

WSU Extension Publication Submission and Review

Authors' Roles in Manuscript FastTrack

The following outlines the steps that authors must take to submit a WSU Extension publication for review and approval. Adherence to this sequence is critical to effectively moving publications through the approval process in a timely manner.

STEP I: SELECTING PUBLICATION TYPE AND OBTAINING PROGRAM DIRECTOR APPROVAL

1. Review “WSU Extension Publication Categories and Associated Criteria” to determine the type of publication you desire to produce.
2. Complete the manuscript proposal form, providing as much information as possible about the proposed publication.
3. Go to the [Manuscript FastTrack](#) system.
4. Log into the system using the login ID and password provided to you. If you have not received an e-mail with a login ID and password previously, please contact Rob Stout at 509-335-2948 or by e-mail at rstout@wsu.edu.
5. Click on the “My Submissions” tab.
6. Click on “Submit a New Document”
7. Input publication title and author(s)
8. Select “Manuscript Proposal” as the document type.
9. Select the topic area(s) that best describes the publication. Multiple sections can be made by holding down the Ctrl key and clicking on selections.
10. Attach your manuscript proposal. Click on the browse function to attach the document file.
11. Add any comments that you feel are necessary to clarify the submission
12. Indicate if a Program Director, Department Chair, or District Director invited you to submit the publication by checking the “Invited Document?” box.
13. Click on “Submit Document” to initiate the process.
14. Once you have received approval to write your manuscript, proceed to Step II, Writing Your Publication Draft.

STEP II: WRITING YOUR PUBLICATION DRAFT

1. Review and follow “Style and Form Guidelines.”
2. Ensure that style and length are appropriate for selected publication type.
3. Review and complete “Copyright Checklist”
4. Send Copyright Permission Request Forms to anyone contributing copyrighted information to your publication. Have them sign and return the form to you.
5. Complete WSU “Photographic Likeness Consent Form” if necessary.
6. Complete “Human Subjects or Animal Use” form.

STEP III: SUBMITTING YOUR PUBLICATION TO THE MANUSCRIPT FAST TRACK SYSTEM:

Note: Submitted materials should be complete and well-organized before being submitted for review. After submission, changes will be restricted to those recommended by reviewers and the appropriate Program Director(s). If authors make significant modifications beyond those recommended by the reviewers and/or Program Director(s), the manuscript must be resubmitted and undergo a second review process.

The following outlines the processes for submitting each publication for review.

1. Go to the [Manuscript FastTrack](#) system.
2. Log into the system using the login ID and password provided to you. If you have not received an e-mail with a login ID and password previously, please contact Rob Stout at 509-335-2948 or by e-mail at rstout@wsu.edu.
3. Click on the "My Submissions" tab.
4. Click on "Submit a New Document"
5. Input publication title and author(s) (Use the same title that was used for the Manuscript Proposal)
6. Select document type.
7. Select the topic area(s) that best describes the publication. Multiple sections can be made by holding down the Ctrl key and clicking on selections.
8. Attach your manuscript. Click on the browse function to attach the document file.
9. Add any comments that you feel are necessary to clarify the submission
10. Indicate if a Program Director, Department Chair, or District Director invited you to submit the publication by checking the "Invited Document?" box.
11. Click on "Submit Document" to initiate the process.

STEP IV: MONITORING THE REVIEW PROCESS

1. Go to the [Manuscript FastTrack](#) system.
2. Click on "My Submissions"
3. Your current submission will appear under "My Current Submissions." Look under the heading labeled "Status" to see the status of your submission.
4. If you have questions, click on "Email the Editor"

STEP V: RESPOND TO REVIEWERS' INPUT

1. Once peer review is complete, the Program Director will make one of three decisions:
 - Accept as is.
 - Resubmit with revisions.
 - Reject submission.
2. You, the author will receive an e-mail notification of the decision.
 - **Accept as is** means that the publication needs no changes and goes directly to the editing and design process.
 - **Resubmit with revisions** means that changes suggested by the peer reviewers need implemented into the document and then may be resubmitted.

- **Reject submission** means that the publication is not acceptable and no further action is necessary. The author may contact the Program Director to ask why the submission was rejected.
3. Examine recommendations of each reviewer and either make recommended changes or respond to the Program Director explaining why you did not feel that the changes were appropriate. Use track changes mode when editing the document.
 4. If you choose to resubmit a document with revisions, login to the system click on your previous submission number and on the left side of your screen there is an “Action” column. You may click on Submit revised document which will open another window for uploading your revised document.
 5. If you choose, you may “Decline to resubmit” your document.
 6. If significant changes are made beyond those recommended by reviewers and/or Program Director(s), the document may be subject to a second review. This will be determined by the Program Director(s).
 7. The Program Director will be notified automatically by e-mail if you have resubmitted your document or declined to resubmit.

STEP VI: FINALIZE MANUSCRIPT FOR PUBLICATION

1. Mail, fax, or e-mail supporting documents to:
 Lagene Taylor
 PO Box 625912
 Pullman, WA 99164-5912
lagene@wsu.edu
 Phone: 509-335-2823
 Fax: 509-335-3006

Supporting documents to include are:

- Copyright Checklist
 - Copyright Permission Request forms (with appropriate signatures)
 - Photographic Likeness Consent form(s)
 - Human Subjects or Animal Use form(s)
2. Once the Publication Coordinator has received all of the necessary materials from you, the author they will assign an editor and a designer.
 3. The editor will edit the text for clarity, spelling, and grammar.
 4. The editor will work with you until the text is approved. (It is not appropriate to make major modifications to the text, tables, graphs, or images at this point.)
 5. A designer will design your publication using templates and will work with you until the design is approved.
 6. Once edits and design have been approved the publication will be produced. The author needs to indicate the number of copies of the publication that you desire and where to send printed copies (*if applicable*).