REVIEW PROFORMA

Manuscript details (to be completed by the Reviewer)

SARDI– Publication review

Manuscript details

Title	
Author	
Date review completed	
Name of reviewer	

Instructions to reviewers

The attached document has been sent to you for review. You are requested to read and comment on the document (within 14 days) in order to provide constructive feedback to the Authors. This document is set up as a word template which allows you to input information about the publication.

Ideally comments included in this review should be general in nature and directed towards providing advice on improvements to the manuscript. Issues in relation to spelling, grammar etc. should be written on the face of the manuscript.

Please type your response in the right hand column adjacent to the relevant row heading.

General comments

Please provide general “overview” comments about the publication. Including advice on how the document could be better structured, detail about broad methodological or design issues or general comments on writing style.

General comments on the manuscript	
------------------------------------	--

Comments in relation to management advice and recommendations

If advice is provided in relation to management arrangements, comment on the appropriateness.	
Are all recommendations within the ambit of SARDI responsibilities - comment	

Specific comments

Use this section to review the key elements of the manuscript. Please note that the document does not need to be structured according to the headings below, rather these provide a guide to the types of information that should be considered in your review.

Executive overview	
Introduction	
Methods	
Results	
Discussion	
Other comments on content	
Comments on style	

Figures and tables

Tables	
Appropriate number	
Redundancy of information	
Captions informative	
Figures	
Appropriate number	
Redundancy of information	
Captions informative	

Overall the manuscript is (choose from 1-5 below).

1. Suitable for publication without revision.
2. Suitable for publication after minor editorial correction (typographical, format and style issues).
3. Suitable for publication after minor revision of substance (issues of scientific rigour, validity or sensitivities in relation to management responsibilities).
4. Not suitable for publication without substantial revision (major flaws in design, analysis, synthesis or interpretation).
5. Not suitable for publication.