

University of California at Los Angeles University Archives	
SERIES TITLE	School of Medicine
Administrative Files of Stafford Warren	
SERIES NUMBER	300: Subseries 2100-6 Departments
BOX NUMBER	135
FOLDER NAME	Dept of Biophysics 1961-1962
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DEPARTMENT OF BIOPHYSICS AND NUCLEAR MEDICINE
LABORATORY OF NUCLEAR MEDICINE AND RADIATION BIOLOGY

TO:

FROM: Joseph F. Ross, M. D.

SUBJECT: Policy and procedures in regard to reporting and dissemination of information resulting from AEC research and development activities and to publication of scientific reports and information releases.

After a review of AEC and University requirements in regard to publication of scientific reports and release of information emanating from the laboratory, the following policies and procedures are reaffirmed or established as revised:

1. "Insofar as the dissemination of both classified and unclassified technical information is concerned it is the policy of the AEC that:
 - a. All research and development activities productive of significant information shall be promptly and fully reported to the AEC,
 - b. Technical information resulting from research and development work shall be reported in distributable documents for dissemination as the AEC directs, and,
 - c. Scientific and technical personnel employed by the AEC and its contractors shall be authorized and encouraged to submit non-classified reports to established scientific and technical journals for publication in accordance with standard practice."
2. Manuscripts or abstracts prepared for submission to a scientific periodical, to a society, or for presentation at a meeting, or for release as a UCLA report, should be submitted for review by the Director's office. Such review is best accomplished when the manuscript is in nearly final form, but before it is typed on a multilith master.
3. The policy of the School of Medicine requires that items prepared for public information release ("news releases") be reviewed and approved by the scientist quoted, the department chairman, and the Dean of the School. In general such public information releases will be given only in temporal relationship to the publication of a scientific report, or presentation of a speech before a scientific professional or civic organization.

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4. It is the policy of the Laboratory, the University, and the Atomic Energy Commission to encourage publication in the open literature of work performed in this laboratory. Issuance of both a UCLA report and a journal article on the same data is not advisable except in the following cases:

- a. If the manuscript contains classified information it can be issued only as a UCLA Classified report.
- b. If the manuscript contains ideas which possibly may be patentable, it should be first issued as a UCLA report in order to obtain patent clearance.
- c. If the author wishes multiple reprints for distribution because of expectation of a very long delay in publication, serious doubt as to eventual publication, a UCLA report should be prepared.

5. A UCLA report must be prepared for all releases not intended for open literature publication.

6. After a manuscript has been approved for publication in the open literature, the following procedure will be followed:

- a. Each of three copies of the manuscript (legible carbon copies) should be stapled in the usual UCLA report covers (obtainable from Photo-Duplicating Section).
- b. One 3" x 5" file card should be prepared listing date, title, authors, and name of journal to which submitted.
- c. An AEC #426 Publication Form should be prepared checking Item "II", sub-title "3", and check "patent clearance not Obtained." (NOTE: This is a change in procedure).
- d. The above procedures (under a, b, c) should be delivered to the Director's Office (Attention of Assistant Director) for forwarding to DBM and TISE.

7. After approval of a manuscript for a UCLA report, the present procedure will remain in effect. That is, the multilith masters, Publication Form, Declassification Form and File Card (as under 4-b) should be delivered to the Director's Office (Attn. Asst. Director).

8. Upon receipt of reprints of the journal article, twelve reprints will be delivered to the Library (Attention of Mr. Luck), for required distribution.

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9. Scientific Reports emanating from this department should carry the following acknowledgment:

"From the Laboratory of Nuclear Medicine and Radiation Biology of the Department of Biophysics and Nuclear Medicine, School of Medicine, University of California at Los Angeles."

"These studies were supported by Contract AT(04-1)GEN-12 between the Atomic Energy Commission and the University of California".

10. If the author holds an appointment in a department in addition to Nuclear Medicine and Radiation Biology, clearance for publication from the Chairman of this department should be obtained, and derivation from this department also should be acknowledged; e. g.

"From the Laboratory of Nuclear Medicine and Radiation Biology of the Department of Biophysics and Nuclear Medicine, and from the Department of Physiological Chemistry, School of Medicine, University of California at Los Angeles".

"These studies were supported by Contract AT(04-1)GEN-12 between the Atomic Energy Commission and the University of California at Los Angeles."

11. "Conflict of Interest". The USAEC policy in regard to presentation of speeches and preparation of articles describing work accomplished in outside employment, and matters relating to "conflict of interest" were detailed in a memo dated 12/6/60 (copy appended). Our contract requires that all personnel conform to the regulations cited therein.