See Also: LOM 7603

ACTION BY:	***ACTION:***
Author(s)	1. **Submits** manuscript for intra-laboratory review using the format required by the journal. NOTE: Record time spent writing and editing manuscripts in the time and attendance system. 2. **Revises** and **submits** manuscript to the Laboratory Director (LD) for review. NOTE: Laboratory processes for internal approval may be defined locally.
LD	3. **Submits** manuscript to the Special Testing and Research Laboratory (SFL1) LD via email. The email will include: • Title • Author name(s) • Special study project number and name, or the LIMS case number of the evidence used to generate the data • A Microsoft Word document formatted as indicated by the publisher • Separate figures in the format required by the publisher, if not embedded in the Microsoft Word document. • Title of journal where the manuscript is intended to be published • A copy of manuscript requirements for the intended publisher
SFL1 LD	4. **Reviews** the manuscript and responds within 14 days to the submitting LD. 4a. **Accepts** as written, OR 4b. **Returns** manuscript, with comments and corrections required for publication, to LD. Submitting author **returns** to Step #2. 5. **Notifies** submitting LD of SFL1 approval via email. 6. **Submits** the manuscript to the Publications Review Board (PRB) for their approval. 7. **Notifies** submitting LD of the PRB response.
LD	8. After approval from the PRB, **submits** the manuscript to the publisher. 9. **Includes** submission of the manuscript in the laboratory monthly report.

Author(s)	10. **Reviews** comments and corrections from the publisher.
	11. **Revises** and **submits** manuscript to the LD for review.
LD	12. **Reviews** revised manuscript. NOTE 1: Edits to the manuscript which include additional research data require resubmission to SFL1 for review. **Returns** to Step #3. NOTE 2: Administrative edits do not require resubmission to SFL1 or the PRB for review.
Author(s)	13. **Submits** the manuscript to the publisher.
	14. **Notifies** the LD.
LD	15. **Includes** submission of the manuscript in the laboratory monthly report.
	16. **Includes** publication milestones in the laboratory monthly report (e.g., acceptance, electronic availability, final citation, etc.)

End of Document

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