

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

Forest Service Handbook 1609.11 – Publications Management Handbook

Introduction

Amendment: 1609.11-Amendment 17

Effective date: March 1987

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by:

Date approved:

Responsible Staff:

Explanation of changes:

This handbook is designed to help Forest Service personnel satisfy basic requirements in preparing manuscripts for publication by Regions, Stations, the Area, and the Washington Office. It may be supplemented by instructions issued by Regions, Stations, and the Area, providing such instructions are consistent with U.S. Department of Agriculture (USDA) publishing practices. Although field offices are authorized to submit manuscripts to non-Service journals, magazines, proceedings, encyclopedias, and books, requirements for preparing these materials are not included in this Handbook.

Throughout this handbook, as in FSM 1630 a distinction is made between publications and administrative documents. The distinctions between these two classifications of informational materials are addressed in section 32.1.

Chapters 10, 20, and 30 apply to all Forest Service personnel who work at producing publications. Chapter 40 presents some mechanical aspects of preparing a manuscript for the printer and gives specific instructions for preparing a manuscript for publication; these may serve as guidelines for field units that do not publish guides for their specific needs. Chapter 40 also describes specifications to include in contracts for preparation of publications and administrative documents. Chapter 50 should be read by all who plan to have a publication published by the WO. Chapter 60 discusses publishing and reporting procedures for Regions, Stations, and the Area.