



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 3900.1E
07 Nov 2002

NMRCD INSTRUCTION 3900.1E

From: Officer-in-Charge, U.S. Naval Medical Research Center Detachment

Subj: POLICY AND PROCEDURES FOR PUBLICATION OF SCIENTIFIC REPORTS

Ref: (a) NAVMEDRSCHCENINST 5721

Encl: (1) Check List for Routing Manuscripts
(2) Distribution List

1. Purpose. To provide policy and procedures with respect to scientific reports resulting from research sponsored by the U.S. Navy.

2. Cancellation. NMRCD Instruction 3900.1D

3. Policy. The following policy guidelines are provided.

a. In concert with reference (a) and to provide for the widest dissemination of information, investigators are encouraged to publish their results in peer-reviewed scientific journals. The reputations of both the laboratory and the investigator are enhanced by publication in such journals. Publication in peer-reviewed literature provides an independent standard by which research and development efforts are judged.

b. Laboratory results are not always appropriate for publication in peer-reviewed journals. In such instances, the preparation of Laboratory Technical Reports may be in order. For example, technical reports should be used to disseminate:

(1) Large amounts of data or detailed descriptions of apparatus or experimental design;

(2) Information that is important for Navy operational needs or the solution of important Navy problems but is of limited interest to the general scientific community; and

(3) Classified information.

c. Laboratory Technical Reports should conform to scientific standards as high as those employed by peer-reviewed journals and the results described should constitute a significant contribution to the field. Except under unusual circumstances, the results of pilot studies do not warrant publication as Laboratory Technical Reports. Appropriateness of material for publication as a Laboratory Technical Report should not be mitigated by the fact that results are negative.

d. A manuscript that is essentially the same as one that either has been, or will be, submitted to a peer-reviewed journal should not be published as a Laboratory Technical Report.

e. Manuscripts or professional articles dealing with, but not necessarily limited to, the areas listed below must be forwarded to the Chief, Bureau of Medicine and Surgery (MED-00P) for review and approval, via the NMRC D Officer-in-Charge and the NMRC Office of Research Administration. This Office has responsibility for the Command Publications Program. Twenty (20) days are required for Bureau of Medicine and Surgery (BUMED) clearances for sensitive subjects; and, an additional twenty (20) days are required for subjects that require clearance from levels higher than BUMED.

(1) Any AIDS/HIV or HTLV-1 related materials.

(2) All Persian Gulf Illness Information

(3) Any publication or presentation that mentions the use of primates, canines, or felines.

(4) Any subject of special sensitivity, such as women's health issues.

f. Prior approval is required from the Naval Medical Research Center for the following:

(1) All scientific presentations, including abstracts and speeches to be given in a foreign (OCONUS) setting where the audience is not exclusively U.S. Military.

(2) All manuscripts for publication in non-U.S. journals such as Nature and Lancet.

g. All other manuscripts or professional articles should be forwarded to the Chief, Bureau of Medicine and Surgery (MED-00P) via the chain of command for information purposes prior to presentation or publication.

4. Action.

a. All manuscripts resulting from U.S. NMRCD sponsored projects will be reviewed by the Department Head and then forwarded to the Officer-in-Charge via the Research Support Department. The name of the journal to which the paper is to be submitted should be indicated. It should be in final form complete with all figures, plates, etc., and be concisely written with special attention given to good science, grammar, appropriate statistical analyses, and presentation.

b. The Publications Manager will assist in editing and preparing the paper according to the editorial format of the journal, when needed.

c. Title sheets of manuscripts submitted for publication should include the following when appropriate:

(1) The work was supported by Work Unit Number (WUN) No. _____.

(2) The opinions and assertions contained herein are the private ones of the authors and are not to be construed as official or reflecting the views of the Navy Department or the naval service at large.

