

University of Idaho Extension

Author's Guidelines—Curriculum Projects

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

The following forms are used for the publication process:

- Curriculum Proposal Questionnaire
- Form A: Curriculum Routing
- Form B: Curriculum Review

Step-by-Step Instructions

Step 1

The first step is to develop a written proposal for your curriculum project. Use the **Curriculum Proposal Questionnaire** to guide you and respond to each question in your proposal. As you develop the proposal, contact a publications editor in Educational Communications who can help answer questions about cost, format, process, and timeline (see editor contact information, below).

Step 2

Attach your proposal to the Curriculum Proposal Questionnaire and submit them to your unit head for signature then to the extension director for acknowledgment. A signed questionnaire indicates that you have been authorized to proceed with writing your project.

Step 3

Submit your signed Curriculum Proposal Questionnaire to Diane Noel at Educational Communications. Proceed with developing your curriculum.

Step 4

Write the curriculum. Refer to the **Curriculum Format Guidelines** document for content outline and file naming conventions used in School of Family & Consumer Sciences curricula. Any materials that will be distributed in written form (e.g., handouts) should follow guidelines in *The Chicago Manual of Style* or in your own discipline's style guide.

Step 5

Complete the top part of **Form A: Curriculum Routing**.

On Form A, you will need to list reviewers who can evaluate your curriculum. **Curriculum projects must be reviewed by at least two faculty members at the extension specialist level.** Visit with your unit head to identify the appropriate reviewers

for your project and to determine the number of reviews required by your unit.

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

Complete the review section of **Form A: Curriculum Routing** indicating the reviewer's assessment of your curriculum. Repeat this step for each review.

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

Pilot test the curriculum by presenting the complete program to an appropriately sized group of participants from the targeted audience. Evaluate the pilot test. 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

After completing a successful pilot of the curriculum, submit completed Forms A and B, the reviewers' marked-up curriculums, your revised curriculum, and the pilot-test evaluation summary to your unit head for signature. 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 Human Assurances Committee approval (see <http://www.webs.uidaho.edu/hac/> for more information).

Step 10

Ask your unit head to forward the revised and reviewed curriculum, forms A and B, and pilot test summary to the extension director for signature.

Step 11

The extension director forwards the approved curriculum, Forms A and B, and pilot-test evaluation summary 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 text content of the curriculum, including PowerPoint slides, on hard copy and send the edited copy to you for review and to update the digital files. The author remains the final authority on content. The editor is the final authority on style.

Step 14

Educational Communications will arrange for the layout, packaging, and production of the curriculum, including the design of a custom graphic and curriculum packaging (binder cover, 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://info.ag.uidaho.edu/catalog>).

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

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