Idaho Master Gardener Program Handbook
Author’s Guidelines
(forms and documents online at http://www.cals.uidaho.edu/edcomm/forms.asp)

These guidelines outline the administrative approval, peer review, production, and post-production processes for new or revised chapters in the Idaho Master Gardener Program Handbook.

The following forms and documents are used for the publication process:
- Form A: Manuscript Routing
- Form B: Manuscript Review
- Guidelines for Submitting Text and Graphics
- Photo and Illustration Permissions

Step-by-Step Instructions

Step 1
Contact the chair of the Idaho Master Gardener Handbook Committee to discuss the potential for a new chapter or revision of an existing chapter.

Step 2
Upon verbal approval by the chair, write the manuscript in the established master gardener handbook style. Note the possibility of including instructor activities in separate files.

Copy. For an example of writing style, see chapter 2, “Introduction to Horticulture and Plant Physiology,” online at http://www.extension.uidaho.edu/mg. To direct readers of your chapter to additional information, give the information sources in a list at the end of your chapter; do not refer to them within the text. Include captions for all figures and text citations for all figures and tables. Give authors’ names, titles, and work locations. Prepare a list of terms that should be added to the handbook glossary along with their definitions. Prepare a list of terms or phrases that should appear in the index.

Artwork. If you are revising a chapter, do not assume you will be able to use the artwork that appears in the current edition. Rarely do we have the original artwork files, rarely do we know who created the artwork, and rarely do we have any evidence of having secured permission to use the artwork. That means you may need to start developing artwork from scratch. Please discuss possibilities with Diane Noel at Educational Communications and with the chair of the handbook committee.

Step 3
Complete the top part of Form A: Manuscript Routing. On Form A, you will need to list at least two reviewers who can evaluate your manuscript. Visit with the chair of the handbook committee to identify appropriate reviewers for your chapter. Reviewers need to have technical expertise in the subject area. In some cases, authors may need to seek expertise outside the college, including reviews from end users.

Step 4
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 5
Upon receiving reviews, complete the review section of Form A: Manuscript Routing indicating the reviewer’s assessment of your publication. Revise the manuscript as necessary.

Step 6
Submit completed forms A and B, the reviewers’ marked-up manuscripts, and your revised manuscript to the chair of the handbook committee for approval.

Step 7
Ask the chair of the handbook committee to forward the revised and reviewed manuscripts and forms A and B to the extension director or associate director for signature. The chair will contact your unit head to inform him or her of your publishing activity.

Step 8
The extension director or associate director forwards the manuscript and forms to Educational Communications.

Step 9
An editor will be assigned to the chapter and will contact you to discuss deadline and other publication details. The editor will request your electronic manuscript file, photographs, and artwork following the Guidelines for Submitting Text and Graphics. See also Photo and Illustration Permissions for information on when and how to secure permission to use artwork.

Step 10
The editor will edit the manuscript and send it to you for review, correction, 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 and format.

Step 11
The editor or project manager will arrange for layout of the final manuscript in the established Master Gardener handbook format. The editor or project manager will provide you with page proofs for review and approval.

Step 12
The project manager will arrange for handbook printing and for placing the new/revised chapters online at the Idaho Master Gardener Program website, www.extension.uidaho.edu/mg/.

Step 13
Periodically, the master handbook committee or horticulture topic team will review chapters to determine whether they are still current, need revision, or should be discontinued.

EDUCATIONAL COMMUNICATIONS CONTACTS
ADDRESS: Educational Communications
University of Idaho
P.O. Box 442332
Moscow, ID 83844-2332