

1. IPDS is the Bureau **I**nformation **P**roduct **D**ata **S**ystem. Refer to URL: <http://internal.usgs.gov/publishing/ipds.html>

2. If reviewer(s) recommend that Product not be published, Author performs major revision to Product, possibly including extensive clean-up of data and/or metadata, and starts again at flow step 5

3. The Science Center Director or designee determines if product is interpretive or non-interpretive. If non-interpretive may approve. In addition, either the Science Center Chief or the BAO and "Kill" the process requiring additional information or a restart. Author performs major revision to Product, possibly including extensive clean-up of data and/or metadata, and starts again at basic flow step 2

Supervisor Review

Prior to Peer Review



Receives manuscript from Author (Start)

Ensures the quality of science information

Selects or ensures the selection of appropriate independent and qualified Peer Reviewers

Determines the need for courtesy review

Informs the Science Center Manager about any product content that might be sensitive or controversial and identifies any internal or external groups or agencies that might have particular and (or) immediate interest in such a product

Author, supervisor and Science Center Manager collaborate and if needed consults the Approving Official to nominate information products for consideration as influential scientific information or highly influential scientific assessments

Facilitates sending package to Peer Reviewers (Either sends manuscript or instructs author to send)



Manuscript sent to peer reviewer(s) by supervisor or Author

Click here to return to master chart.

Submittal Package

The following documents must be part of the submittal package:

- ✓ the original manuscript,
- ✓ the revised manuscript,
- ✓ all original peer reviewers' comments, including memoranda or emails from reviewers and any manuscript markups, and a reconciliation document addressing peer review comments.

Supervisor Review

After Peer Review

Receives package
for approval
from Author
(Start)



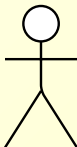
Ensures the Author has adequately addressed peer review and editorial comments and prepared a suitable final draft of the product.



Forwards revised package (via the IPDS) to the Science Center Manager for consideration for approval.



Moved to local
or BAO approval
decision step **(end)**



Author's Supervisor

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chart.

Metadata Review Process

