

Guide and key to science & technical publications, DOC

Development of science publication series by DOC's former Science & Research Unit is described in some detail in the 'Science Publications 2002' catalogue. The main characteristics of the active series in Research, Development & Improvement Division (RD&I) are described below and summarised in tabular form. A key is also provided to help authors and managers decide whether and to which science & technical publication series it is most appropriate to submit a manuscript.

DOC Research & Development Series (ISSN 1176–8886)

DOC Research & Development Series replaced the *DOC Science Internal Series* in March 2005. It is the default publication series for authors and provides a published record of scientific research carried out, or advice given, by Department of Conservation staff, or external contractors funded by DOC. It comprises progress reports and short communications that are generally peer-reviewed within and outside DOC. Individual contributions to the series are first released on the departmental website in pdf form. Hardcopy is collated into volumes of approximately 200 pages, printed, bound, and distributed at regular intervals. Titles are listed in the DOC Science Publishing catalogue on the departmental website <http://www.doc.govt.nz> and electronic copies of CSL papers can be downloaded from <http://www.csl.org.nz>.

The series reports on operational science investigations and is, therefore, the main internally oriented vehicle for DOC's conservation management work. However the series is formally published by international standards and contributions may be fully cited. Publication in this medium (e.g. annual progress reports) should not preclude publication of a substantially modified version of the material in an international journal; an overall analysis or final synthesis of several such reports might also be suitable for the *Science for Conservation* series.

Science for Conservation (ISSN 1173-2946)

Science for Conservation (SfC) is a scientific monograph series presenting research funded by the New Zealand Department of Conservation. Copy originates generally within Research, Development & Improvement Division, but relevant manuscripts will be considered from elsewhere within DOC; work that is not clearly DOC-funded is not included. Manuscripts are thoroughly internally and externally peer-reviewed; the resulting, substantial publications are considered part of the formal international scientific literature. They are accessible through abstracting agencies, and available internationally by deposit in major research libraries. The approval procedure outlined in the companion document (wgncr-43927) is most stringently applied to this type of publication. As a high-quality, irregular monograph series, SfC standards are of a level similar to that of external science journals but generally allow more detail than tends

to be permitted in journal papers. Hence there is no upper page limit other than the usual requirements for concise and accurate writing and documentation. There is a practical lower limit of approximately 16 pages for these separately bound and distributed works. Shorter works should be submitted either to an external science journal or internally to DRDS (see above).

Department of Conservation Technical Series (ISSN 1172-6873)

Aimed at the conservation officer in the field, the emphasis in this series is less on scientific peer review of science, and more on field testing, to ensure best practice standards. The main difference is that being outside the formal, primary scientific literature, these technical reports can be more narrow in focus than SfCs and require only one peer reviewer. Their process of authorisation is through a General Manager at Head Office who is responsible for the accuracy, review, and approval of the material. The purpose of this series, and original guidelines for preparing texts for publication, are laid down in No. 1 of the series itself (Mackenzie 1993, but note modifications as a result of later changes in software (Word, not WordPerfect) and DOC Publication Standards).

Threatened Species Recovery Plan (ISSN 1170–3806)

Recovery plans are statements of the Department's intentions for the conservation of particular plants or animals for a defined period. In focusing on goals and objectives for management, recovery plans serve to guide the Department in its allocation of resources and to promote discussion amongst practitioners and a wider section of the interested public. Authorship is usually collaborative, but with an individual 'preparer' of the plan who co-ordinates its preparation. Their process of authorization is currently under review.

Science posters

Staff often present science posters at conferences and these may be made available in reduced form to DOC staff and the general public. The author of the poster needs to seek permission to publish the content from a Science Manager; vetting of the text is done by the Science Editors and Publishing Manager, and the poster is designed and produced by the Science Illustrator.

A key from Science & Technical Publishing Section (RD&I, DOC), for the publishing of material produced by external contractors or DOC staff

This key assumes a manuscript has already been assessed as:

- Worth publishing in the scientific literature, i.e. it must be 'new, true and important' enough to warrant the expense of the entire process. Strict criteria apply particularly to submissions to specialist international science journals and *Science for Conservation* copy, and in varying degrees to DOC's other publishing options.
- Of sufficiently high standard in both content and presentation. Editors can assist in raising the standard of writing, if required, but authors are solely responsible for scientific content (further assisted by colleagues, and 'policed' by science managers, plus referees where appropriate).
- Able to contribute directly to successful operations by DOC.

