

## USGS Publication Series Definitions

### Introduction and background

The U.S. Geological Survey (USGS) is renowned for its high-quality science and publications. The USGS scientists are participating to a greater extent in integrated, interdisciplinary studies that are appropriate for interdisciplinary research results. In addition, the USGS needs series that will accommodate the needs of the individual disciplines by providing a broad range, from the old “informal” reports required to meet stringent deadlines (such as FOIAs) to the highly regarded Professional Papers and Biological Science Reports. The USGS publications must maintain our reputation for high quality and must be timely. The USGS must also look to new technologies, new ways of presenting our scientific results, and new kinds of information that go beyond print publishing.

The Geographic Information Office (GIO) is implementing a set of publication series that are broadly usable by all disciplines, are based on current series, and reduce redundancies. This appendix accompanies and elaborates on SM 1100.3—U.S. Geological Survey Publication Series, in which publication series are briefly defined.

The publication series are defined on the basis of content and audience. The four distinct audience types are described in the USGS Communications Framework (<http://www.usgs.gov/visual-id/manual/framechart.html>): core professional, non-core professional, the general public, and USGS employees. Scientific reports and maps are generally directed to core and non-core professional audiences. Circulars, Fact Sheets, and General Information Products are predominantly directed to a general audience and should not contain new scientific information or data; however, Circulars and Fact Sheets can be directed to core and non-core professionals. Materials must be properly geared toward the audience’s needs and familiarity with the subject matter.

The Office of Communications (OC) has an important role in the USGS publishing process, especially with regard to products designed for the general public, Congress, and non-core professionals. The OC staff at headquarters and in the regions work with reports specialists to assist in concept approval, design guidelines, and distribution plans to ensure that these products have maximum impact on their intended audience and make effective use of appropriated funds. Originating offices are strongly encouraged to consult with the OC at headquarters or in the regions at the concept stage, to ensure that content and format are consistent with the intended use and to develop a communication plan.

The USGS Visual Identity System (VIS) must be used for USGS publications. Templates for reports (books) and fact sheets make adherence to the USGS visual identity system easier. Report and fact sheet templates are available in Adobe InDesign and FrameMaker. Specifications and downloadable templates can be found at the USGS VIS Web site (<http://www.usgs.gov/visual-id/>).

The series definitions primarily address policy rather than procedure. They address the why rather than the how or who. Except in some instances where policy directly affects procedure (such as using the Report Numbering System), procedure is left as it currently exists or as each discipline or region chooses to modify it or until Bureau procedure is implemented.

All information products must receive delegated approval before release. This policy includes bookmarks and postcards, which are included in the numbered General Information Product series. Delegated approval referred to in the definitions is specified in SM1100.2- Approval for Information Products (currently [SM 500.8](#) and [SM 500.9](#)).

The following information should be included on publications containing trade names: “Any use of trade names is for descriptive purposes only and does not imply endorsement by the U.S. Government.” When applicable, publications may include the following statements: “This report (map) was prepared under contract to (a grant from) the U.S. Geological Survey,” and/or “Released in response to a Freedom of Information Act request.”

## Series definitions

[Abbreviations used below: USGS Branch of Information Services (BIS), Denver, CO; Earth Science Information Centers (ESICs); Government Printing Office (GPO) Federal Depository Library Program; National Archives and Records Administration (NARA); National Technical Information Service (NTIS); and Federal Geographic Data Committee (FGDC).]

| [Administrative Report](#) | [Circular](#) | [Data Series](#) | [Fact Sheet](#) | [General Information Product](#) | [Open-File Report](#) |  
| [Professional Paper](#) | [Scientific Investigations Map](#) | [Scientific Investigations Report](#) | [Techniques and Methods](#) |

