

Terms and definitions as used by the NGMDB, related to publishing and managing geologic reports, maps, and their databases:

NOTE: The goal is to attain some consistency in use of these terms, when communicating with the NGMDB regarding how to manage State agency publications, and perhaps also for the benefit of an agency's publications management.

Manuscript -- The geologic report or map and database, prior to publication.

The Review Process -- Ideally, it consists of one or more peer reviews, a review of the digital files, and an editorial review.

Peer review -- Review of the scientific data and interpretations expressed in the manuscript. Commonly done by a scientist familiar with the topic and regional geology. For a map, the review focuses on inspection of the map graphic and includes a review of the stratigraphy and geologic names used.

Digital review -- Review of the manuscript's digital files, including the metadata and a check on topology in the GIS files. This review should ensure full correspondence between the digital files and the science content expressed in the report and map graphic.

Editorial review -- Final review of the manuscript, to prepare it for public release. Includes cartographic production, unless that was done earlier in the process. This review also provides final assurance of correspondence between the digital files and the science content expressed in the report and map graphic. For example, is the content of the Description of Map Units on the map graphic (or in the pamphlet) and in the GIS file identical?

Publication -- A finalized manuscript that has been approved by the agency (e.g., "Bureau Approval"), is tracked in the agency's list of approved publications, and has been made available to the public.

Publish -- The act of releasing the agency-approved publication. The term does not connote simply posting a document to the Web.

Publication Series:

Formal series -- Reports and maps that are subject to the full review process and present significant interpretations of lasting scientific importance (e.g., in a Geologic Map Series, Bulletin, or Professional Paper). Changes to stratigraphic nomenclature and classifications should be made in these series.

Informal series -- Reports and maps that may, or may not be, subject to the full review process and are to be used for the dissemination of information that must be released immediately to fill an urgent public need, or that is preliminary in nature and will be superseded by a final product in a formal series publication.

Preliminary -- A report or map that has not necessarily been through the full review process but has been published. This could be an Open-File Report or a contract deliverable. In these cases, the intention generally is to either include it in a compilation, or to supersede it by publishing in a formal series after the review process and cartography have been completed.

Restricted (previously referred to in NGMDB's GeMS submittal form as "Provisional") -- A report or map that is held in the agency or is provided to a cooperator (e.g., a STATEMAP deliverable to the USGS). Has not necessarily been through the full review process and is not to be made available to the public (i.e., will not be published). This is similar to the "Restricted-File Federal Interagency Report"^{*} (formerly named "Administrative Report") described in the USGS Publication Series Definitions.

Superseded publication -- The publication is now considered outdated because of the public release of a new report or map, but it remains in the publicly available historical record. The citation record of the superseded publication therefore remains accessible through the NGMDB Catalog. Maintenance of links to view and (or) obtain the superseded publication are at the discretion of the publishing agency.

Deprecated publication -- (1) The publication is required by the publishing agency to be removed from public access; or (2) the publication's content is sufficiently outdated (usually by information contained in a newly published report or map) that it is deemed to constitute a public hazard. Differs from a superseded publication in that the content of the previous publication should no longer be publicly accessible. Therefore, the NGMDB Catalog would block public access to the citation record.

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* From USGS Publication Series Definition for "Restricted-File Federal Interagency Report" (formerly named "Administrative Report") (italics below added for emphasis). See <https://www.usgs.gov/survey-manual/11003-us-geological-survey-publication-series>; see also Appendix link at bottom of that page:

PURPOSE: The scientific or technical findings presented in this limited-use series are released confidentially to the other Federal agency or foreign government entity in recognition of the proprietary interest the funding agency has--an interest usually acquired by financial sponsorship. *This series is considered unpublished and must not be cited or quoted* except in a follow-up Restricted-File Federal Interagency Report to the same funding agency. If the funding agency releases the report to the public and there is a need to cite it, do not cite it as a USGS Restricted-File Federal Interagency Report, but rather, contact the SPN for guidance on citing the report as a product of the funding agency. Use of this series is discouraged, and authors should carefully consider public release in another USGS publication series where possible.