



**U.S. Fish And Wildlife Service**

# **Publication Categories**

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**U.S. Fish and Wildlife Service  
Division of Habitat and Resource Conservation  
National Standards and Support Team  
Madison, WI**

## **Topic**

Each report is grouped by topic. The topics are directly related to the 5 groupings shown on the left side of the index (<http://www.fws.gov/wetlands/>) page. The five topics are:

1. Geospatial Wetlands Data
2. NSDI Wetlands Layer
3. Status and Trends
4. Other Wetland Topics
5. Contacts and Other Information (to include organization related information)

## **Document Category**

The following are categories for web posted reports, articles and publications:

1. Fact Sheet
2. Informational Article
3. Technical Document or Procedure Manual
4. Open-File Report or Data Summary
5. Technical Report
6. Scientific Publication Journal or Text

### ***Fact Sheet***

Fact Sheets present a variety of topics covered concisely and clearly in 1 to 4 pages; the focus is on important aspects of scientific findings, program organizational structure, or summaries of technical capabilities and how they address issues of interest. They inform others about ongoing studies, new techniques, information and points of contact useful to a variety of audiences, including resource managers, scientists, and the general public.

### ***Informational Article***

Informational Articles are general information products that are specifically intended to educate and inform anyone interested in the subject matter. They appear as articles in newsletters, or other published media outlets that are not subject to the rigors of scientifically referred publications. The focus of these articles is on projects, services, and general scientific information of public interest.

### ***Technical Document or Procedure Manual***

Technical Documentation or Procedural Manuals are typically longer documents that provide timely dissemination of process information or techniques employed to collect, analyze or report data findings. This series is technical in content but will not provide data or report findings. It is designed to provide users with information to comply with the transparency of process for data

collection, analysis and peer review as required the Information Quality Guidelines (<http://www.fws.gov/informationquality>).

### ***Open-File Report or Data Summary***

Open-File Reports or Data Summaries are reports that summarize data findings for particular projects or geographic areas of interest. These reports are not formal scientific publications, but do provide accurate information based on studies or work completed. Open-File Reports are used for the dissemination of information released to fill a public need or information that is not sufficiently refined to warrant publication. Open-File Reports may include maps and reports that need to be released as supporting documentation.

### ***Technical Report***

Technical Reports include comprehensive reports of wide and lasting interest and scientific or technical importance. The reports are characterized by thoroughness of study and breadth of scope and/or geographic coverage. Audiences are typically administrators and resource managers. These reports are typically required to meet technical planning guidelines, provide status information, detail project outcomes required by the agency or other oversight reporting.

### ***Scientific Publication Journal or Text***

Scientific Publication, Journals or Texts publish original research and studies that result in new scientific knowledge. Peer review is handled by the individual journals and it should be noted that the process implemented by primary journals may or may not meet the Office of Management and Budget peer review guidelines ([http://www.whitehouse.gov/omb/inforeg/info\\_quality/information\\_quality.html](http://www.whitehouse.gov/omb/inforeg/info_quality/information_quality.html)) or FWS peer review guidelines. Often there are copyright restrictions associated with reproduction of scientific journal papers or texts. These materials may be accessed by posting of abstracts, references or links to the appropriate publication web site.

### **Document Status**

The document status will indicate whether the document is **current** or whether it contains **archival** information.

1. Current
2. Archive