(3) Send reprint requests to the Research Support Department, U.S. NMRCD/Unit 3800, American Embassy, APO AA 34031.

d. The Publications Manager will arrange for administrative and scientific review of the manuscript. Principal authors are encouraged to suggest appropriate local scientific reviewers. If major changes are required, the manuscript will be returned to the principal author for revision. Principal authors are also required to obtain the approval of all the co-authors of their manuscript before submitting it for clearance by the Officer-in-Charge.

e. A copy of the final manuscript will be sent to the Surgeon General of the Peruvian Navy for information and to the Comanding

Officer of the U.S. Naval Medical Research Center for review and approval. After obtaining the necessary approvals, it will be submitted to the journal with a cover letter from the Officer-in-Charge, identifying the local corresponding author. Each author will receive a copy of the manuscript and cover letter. The local corresponding author will provide the Publications Manager with copies of all correspondence relating to the manuscript. With the exception of galley proofs, all manuscript revisions must be approved by the Officer-in-Charge before they are forwarded to the journal. Correspondence dealing with the reprint orders is to be directed to the Research Support Department. Manuscripts published in collaboration with host country authorities, such as the Ministry of Health or Armed Forces shall require an institutional approval in writing from the host country collaborator.

f. Papers prepared for publication after the departure of an investigator should be processed as above. Deviation from this procedure may be authorized by the Officer-in-Charge if the circumstances warrant. In this case, the Research Support Department must receive a copy of the final manuscript and Reprint Purchase Order to enable the command to obtain the required reprints for distribution.

g. A purchase order for reprints will be prepared by the Research Support Department. Only reprint purchase orders submitted through the Research Support Department will be paid by NMRCD. The author(s)' department will be responsible for the cost of reprints of his/her orders. Senior authors will be given 20 reprints and co-authors 10. Three reprints and a completed DD 1473 Form will be submitted to the ORA after publication of the manuscript.

h. A check list is provided in enclosure (1) which will enable the author and Publication Program Coordinator to keep track of a manuscript in the review process and ensure that all necessary signatures are obtained. Enclosure(2) is a distribution list for all publications.

i. Timeliness: Processing time for all manuscripts and abstracts, from the day of initial submission to the Department Head, to the day the fully reviewed manuscript leaves NMRCD for the journal or for approval by higher authority shall not exceed fourteen (14) days. Exceptions to this 14-day limit may be granted by the Officer-in-Charge.

j. Manuscripts resulting from projects not sponsored by the U.S. Navy-NMRCDC but which list NMRCDC staff as secondary authors shall be reviewed by those authors in light of the policies outlined in this instruction. Although non-NMRCDC primary authors are not subject to the provisions of this instruction, it is the responsibility of the NMRCDC secondary authors to ensure that the publication of such manuscripts will reflect favorably on the U.S. Navy-NMRCDC and respect the professional contributions and opinions of our host national sponsors and collaborators.

k. A Human Use Statement is also needed when the manuscript involves the use of humans in research. Additionally, in cases like this, the manuscript needs to come from an approved human use protocol. The Statement may read as follows,

"The study protocol was approved by the Naval Medical Research Center Institutional Review Board (Protocol #) in compliance with all Federal regulations governing the protection of human subjects".

l. Same rule applies in the case of Animal Use and the Disclaimer should read as follows:

"The experiments reported herein were conducted according to the principles set forth in the "Guide for the Care and Use of Laboratory Animals," Institute of Laboratory Animals Resources, National Research Council, National Academy Press, 1996."



J. P. BURANS

Distribution: Lists C, E

Naval Medical Research Center
Silver Spring, Maryland 20910-7500
CLEARANCE FOR PUBLICATION OR PRESENTATION
NAVMEDRSCHCENINST 5721

Author(s) :

Work Unit # and Title (for COURTESY clearance^(NB), enter N/A):

Protocol # _____ Human Use _____
Animal Use _____

(NB: Courtesy clearance designation to be applied only for those publications on which authors are named from prior assignments or extramural consultations. In all other cases, publications and presentations must be assigned and credited to one work unit/project. Do not assign to multiple work units/projects.)

