

**685—6.2 (263B) Procedures.** The following procedures and guidelines for submittal of manuscripts for each publication of OSA are defined below.

**6.2(1)** The following rules apply for submission and publication of manuscripts to the Reports series.

*a.* Any individual or organization may submit manuscripts for review. Sample agreement forms are available on request.

*b.* The editor is a staff member of OSA and is appointed by the director.

*c.* In addition, the director may appoint an editorial committee to review submitted manuscripts. Selections for the Reports series are made by the editor in concurrence with the director and the editorial committee.

*d.* OSA prints at least one number of the Reports series annually if appropriate manuscripts and funding are available.

**6.2(2)** OSA publishes, on an irregular basis, a Research Papers series, that contain scientific reports relating to Iowa Code sections 263B.7 and 263B.8 concerning salvage and reburial of human remains. Other scientific reports produced by OSA may be published in this series.

**6.2(3)** OSA assists other archaeologists with the preparation and revision of guidelines for contract completion reports. The guidelines are reviewed by the archaeological profession and are utilized as uniform standards in the state.

[ARC 9025B, IAB 8/25/10, effective 9/29/10]