

**Mississippi State University**  
**Mississippi Agricultural & Forestry Experiment Station (MAFES)**  
***Publications Policy***

**PURPOSE**

The purpose of this operating procedure is to provide guidance for MAFES in review and approval of manuscripts for submission for publication. In addition, to inform scientists that all MAFES publications and presentations should acknowledge the support of MAFES and other sponsor support.

**BACKGROUND**

A primary responsibility for MAFES is to disseminate research results to various constituents and stakeholders who may benefit from these outcomes. MAFES faculty are expected to produce scholarly outcomes, reflected largely through publication of results of research activities on a continuing basis. Research results are to be published in outlets deemed appropriate by scientists within the context of scientific discipline and departmental/college promotion and tenure policies.

**Research publications are categorized into the following five categories:**

**Category I – Peer-refereed Research Publications:**

These include those in scientific and professional journals, books and chapters of books, monographs, and refereed proceedings of symposia/conferences. It is not necessary to gain approval from the Director of MAFES for submission to publication, although the internal review process may be used. All MAFES publications should contain an acknowledgement of MAFES support. Additionally, USDA-National Institute of Food and Agriculture requires that publications acknowledge USDA-NIFA support if the project was done under an active and approved Hatch project. It is *imperative* this acknowledgement is given as scientists will later need to confirm the acknowledgement in their CRIS report.

Please use the following acknowledgement language:

**MAFES Acknowledgement**

*“This publication is a contribution of the Mississippi Agricultural and Forestry Experiment Station, Mississippi State University.”*

**USDA-NIFA Acknowledgement**

If the publication was supported with Hatch Funds (MAFES 16 funds under an approved Hatch Project)

*“This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, Hatch project under accession number*

*XXXXXX\*. This publication is a contribution of the Mississippi Agricultural and Forestry Experiment Station, Mississippi State University."*

Additionally, if the project was supported with any sponsored funds the sponsoring agency should be acknowledged. For example, if project was supported with an AFRI competitive grant, use the following language:

*"This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number XXX-XXXXX-XXXXX. \* This publication is a contribution of the Mississippi Agricultural and Forestry Experiment Station, Mississippi State University." (\*Get the USDA-NIFA-AFRI award number from the award documents.)*

### **Category II – Non-refereed research publications:**

These include trade journals and proceedings of symposia/conferences. The internal review process may be used. Proper acknowledgements should be made, as stated under category 1.

### **Category III – Electronic Media:**

This includes peer-reviewed original software and other scientific or education material in electronic form. It is important to follow Mississippi State University procedures and guidelines in developing electronic media. Specifically, a web address for both MSU and MAFES should be included on electronic media. The date of last revision should be included on all electronic media. Media also should include the senior author's contact information. Acknowledgement of MAFES and funding support should be included (see language under category 1). Media should be constructed in such a manner as to enable persons with disabilities to obtain essential information. That is, textual information or links to other information may not be contained solely in a graphic image. All electronic media must adhere to MSU Visual Identity Standards <https://brand.msstate.edu/identity/index.php>.

For guidelines on creation of web pages, please refer to MSU Policy 0113, "Policy on World Wide Web Pages and Other Electronic Publications at Mississippi State University." <https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/0113.pdf>. Those wishing to create electronic media or web pages should consult with the Agriculture and Natural Resources Marketing Team for assistance.

### **Category IV – MAFES Research Bulletins:**

These include the research series approved by the Director and published by MAFES (MAFES Bulletins) for dissemination of research results directly to MAFES constituents. Other series may be approved by the MAFES Director as appropriate. Acknowledgement of sponsors is necessary, see language in category 1. Because MAFES is the publisher of these series, it is responsible for both the scientific and editorial integrity of each publication and internal and external peer-review is required.

The senior author should first consult with the Department Head, and then submit the completed manuscript for peer review to two qualified individuals using the MAFES Manuscript Review

Form. The authors will address reviewers' comments and make appropriate changes as deemed necessary.

Following appropriate revisions of the manuscript, the senior author or designated co-author is responsible for submitting the final manuscript together with the MAFES Manuscript Approval Form to the Department Head for departmental approval, including a summary of changes made to address any reviewers' concerns. The Department Head is responsible for submitting the departmental approved manuscript to the MAFES Associate Director for Research. By submitting the approved manuscript to the Associate Director, the Department Head assures that adequate funds are available to publish the document.

The MAFES Director is responsible for final approval of each manuscript for publication in the MAFES series. The Director's Office will assign a unique manuscript approval number to each approved manuscript for tracking and archiving purposes.

**Category V – Miscellaneous MAFES Publications:**

These include brochures, newsletters, news releases, and other appropriate publications of MAFES intended to support the role and responsibilities of MAFES as approved by the Director. No formal review of this material is required, but the appropriate Department Head must approve the manuscript via the MAFES Manuscript Approval Form before publication. These publications should be reviewed by the Agriculture and Natural Resources Marketing team to ensure compliance with branding standards.

**Digital Measures**

In all cases of research dissemination/publication, information should be submitted into Digital Measures by the senior/corresponding author. The status (submitted, in review, published, etc.) should be included and updated as needed. Eventually, the full citation, including page numbers, should be entered.

**Co-Authorships with External Scientists:** When MAFES scientists are co-authors of publications with scientists from other enterprises, who are the senior author and who are publishing the manuscript, the MAFES internal review may be conducted but is not required. The most senior author at MSU is responsible for entering the publication into Digital Measures.

Approved:



9/27/2022

\_\_\_\_\_  
Scott Willard  
Director, Mississippi Agricultural and Forestry Experiment Station  
Dean, College of Agriculture and Life Sciences

\_\_\_\_\_  
Date