1. Is this report an authoritative original science investigation, scholarly review, or synthesis for conservation use, aimed at scientific and technical experts?
Yes go to 2
No go to 7
2. Is it a substantive report with direct application to the operation of DOC, and is it written to improve or inform conservation practice?
Yes go to 6
No go to 3
3. Does it represent a significant advance in knowledge pertinent to national conservation management, with broad national or international significance?
Yes go to 4
No go to 6
4. Is the work of short to medium length (c. 25 pages max.), does it present summary data only, and makes reference mostly to the published scientific literature?
Yes go to 5
No go to 6
5. Is it a paper which addresses fundamental issues of taxonomy, ecology, sociology, etc., aimed at international science peers rather than conservation operations?
Yes specialist international science journal
No *Science for Conservation* series
6. Does the work warrant the term 'monograph' and is not intended for further publication in the international scientific literature?
Yes go to 7
No go to 8
7. Does the work have considerable popular interest, and thus scope for marketing, outside the regular readership of DOC science publications?
Yes discuss with Publishing Manager/your Manager
No *Science for Conservation* series

8. Is it a manual, guide or description of procedures for conservation workers?
 - Yes go to 9
 - No go to 10
9. Does it identify the agreed key steps for undertaking a departmental activity or task describing *what* should happen *when*, and *who* should do it?
 - Yes *Standard Operating Procedure*
 - No go to 10
10. Is it an instructional guide, describing best practice for undertaking a departmental activity or task (i.e. *how* to do it)?
 - Yes *DOC Technical Series*
 - No go to 11
11. Does it contain professional advice or expert evidence/opinion, relevant to conservation practice and problem solving?
 - Yes *DOC Research & Development Series*
 - No go to 12
12. Does it describe a threatened species recovery programme?
 - Yes *Threatened Species Recovery Plan*
 - No go to 13
13. Is it either a detailed account to inform conservation staff about the proceedings of workshops or visits overseas; or data and progress reports from ongoing research produced for the official record?
 - Yes *DOC Research & Development Series*
 - No go to 14
14. Is it either an overview to inform conservation, science and technical experts at conferences or workshops; or an educational resource for wider public use?
 - Yes go to 15
 - No go to 16
15. Is it meant to advertise and inform at a conference or special event?
 - Yes DOC science poster
 - No potential newsletter item (currently no newsletters active)
16. Is external funding for publication available?
 - Yes discuss the content, purpose and target audience, and potential for any joint publication options with funding organisation
 - No go to 17
17. Is there any other reason for DOC to publish it?
 - Yes specify and reassess options
 - No discuss alternatives with your Manager

CHARACTERISTIC	OUTSIDE SCIENCE JOURNAL	SCIENCE FOR CONSERVATION	DOC RESEARCH & DEVELOPMENT SERIES	THREATENED SPECIES RECOVERY PLAN	STANDARD OPERATING PROCEDURE (SOP)	DOC TECHNICAL SERIES	SCIENCE POSTER	NEWSLETTER ITEM
Authoritative original science investigation, scholarly review, or synthesis for conservation use, aimed at scientific and technical experts	•	•		•				
Substantive report with direct application to the operation of DOC, and is written to improve or inform conservation practice		•	•	•				
Significant advance in knowledge pertinent to national conservation management, with broad national or international significance	•	•						
Work of medium length (approx. 25 pages max), presents summary data only, and makes reference mostly to the published scientific literature	•	•						
Addresses fundamental issues of taxonomy, ecology, sociology, etc. and is aimed at science peers rather than conservation operations	•							
Of considerable interest, and thus scope for marketing, outside the regular readership of DOC publications		•						
Manual, guide or description of procedures for conservation workers			•	•	•			
Synthesis of various reports and/or represents recommended practice			•			•		
Contains professional advice or expert evidence/opinion, relevant to conservation practice and problem solving			•	•	•	•		
Informs the general public about conservation policy or programmes				•			•	
Detailed account to inform conservation staff about the proceedings of workshops, visits overseas, or data and progress reports from ongoing research produced for the official record			•					
Overview to inform conservation, science and technical experts at conferences, workshops, or an educational resource for wider public use							•	•
Meant to advertise and inform at a conference or special event							•	
External funding for publication available		?	?			?	?	