<b>Series Name</b>	<b>Professional Paper</b>
<b>Target Audience</b>	Core professionals and non-core professionals.
<b>Purpose</b>	Scientific or technical information.
<b>Content</b>	Premier series of the USGS. Comprehensive reports of wide and lasting interest and scientific importance, characterized by thoroughness of study and breadth of scientific or geographic coverage. The series may include collections of related papers addressing different aspects of a single scientific topic, either issued together under one cover or separately as chapters.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print, CD/DVD, or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable.
<b>Visual Style</b>	The USGS VIS must be used. The VIS book templates comply with this system. Illustrations and photographs should be of highest quality. Oversize plates are permitted if essential to convey adequately the substance of a report. Art covers are allowed for reports of high interest.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Professional Paper, followed by series number with no letter prefix and no leading zeroes, for example, Professional Paper 2345. May have chapters indicated by letter suffix, as Professional Paper 2345–A.
<b>Review/Editing</b>	Minimum of two technical reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed
• <b>To BIS</b>	• Paper print or CD/DVD; persistent URL.
• <b>Sales Item</b>	• Yes, if paper or CD/DVD; no, if online only.
• <b>Sales Lifecycle</b>	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Maps on oversize plates must be accompanied by spatial databases and FGDC-compliant metadata.</li> <li>• Includes some publications that formerly would have been released as Biological Science Reports or Digital Data Series.</li> </ul>

<b>Series Name</b>	<b>Scientific Investigations Report</b>
<b>Target Audience</b>	Core professionals and non-core professionals.
<b>Purpose</b>	Release of scientific or technical information.
<b>Content</b>	Significant data and interpretations of lasting scientific interest but generally narrower in scope than Professional Papers. Includes collections of related papers addressing different aspects of a single scientific topic, either issued as individual chapters or as a single volume; proceedings and abstracts for USGS-sponsored meetings; some field trip guidebooks and road logs; and general manuals.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print, CD/DVD, video, or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable.
<b>Visual style</b>	The USGS visual identity system must be used. The VIS book templates comply with this system. Oversize plates are permitted if essential to convey the content of the report. Art covers may be provided for reports of high interest.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Scientific Investigations Report, followed by series number (which includes the four-digit year) with no letter prefix. The numbering begins with 5001 for each calendar year, for example, Scientific Investigations Report 2004-5001. May be issued as separate related publications indicated by letter suffix, as Scientific Investigations Report 2004-5001-A.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• Paper print or CD/DVD; persistent URL.
• <b>Sales Item</b>	• Yes, if paper, CD/DVD, or video; no, if online only.
• <b>Sales Lifecycle</b>	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Maps on oversize plates must be accompanied by geospatial database and FGDC-compliant metadata.</li> <li>• Includes some publications that formerly would have been released as interpretive Biological Science Reports, BRD Information and Technology Series reports, Bulletins, Water Resources Investigations Reports, Digital Data Series, and Open-File Reports.</li> </ul>

<b>Series Name</b>	<b>Scientific Investigations Map</b>
<b>Target Audience</b>	Core professionals, non-core professionals, and less commonly, general public.
<b>Purpose</b>	Publication of oversize (larger than page-size), thematic maps and other graphic content.
<b>Content</b>	Scientific results of studies presented as maps, charts, stratigraphic sections, or other large illustrations. Map sheet or pamphlet may include additional descriptive information, photographs, or other illustrations. The series also may include collections of related maps addressing different aspects of a single geographic area or scientific topic, issued separately, or as an atlas, issued collectively in book format.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print, print on demand, CD/DVD, or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly. Generally four or more colors; designed for a four-color process when possible.
<b>Length</b>	Variable; generally one oversize sheet, but may be several sheets. May include separate explanatory pamphlet. May be issued as an atlas.
<b>Visual style</b>	Use USGS thematic map standards. Cartographic preparation of printed maps should assure cost-effective and high-quality printing.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Scientific Investigations Map, followed by series number with no letter prefix and no leading zeroes, for example, Scientific Investigations Map 2345. May be issued as separate related publications indicated by letter suffix, as Scientific Investigations Map 2345–A.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• Paper print or CD/DVD; persistent URL.
• <b>Sales Item</b>	• Yes, if paper, print on demand, or CD/DVD.
• <b>Sales Lifecycle</b>	• For paper, review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Spatial data must be accompanied by spatial database and FGDC-compliant metadata.</li> <li>• Geospatial databases that are not accompanied by a graphic or map presentation can be published in the Data Series.</li> <li>• Normally, printed sheets are folded and inserted into standard map jackets; some may be flat only.</li> <li>• Includes publications that formerly would have been released as Geologic (Miscellaneous) Investigations Series maps, Miscellaneous Field Studies Maps, Hydrologic Investigations Atlases, or some Open-File Reports, Water Resources Investigations Reports, or Digital Data Reports. May include future State Hydrologic Unit Maps.</li> <li>• Topographic maps, orthophoto quads, DEMs, DLQs, DOQs, DLGs, and DRGs, which are primarily Geographic products, are not included in this series.</li> </ul>

