

REMINDERS FOR PREPARING THE APPROVAL PACKAGE

1. All of the authors have seen the manuscript.....
2. There is a transmittal memo from each colleague reviewer.....
3. The author has sent a response memo to each colleague reviewer.....
4. All of the figures are legible.....
5. Copyright issues have been addressed where necessary for figures, tables, and photographs.....
6. Report organization –
 - a. Title and Contents are consistent.....
 - b. The Abstract, Purpose and Scope, and the Summary and Conclusions all tie together.....
7. Use of terminology is consistent.....
8. The report has been edited.....
9. All references cited in the text are listed in the "References Cited" section.....
10. All figures and tables are necessary.....
11. The report adheres to USGS style (Visual Identity System).....
12. All components of the report are complete.....
13. The report has been entered into RTS.....
14. If the report is a journal article, the journal's instructions to the author are included in the review package.....
15. If this report is part of a series of reports, a copy of one of the previous reports in the series is included in the review package.....
16. If the report is a Fact Sheet or includes a plate or oversize figure, a full-size mockup (not camera-ready) is included in the approval package.....
17. Associated CD-ROMs and diskettes are included in the approval package.....
18. The "Final Readiness Checklist" is enclosed in the approval package.....