

EDITORIAL CLEARANCE PROCEDURES AND PRESS POLICIES ----DRAFT (2/13/01)

BACKGROUND: In September, 1998, the Information Dissemination Focus Group, consisting of a broad cross-section of CIT staff, made a number of recommendations to improve information dissemination at CIT. A primary recommendation was to adopt consistent internal clearance procedures for publications and presentations, including:

1. articles appearing in scientific and technical journals;
2. presentations at meetings and conferences;
3. articles appearing in the NIH Record, NIH Calalyst, and Clinical Center News; and,
4. brochures, pamphlets and other materials and activities representing CIT

Please note...

- These guidelines apply to both hard copy and electronic versions of publications
- In all cases, please allow sufficient time for review and clearance
- As is already common practice, initial review should include notification to an immediate supervisor (e.g., section head).
- Please provide electronic copies plus hard copies when submitting material for final approval
- For interim guidance when developing Web page design and content, staff should refer to the [NIH Guidelines](#)

CLEARANCE PROCEDURES: Below is a general description of clearance procedures for use by all CIT personnel. Additional features will be included as this document gets revised and refined.

Scientific Articles

- **CIT** researchers should provide a copy of the scientific article, along with a Request for Publication and Speech Clearance form (NIH 1616-1 <http://www.nih.gov/od/ocpl/resources/NIH1616-1.doc>), to their lab/branch chief for submission to the CIT Acting Scientific Director.
- After the article has been reviewed and approved through those channels, it should be sent to the Office of Communication (OPEC) for coordination of final clearance through the Office of the Director
- The Office of Communication archives a copy upon receipt after publication and maintains an index of published articles.

Professional Presentations and Nonscientific Publications

- CIT staff should discuss invitations/plans to make non-government presentations or to author non-NIH publications, such as articles or manuscripts, with appropriate lab/branch chief.
- A request For Publication and Speech Clearance (<http://www.nih.gov/od/ocpl/resources/NIH1616-1.doc>) should be sent to the appropriate division director for review and approval. OPEC staff will then coordinate any final clearances through the Office of the Director.

- CIT staff who are asked to conduct or who plan to conduct presentations for NIH leadership should notify OPEC staff.

Media Inquiries

- All incoming media inquiries should be referred to the OPEC (301-496-6203). OPEC staff will help to identify the appropriate subject matter specialist, and can provide guidance in dealing with the media.
- For information purposes, OPEC staff should be notified as soon as possible of any media contacts that result from presentations made or conferences attended.
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- OPEC will maintain a log of all media inquiries and their disposition.
- OPEC will notify NIH OD OPL of any inquiries deemed of broader interest to NIH.

Nonscientific Publications (NIH Publications/Distribution)

- CIT staff should clear drafted material (e.g., articles and photos intended for publication in the NIH Record, NIH Catalyst, and Clinical Center News; news releases; pamphlets; brochures; posters, etc.) through the appropriate subject matter specialist and lab/branch chief.
- OPEC staff should be consulted early in the drafting stage and can provide guidance on policies and format, especially with regard to news releases.
- Once the material is approved at these levels, OPEC staff will coordinate the necessary final clearances (with CIT Office of Director and/or the NIH Office of Communications and Public Liaison, OD).

This procedure will ensure that publications produced by CIT staff are clear, accurate, and consistent in tone.

- Articles published in Interface are subject to internal clearance procedures already in place:
 - i. Interface articles are reviewed by the author's lab or branch chief, a/the subject matter specialist, the Interface editor, and the Chief, Computing Facilities Branch prior to publication.
 - ii. A pre-publication copy of Interface should be approved by the OPEC before the final printing run or publication on the Web.

Crisis Management

Should a crisis arise involving CIT, its services or staff, all media inquiries should be managed through the OPEC. OPEC will coordinate all responses with the Office of the Director, with other appropriate key personnel, and with the OD Office of Communications and Public Liaison, which coordinates with the Office of the Secretary, HHS..