<b>Series Name</b>	<b>Data Series</b>
<b>Target Audience</b>	Core professionals and non-core professionals.
<b>Purpose</b>	Release of scientific data.
<b>Content</b>	The Data Series is intended for release of basic data sets, databases, and multimedia or motion graphics. This series can be used for videos, computer programs, and collections of digital photographs.
<b>Frequency</b>	Irregular.
<b>Media</b>	Online, CD/DVD, video, or, rarely, paper. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable.
<b>Visual style</b>	The USGS visual identity system must be used. The VIS book templates comply with this system and can be used when applicable but are not required.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Data Series, followed by series number with no letter prefix and no leading zeroes, for example, Data Series 45. May have separately issued parts indicated by letter suffix, as Data Series 45-A.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• CD/DVD or paper; persistent URL.
• <b>Sales Item</b>	• Yes, if CD/DVD; no, if online only.
• <b>Sales Lifecycle</b>	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• The use is for data that cannot be easily released in print format. When the content is primarily in book or map format, one of the other series may be more appropriate.</li> <li>• Spatial data must be accompanied by spatial database and FGDC-compliant metadata.</li> <li>• Includes some publications that formerly would have been released as Open-File Reports or in the Digital Data Series.</li> </ul>

<b>Series Name</b>	<b>Techniques and Methods</b>
<b>Target Audience</b>	Core professionals and USGS employees.
<b>Purpose</b>	Describe approved scientific and data-collection procedures and standard methods for planning and executing studies and laboratory analyses.
<b>Content</b>	Description of procedures for the collection, analysis, or interpretation of scientific data. Includes selected computer programs, including manuals and documentation that represent major models, methodology, or techniques.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print, CD/DVD, or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable.
<b>Visual style</b>	Format is flexible. Use of VIS book template is not required, but general VIS guidelines, including use of the identifier are to be followed. May use internal military numbering scheme to reference paragraphs within the report.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Techniques and Methods, followed by series number with no letter prefix and no leading zeroes, for example, Techniques and Methods Book 8. May have chapters and sections indicated by letters and numbers, as Techniques and Methods Book 8, Chapter A, Part 3.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• Paper print or CD/DVD; persistent URL.
• <b>Sales Item</b>	• Yes, if paper or CD/DVD; no, if online only.
• <b>Sales Lifecycle</b>	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Includes publications that formerly would have been released as Techniques of Water Resources Investigations, topographic instructions and standards, and a few reports that are technical manuals of laboratory techniques.</li> <li>• Students in the physical and biological sciences are included in the core professional audience type.</li> </ul>

<b>Series Name</b>	<b>Circular</b>
<b>Target Audience</b>	General public, non-core professionals, and core professionals.
<b>Purpose</b>	Broadly educate and inform about science and public policy topics, related to the mission of the USGS.
<b>Content</b>	A wide variety of topics covered concisely and clearly to provide a synthesis of understanding about processes, geographic areas, issues, or USGS programs. The Circular should be aimed at enhancing knowledge and understanding among general audiences, decision makers, university students, and scientists in related fields. This series should not be used to present new data or new scientific findings.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print, CD/DVD, or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable, but generally short; oversize plates may not be included.
<b>Visual style</b>	The USGS visual identity system must be used. The VIS book templates comply with this system. Generally includes extensive use of color, photographs, and simple illustrations. Art covers are allowed.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Circular, followed by series number with no letter prefix and no leading zeroes, for example, Circular 345.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release. If a design different from the template is desired, design concept must be approved during the Delegated approval process.
<b>Distribution:</b>	BIS, ESICs, USGS libraries, Gifts and Exchange Program.
• <b># Distributed</b>	• Determined by project or program needs; minimum number to supply sales needs and depository and gifts and exchange requirements.
• <b>Outlets</b>	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• Paper print or CD/DVD; persistent URL.
• <b>Sales Item</b>	• No, free.
• <b>Sales Lifecycle</b>	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	None.