Purpose/Forum: (Check all appropriate)

_____ Presentation/briefing/exhibit _____ Journal Article
_____ Publication
_____ Abstract _____ Book Chapter
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Name, place, and dates of meeting^(NB)/Journal title/Book publisher (Identify if a foreign publication/venue):

Publication/Presentation Synopsis: (attach)

*DIRECTORATE REVIEW: *RESEARCH SERVICES
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_____ Date _____

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APPROVAL:

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Enclosure (1)

_____ Higher review not required by BUMEDINST 5721.3 _____ This
Manuscript/Presentation Is Cleared For Public Disclosure

_____ Navy Disclaimer

_____ Forward to BUMED/Chinfo:

_____ Non-Human Primates _____ Foreign Journal _____
AIDS/HIV/Controversial/Sensitive _____ Potential Media Interest

_____ Special Research Topics (e.g. Persian Gulf, Women's Issues,
etc.)

NMRC Publications Program: Ms. Regina E. Hunt (Code 025),
Deputy Director for Research Management, Office of Research
Administration, Naval Medical Research Center, 503 Robert Grant
Avenue, Silver Spring, Maryland 20910-7500. Tel: (301) 319-7407
DSN 285-7407 FAX (301) 319-7277

NMRC D CLEARANCE CHECKLIST

Department Head _____
Navy Disclaimer _____
Human Use Statement _____
Work Unit # _____
INS Institutional Approval _____
Approval of all co-authors obtained _____
Officer in Charge _____

Enclosure (1)

LIST OF REPRINT DISTRIBUTION

No.	Name/Institutions/Organizations	Copies
1.	Authors:	
	1st author	20
	Co-authors*	10
2.	NMRC	7
3.	Instituto Nacional de Salud	2
4.	Oficina General de Epidemiologia	2
5.	University libraries (Appendix A)	3
6.	Surgeon General of the Armed Forces (Appendix B)	4
7.	Mailing List (request from outside)	50
8.	Bound copies (Binding) (Appendix C)	3

*** NOTE: These numbers may vary due to the number of co-authors.**

Enclosure (2)

APPENDIX A

University Libraries

I. **Universidad Peruana Cayetano Heredia:**

1. Señor Doctor,
Miguel Saravia,
Coordinador Nacional de la
Red Peruana de Bibliotecas en Salud
Universidad Peruana Cayetano Heredia

II. **Instituto de Medicina Tropical "Alexander von Humboldt"** **Universidad Peruana Cayetano Heredia**

2. Señor Doctor,
Eduardo Gotuzzo Heredia, M.D., FACP.,
Director del Instituto de Medicina Tropical
"Alexander von Humboldt"

III. **Instituto de Medicina Tropical** **"Daniel A. Carrion"** **Universidad Nacional Mayor de San Marcos**

3. Señor Doctor
Abelardo Tejada
Director del Instituto de Medicina Tropical
"Daniel A. Carrión"

Enclosure (2)

Appendix B

Surgeon General Offices of the Peruvian Armed Forces and National Police

1. Peruvian Navy

Señor Contralmirante, AP
Jorge Andrade Bastones
Director de Sanidad de la Marina y
Director Ejecutivo del Centro Médico Naval
"Cirujano Mayor Santiago Távara"

2. Peruvian Air Force

Señor Coronel, SAN
Max Aguilar Alva
Director de Sanidad de la Fuerza Aérea

3. Peruvian Army

Señor General de Brigada, SAN
Ricardo Milla Herrera
Director Médico
Hospital Militar Central
Lima

4. Peruvian Police

General Médico, PNP
Julio Dieguez Grimaldo
Director de Sanidad
Policía Nacional del Perú

Enclosure (2)

APPENDIX C

BOUND COPIES (BINDING)

1. Officer-in-Charge, NMRC
2. NMRC Research Support Department
3. NMRC Command File

Enclosure (2)