See Also: LOM 7603

ACTION BY:	***ACTION:***
Author(s)	1. **Submits** manuscript for intra-laboratory review using the template for laboratory notes. NOTE: Record time spent writing and editing manuscripts in the time and attendance system. 2. **Revises** and **submits** to the Laboratory Director (LD) for review.
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 containing the text of the note • Figures in either JPEG or TIFF formats
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 LD **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. 8. After approval from the PRB, **coordinates** posting the laboratory note to the SF website.

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