<b>Series Name</b>	<b>Fact Sheet</b>
<b>Target Audience</b>	General public, non-core professionals, and core professionals.
<b>Purpose</b>	Inform and educate about USGS science and products.
<b>Content</b>	A wide variety of topics covered concisely and clearly; focus is on USGS science, programs, projects, and data and how they address issues of public interest. This series should not be used to release new scientific data or information that has not been published elsewhere. May be used to summarize or publicize results of previously published studies and their implications. May be used to release new information about USGS programs and products.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print or online. Must be released electronically; can be online only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Normally 1 to 4 pages; maximum six pages. Use of a 6-page Fact Sheet is allowed but is not encouraged. Paper size 8 1/2" by 11".
<b>Visual style</b>	The USGS visual identity system must be used. The VIS fact sheet templates comply with this system. Illustrative and generally extensive use of color.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Fact Sheet, followed by series number (which includes the four-digit year) with no letter prefix. The numbering begins with 3001 for each calendar year, for example, Fact Sheet 2004–3001.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, ESICs, USGS libraries.
• # Distributed	• Minimum 500 copies to BIS, if printed; additional copies to meet project or program needs.
• Outlets	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• To BIS	• Paper print, persistent URL.
• Sales Item	• No, free.
• Sales Lifecycle	• Review after 2 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	No.
<b>Archive</b>	NARA.
<b>Comments</b>	None.

<b>Series Name</b>	<b>General Information Product</b>
<b>Target Audience</b>	General public.
<b>Purpose</b>	Specifically intended to educate and inform teachers, students, the news media, nature enthusiasts, and anyone interested in studying things in, on, or around the Earth.
<b>Content</b>	A wide variety of topics covered concisely and clearly in a variety of formats. Focus is on USGS programs, projects, and services and general scientific information of public interest. The series covers a broad range of topics in a variety of media, including pamphlets, postcards, posters, videos, teacher kits, CD/DVDs, bookmarks, and interactive and motion graphics. This series should not be used for new scientific data.
<b>Frequency</b>	Irregular.
<b>Media</b>	Paper print (pamphlets, posters), CD/DVD, video, or online. Must be released electronically; can be online only, although generally released in other media.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable, but generally short. May include pamphlets, posters, videos, CDs, postcards, bookmarks, or other information products appropriate for the content and audience.
<b>Visual style</b>	The USGS visual identity system must be used. Extensive use of illustrations and photographs.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as General Information Product, followed by series number with no letter prefix and no leading zeroes, for example, General Information Product 345. On products that are too small, such as bookmarks, to write full series name, product is to be identified as GIP followed by series number, as GIP 17; do not use en dash between initials and number.
<b>Review/editing</b>	Minimum of two technical peer reviews required. Must be edited.
<b>Approval</b>	Must receive delegated approval prior to release. Design and content concept must be approved by the Office of Communications. Outreach videos require concept approval by the Department of the Interior and Office of Communications before production can begin.
<b>Distribution:</b>	BIS, ESICs, USGS libraries.
• # Distributed	• Determined by project or program needs; minimum number to supply BIS and ESICs.
• Outlets	• BIS, ESICs, online. For online-only releases, only persistent URL is needed.
• To BIS	• Paper print, CD/DVD, or video; persistent URL.
• Sales Item	• Variable.
• Sales Lifecycle	• Review after 5 years or after initial stock is depleted, whichever comes first, to determine if stock should be replenished, retained, or reduced, based on history of demand.
<b>GPO Depositories</b>	No.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Text products more detailed than pamphlets should be released as Circulars.</li> <li>• FGDC-compliant metadata is required for map-like posters.</li> </ul>

