The BAO needs 5 things.

1) Complete original manuscript with figures, tables, and appendices, preferably in Word, but LaTex with pdf is acceptable,

NOTE:  BAOs seem to be increasingly sensitive to citations for unpublished data, especially where they are critical to the results.  Avoid these if at all possible.  It is permissible to cite unpublished data, when the data are included in the manuscript and the source and date of acquisition are included, or when the data are sensitive (e.g., locations of endangered species).

2) Reviewer approval form.  Make sure that the reviewer is not acknowledged for anything but the review.

3) Internal review and reconciliation.  If you're using Word, the easiest way to do this is to have the internal reviewer use revision marks and you reply to them in the same document.  If not using Word for the manuscript, then in a separate document list each of the reviewer’s comments and your response below each respective comment.

4) Journal reviews and reconciliation. This can be a pdf of the correspondence from the editor as long as the reviewers' comments are included. If you cut and paste from an email or a web form, make sure you capture the heading information (url, or to, from, and subject line). The reconciliation can be in the form of your letter to the editor as long as each of the reviewers' comments are included and addressed.

NOTE:  The BAO only requires the first round of journal reviews, positive or negative.  If you make reference to additional reviews or previous submissions, include the reviews and your reconciliation.

5) Final manuscript for journal approval.  Once again in Word or zipped LaTex files with pdf.  This can be in multiple files or a single file (preferred), but the text, tables, figures, appendices, and supplemental information must be included.  The final figures must be of high quality.  If you received funding from USGS, I need the IP number for the data release.