Why do I have to submit my report to Scientific Publications?

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What is the process for contracting with a commercial journal publisher?

First, check with your supervisor or division administration about your division’s specific process for publishing. Each division determines the most effective way for their organization to handle reviews, entering into a contract with the publisher and paying publishing charges from journals.

When your paper is accepted and you receive a copyright agreement form from the publisher, you must include the following Copyright Statement with the completed and signed form you return to the publisher:

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Contact Scientific Publications, x2633, with any questions concerning publisher copyright compliance.

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When and How should I submit my report to Scientific Publications?

Our new publications management system (publications.lbl.gov) makes it easy to submit your work to Scientific Publications. In most cases, it will find your work in various commercial and public databases and inform you when it has done so. Once you get an email informing you that new publications have been found, please log in to the system using the link provided to claim or disclaim the publication. If you claim it, you will need to provide two items to be in compliance with our OSTI obligations:

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As stated above, before you claim your work in the system, you should have the final version on hand to upload. You should also know what DOE offices (if any) funded the work.

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All publications must be reviewed within a division before being submitted per RPM Policy Scientific & Technical Publications Authorship and Review. Each division must have a procedure to ensure that a reasonable scientific process has been followed and the publication requirements in Scientific and Technical Publications Requirements above are met. Each division may also define any other requirements for their division review process.

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How do I get more information about the Report Submission process?

For more information contact the Scientific Publication Coordinator at repcoor@lbl.gov or call x6504

What is an LBNL report number and why do I need one?

Our publications system no longer created report numbers automatically. If your division requires one for tracking, please contact repcoor@lbl.gov for help.
How do I get help using the Publications System?

If you need help with logging into the Publications System, technical support, help with the reports submission process, or help finding reports in the Publications System, contact RepCoor@lbl.gov or x2633. To get a copy of a report not in the database, contact the Reference Librarian at Library@lbl.gov or x5621.

How do I request further system training?

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