<b>Series Name</b>	<b>Open-File Report</b>
<b>Target Audience</b>	Core professionals and non-core professionals.
<b>Purpose</b>	Dissemination of information that must be released immediately to fill a public need or information that is not sufficiently refined to warrant publication in one of the other USGS series.
<b>Content</b>	Interpretive information that needs to be released immediately; maps and reports (and their supporting data) that need to be released as supporting documentation because they are referenced, discussed, or interpreted in another information product; preliminary findings (pending a final map or report); interim computer programs and user guides; bibliographies.
<b>Frequency</b>	Irregular.
<b>Media</b>	Must be released electronically (except videos). Can be online only. May also be released as CD/DVD, video, or paper; paper release is for local use only.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable.
<b>Visual style</b>	Format is flexible. Must conform to USGS VIS standards for Open-File Reports, including use of USGS identifier, title page format, and fonts. The VIS Open-File Reports title page template complies with this system. Products should be produced in a cost-effective manner consistent with rapid publication.
<b>Numbering</b>	Official report numbering system must be used. Series name to be written as Open-File Report, followed by series number (which includes the four-digit year) with no letter prefix. The numbering begins with 1001 for each calendar year, for example, Open-File Report 2004–1001.
<b>Review/editing</b>	Series must have two technical peer reviews and must meet minimal editorial standards.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	BIS, USGS libraries. Courtesy copies to States, as appropriate.
• <b># Distributed</b>	• Determined by project or program needs; for CD/DVD or video, minimum number to supply BIS.
• <b>Outlets</b>	• BIS, online. For online-only releases, only persistent URL is needed.
• <b>To BIS</b>	• 1 copy of Paper, CD/DVD or video; persistent URL.
• <b>Sales Item</b>	• Yes, if video or CD/DVD; no, if online only.
• <b>Sales Lifecycle</b>	• Discontinued when superseded.
<b>GPO Depositories</b>	Yes. For online-only releases, only persistent URL is needed.
<b>Archive</b>	NARA.
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Paper release is discouraged. In those cases where paper release is necessary, manuscripts and illustrations should be professional in appearance and entirely legible when reproduced by the xerographic process. The copy for reproduction should be single spaced if it is to be a print publication. Oversized illustrations are permitted but these must be on a reproducible film positive or provided as print-on-demand files. Map reports and oversized illustrations accompanying book reports must be no wider than 54 inches (42 inches is recommended) to permit reproduction.</li> <li>• Spatial data must be accompanied by spatial database and FGDC-compliant metadata.</li> <li>• Videos that are technical or scientific rather than outreach and are preliminary in nature or rough, such as drill-core footage, can be placed in this series without Office of Communications or departmental concept approval.</li> </ul>

<b>Series Name</b>	<b>Administrative Report</b>
<b>Target Audience</b>	Federal agency funding project.
<b>Purpose</b>	Document studies and findings that are released to Federal agencies in recognition of the proprietary interests those agencies have in the subject area.
<b>Content</b>	Scientific or technical studies.
<b>Frequency</b>	Irregular.
<b>Media</b>	Based on funding agency needs.
<b>Color</b>	As appropriate to convey information clearly.
<b>Length</b>	Variable, but usually short.
<b>Visual style</b>	No USGS format or style requirements; generally plain.
<b>Numbering</b>	No numbering is used on these reports.
<b>Review/editing</b>	Series must have two technical peer reviews and must meet minimal editorial standards.
<b>Approval</b>	Must receive delegated approval prior to release.
<b>Distribution:</b>	Requesting Federal agency; one copy to USGS Library (Reston) for restricted collection, until released.
• # Distributed	• Only reproduced in quantities to meet funding agency needs.
• Outlets	• None.
• To BIS	• None.
• Sales Item	• Based on funding agency needs.
• Sales Lifecycle	• Not applicable.
<b>GPO Depositories</b>	No.
<b>Archive</b>	No.
<b>Comments</b>	• Use of this series is not encouraged. Administrative Reports are considered to be unpublished and may not be cited or quoted except in follow-up administrative reports to the same Federal agency or unless the agency releases the report to the public.