

Idaho Master Gardener Program Handbook

Author's Guidelines

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 are used for the publication process:

- Form A: Manuscript Routing
- Form B: Manuscript Review

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. For an example, see chapter 4, Soils and Fertilizers, online at <http://www.ag.uidaho.edu/mg/handbook/MGH04.pdf>. Note the possibility of including instructor activities in separate files.

Step 3

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, revise the manuscript as necessary. Complete **Form A: Manuscript Routing**.

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**.

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

When the publication has been designed, the editor will provide you page proofs for review and approval.

Step 12

The editor will arrange for handbook printing and for placing the new/revised chapters online at the Idaho Master Gardener Program website, www.ag.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

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