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Publishing Multiple Versions of
NIST Technical Series Publications

PURPOSE

This document establishes procedures for revising, withdrawing, and publishing successive versions of a NIST Technical Series publication through the NIST Research Library (Gaithersburg) (Library).

APPLICABILITY

The procedures apply to all non-periodical NIST Technical Series publications.

REFERENCES

- O 1502.00 Publishing Services - NIST Technical Series Publications and the Journal of Research of the National Institute of Standards and Technology

- O 1801.00 Review of Fundamental Research Communications

DEFINITIONS

NIST Technical Series publications – non-periodical publications published by or for NIST, intended for internal and/or public distribution. Descriptions of the Technical Series are provided on the Library's iNet page. A single NIST Technical Series publication *may* have multiple stages of publication. The stages of publication may include:

1. Draft posted for public comment – A non-final version that is made available to the public for their input.

2. Final publication – The final version that is made available to the public.

3. Errata update – A new copy of the final publication with corrections made. Corrections made in an errata update may not alter existing or introduce substantive technical information, but rather are intended to remove ambiguity and improve interpretation of the work.

4. New revision/edition – A new version of the final publication with significant changes or updates. Examples include updating data to change results, revising

guidelines based on new information, citing new studies, revising content based on reader feedback, etc.

Digital Object Identifier (DOI) – A string of characters used to identify a digital object such as an electronic document. A DOI is used as a persistent link that, when properly maintained by the creator, will always redirect the user to the currently registered location for a digital object.

RESPONSIBILITIES

Director, Information Services Office

- Manages the assignment of publication numbers and DOIs for all versions of a NIST Technical Series publication.

- Manages the creation of bibliographic and descriptive metadata to facilitate discovery of all versions of a NIST Technical Series publication.

- Maintains the link between a DOI and the web location for all versions of a NIST Technical Series publication.

Authors

- Follow the instructions for preparing and submitting a NIST Technical Series publication, available on the [Library's iNet page.](#)

- Adhere to requirements and responsibilities in O 1801.00 Review of Fundamental Research Communications when preparing and submitting a NIST Technical Series publication.

PROCEDURES

1. **Fix small errors in a published NIST Technical Series publication**

   - If a publication requires minor corrections after it is published, the Library will replace the publication at the DOI within the first 10 calendar days. Minor corrections are edits that *do not* affect the interpretation of the work, but rather improve readability or presentation (e.g., formatting, grammar, spelling).

   - If a publication requires minor corrections after the 10 calendar days following publication, authors will need to write an errata update or new revision that incorporates the corrections. This update or revision will be published as described in sections 2.3 and 2.4 below.

2. **Multiple versions of a single NIST Technical Series publication**

   - If a NIST Technical Series publication has more than one stage of publication, a unique DOI will be assigned for each stage.

- Bibliographic and descriptive metadata, along with a PDF cover page ([example](#)), will be used to assist users in finding the most up-to-date version of the publication.

- Sections 2.1 – 2.4 below describe procedures for the most common publication stages of a single NIST Technical Series publication.

2.1. Draft posted for public comment

- Drafts of NIST Technical Series publications that are posted for public comment can be published through the Library and receive a DOI.

- The DOI of each public draft will be the same as the DOI for the final document with a unique "draft" indicator at the end.

2.2. Final publication

- Final versions of NIST Technical Series publications are published through the Library and receive a unique DOI.

2.3. Errata update

- NIST Technical Series publication errata updates are published through the Library and receive a DOI.

- The update DOI will be the same as the final DOI with a unique "update" indicator at the end.

- **Note**: Errata updates are intended to correct errors that clarify interpretation or use of the work. Typically, these correct errors that were overlooked during the NIST review process. Multiple errata updates should be avoided.

2.4. New revision/edition

- NIST Technical Series publication revisions and editions are published through the Library and receive a DOI that indicates the revision or edition.

- The revision/edition DOI will be the same as the final DOI with an appropriate and unique revision/edition indicator at the end.

- **Note:** Revisions are numbered sequentially, while editions are indicated by a year. It is up to the authors to decide if new versions of their publication will be published in numbered revisions or updated annually.

3. Withdraw a NIST Technical Series publication

- If a NIST Technical Series publication needs to be withdrawn for any reason, a PDF cover page ([example](#)) will be placed at the front of the publication with the appropriate information describing why the publication is withdrawn, and information about any superseding publication(s), if applicable.

- The withdrawn publication and cover page will remain at the same DOI, unless it is determined that the publication should be removed from distribution.
  - The terms and reasons for a publication's removal from distribution will be set on a case-by-case basis.

4. **Indicate current date on an older NIST Technical Series publication**

- All NIST Technical Series publications that are available at a DOI, without an archived/withdrawn cover page, are the most recent version. However, after a pre-determined amount of time, authors and their OU leadership can review a publication, determine that it is still current and does not warrant an errata update or revision/edition, and request that the Library add the following statement to the Title Page under the Month and Year.

  Publication is current as of <date>.

DIRECTIVE OWNER

135 - Information Services Office, ADMR

APPENDICES

A. Revision History

<center>**APPENDIX A**</center>

REVISION HISTORY

Revision	Date	Responsible Person	Description of Change
Initial Draft	9/12/2020	Kathryn Miller	Initial Draft
Rev. .01	9/12/2020	Dan Cipra	Formatting updates
Rev. .02	11/10/2020	Kathryn Miller	DRB Comment updates