Author’s Guidelines—Curricula

These guidelines outline the proposal, peer review, pilot testing, administrative approval, production, and post-production processes for curricula published by University of Idaho Extension.

Curricula developed by UI Extension faculty are eligible for funding to cover all or part of publishing costs (editing, layout, and reproduction) provided authors (1) submit a strong proposal, (2) show that the curriculum has a strong likelihood of generating sales, and (3) demonstrate the curriculum has undergone satisfactory peer review and pilot testing.

The following forms are used for the publication process:
• Proposal
• Pilot Testing
• Form A: Curriculum Routing
• Form B: Curriculum Review

Step-by-Step Instructions

Step 1
Develop a written proposal for your curriculum project. Use the proposal form to guide you. As you develop the proposal, contact Diane Noel in Educational Communications, who can help answer questions about cost, format, process, and timeline (dnoel@uidaho.edu, 885-6999).

Step 2
Attach your proposal to the proposal form and submit them to your unit head for signature then to Educational Communications. A proposal form signed by your unit head, Ed Comm, and the extension director indicates that you have a good chance of having your curriculum funded at least in part through UI Extension’s curriculum account.

Step 3
Write the curriculum.

Step 4
Conduct phase 1 of pilot testing, in which you, the authors, deliver and evaluate the entire curriculum twice.

Step 5
After completing phase 1 of the pilot test, visit with your unit head to identify appropriate reviewers for your curriculum. Curriculum projects must be reviewed by at least two faculty members at the Extension specialist level.
Step 6

**Form B: curriculum review** is designed for the reviewer. Complete the top section. Attach form B to your curriculum and distribute it to each reviewer. Identify a date for the reviewers to return their marked-up review copy and completed form B to you.

Step 7

If the reviewers indicated “accept for publication as is” or “accept for publication with minor changes,” revise the curriculum and move to step 8. If the reviewers indicated “submit for reconsideration,” revise the curriculum and repeat step 6.

Step 8

Conduct phase 2 of **pilot testing**, in which two educators not involved in curriculum development deliver the complete curriculum. Discuss the results of the pilot test with your unit head. If the pilot test evaluation indicates that the curriculum is successful and effective, move to step 9. Otherwise, revise the curriculum and repeat step 8 or discontinue the project.

Step 9

Complete **form A: curriculum routing**. Submit completed forms A and B, the reviewers’ marked-up curriculums, your revised curriculum, and the pilot-test evaluation summaries to your unit head. Identify sources of production funds (grant, commodity group, unit, author budget, etc.). If your curriculum contains evaluation procedures and instruments that involve human subjects, include documentation indicating UI Institutional Review Board approval (see [http://www.uidaho.edu/ora/committees/irb](http://www.uidaho.edu/ora/committees/irb) for more information), if necessary.

Step 10

Ask your unit head to forward the revised and reviewed curriculum, forms A and B, the reviewers’ marked-up curriculums, and pilot test summaries to the extension director for signature.

Step 11

The extension director forwards the approved curriculum, Forms A and B, and pilot-test summaries to Educational Communications.

Step 12

An editor will be assigned to the curriculum and will contact you to discuss deadline and other publication details.

Step 13

An editor will edit the complete text of the curriculum. The author remains the final authority on content. The editor is the final authority on style.
Step 14
Educational Communications will arrange for the design, packaging, and production of the curriculum, including the design of a custom graphic and any curriculum packaging (CD label, jewel case inserts, CD interface, other). After receiving your approval, the curriculum will be produced.

Step 15
Arrange for the sale and distribution of your curriculum at meetings and through other appropriate means. Authors receive copies of their curriculum at a discounted price. Additional inventory is warehoused in the Educational Publications Warehouse. The curriculum is listed in the CALS Publishing online catalog (http://www.cals.uidaho.edu/edcomm/catalog.asp).

Step 16
Periodically, Educational Communications surveys all authors to determine whether their publication is still current, should be revised, or should be discontinued.