University of Idaho Extension and Idaho Agricultural Experiment Station Series Publications—Author’s Guidelines

These guidelines outline the process for producing a CIS, bulletin (BUL), 4-H publication, Pacific Northwest Extension Publication (PNW), research bulletin (RES), or progress report (PR).

The following forms are used for the publication process:
- Publication Proposal Questionnaire
- Form A: Manuscript Routing
- Form B: Manuscript Review

**Step-by-Step Instructions**

**Step 1**
The first step is to respond to each question in the **Publication Proposal Questionnaire**. Contact a publications editor in Educational Communications who can help answer questions about funding, format, cost, process, marketing, and timeline (see editor contact information, below).

**Step 2**
Attach your responses to the Publication Proposal Questionnaire and submit them to your unit head for signature then to the extension director (CIS, BUL, PNW, PR), 4-H director (4-H), or Idaho Agricultural Experiment Station director (RES, PR) for acknowledgment. A signed questionnaire indicates you have been authorized to proceed with writing your manuscript.

**Step 3**
Submit your signed Publications Proposal Questionnaire to Diane Noel at Educational Communications. Proceed with writing your publication.

**Step 4**
Write the manuscript, following guidelines in *The Chicago Manual of Style* or in your own discipline’s established style, keeping in mind your audience and your purpose.

**Step 5**
Visit with your unit head or the 4-H director (for 4-H titles) to identify appropriate reviewers for your project and to determine the number of required reviews.

**Step 6**
Make a copy of **Form B: Manuscript Review** for each reviewer. Complete the top section of Form B. Attach a copy of Form B to your manuscript and distribute it to each reviewer.

**Step 7**
Upon receiving reviews, revise the manuscript as necessary. Complete **Form A: Manuscript Routing**.
Step 8
Submit completed forms A and B, the reviewers’ marked-up manuscripts, and your revised manuscript to your unit head for approval. Identify sources of production funds (grant, commodity group, federal or state agency, author budget, etc.) for projects that involve purchases of products or services (printing, freelance editing, etc.). If you have no secured funding, call Diane Noel to discuss alternatives. Editing and design by Ed Comm are provided free of charge.

Step 9
Ask your unit head to forward the revised and reviewed manuscripts and forms A and B to the appropriate administrator (extension director for most extension publications, 4-H director for 4-H publications, Idaho Agricultural Experiment Station director for station publications) for signature and possible financial support.

Step 10
The administrator forwards the manuscript and forms to Educational Communications.

Step 11
An editor will be assigned to the publication and will contact you to discuss marketing, deadline and other publication details. The editor will request your electronic manuscript file, photographs, and artwork following the Guidelines for Submitting Text and Graphics.

Step 12
The editor will edit the manuscript and send it to you for review, correction (if necessary), and approval. The editing process may involve several iterations. The author remains the final authority on content. The editor is the final authority on style, format, packaging, and pricing.

Step 13
When the publication has been designed for printing and/or for online publishing, the editor will provide you page proofs for review and approval. After receiving your approval, the publication will be sent to the printer, published online, or both.

Step 14
Arrange for your publication’s sale and distribution at meetings and through other appropriate means. Authors receive complimentary copies of printed publications from Educational Communications. Additional inventory is warehoused and sold through the Educational Publications Warehouse. Publications are listed in the UI Extension/CALS Publications and Multimedia Catalog (www.cals.uidaho.edu/edComm/catalog.asp) or in the separate 4-H catalog. The UI Library makes our titles available through its classic catalog databases and UI Digital Collections.

Step 15
Periodically, Educational Communications surveys authors to determine whether their publication is still current, needs revision, or should be discontinued.

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