

# WSU Extension Publication Submission and Review

## *Program Directors' Roles in Manuscript FastTrack*

*The following outlines the roles of Program Directors in the submission and review processes for new and revised WSU Extension publications.*

### **STEP I: RECEIVE AND REVIEW PUBLICATION PROPOSAL FORM**

1. An author will submit the manuscript proposal form into the FastTrack system outlining the planned publication.
2. The Program Director will respond through the FastTrack system with one of the following recommendations
  - a. Approval to write publication
  - b. Approval to write with changes in publication type, structure, etc.
  - c. Approval denied – Publication not necessary.

*Note: Once the publication is written it must be submitted by the author(s) for review. Step I (above) does not imply approval of the publication. It only provides approval to begin development.*

### **STEP II: EVALUATING APPROPRIATENESS OF PUBLICATION BEFORE INITIATING REVIEW PROCESS**

*When a new publication is submitted to Manuscript Fast Track for review, the appropriate Program Director is contacted by email and asked to initiate the review process.*

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 email with a login ID and password previously, please contact Rob Stout at 509-335-2948 or by email at [rstout@wsu.edu](mailto:rstout@wsu.edu).
3. Click on the appropriate publication draft and perform an initial review to ensure that it is adequate to move forward into the peer review process.

### **STEP III: DETERMINE IF MANAGEMENT OF THE REVIEW PROCESS WILL BE DELEGATED**

1. If Program Directors desire, they can delegate the peer review process to a Department Chair. However, Program Directors are still responsible for guaranteeing that reviews are done properly and in a timely manner.

### **STEP IV: ASSIGN REVIEWERS**

*The Program Director or her/his delegate must select the appropriate number of qualified reviewers. These reviewers can be internal to WSU, external or both. It is critical that reviewers clearly understand the timeline for conducting the review and the expectations for a complete and appropriate review. The process for assigning reviewers follows.*

1. In *Manuscript Fast Track*, The Program Director may now log in and assign reviewers for the submission.
  - **Note: If pesticides are mentioned in the publication, Catherine Daniels must be listed as a reviewer no matter how insignificant the pesticide may seem.**
2. From the Editor panel, click on the submission id.
3. In the first box, in the Editor Actions section, click on “select/assign reviewers.”
4. On this page, you’ll see the topics associated with this manuscript reprinted at the top of the page. *This information is used to match potential reviewers to this particular submission, given the reviewer’s interests he/she indicated when establishing his/her account.*
  - Next, there are two options to select reviewers:
    - If you have someone in mind, you can start typing the name in the box. As you type, the system will narrow the search according to those that match what you’ve already typed.
    - Alternatively, you can search by a specific topic, which will show only the reviewers who have indicated that this topic is one they are interested in.
  - You can search the full list of the potential reviewers and place a check mark in the box to the left of the name. Each column is sortable by clicking on the blue arrow at the top of each column. You can sort by:
    - Reviewer last name
    - Topics associated with each reviewer (those that are matched to the submission’s topics will show up in bold and will add to the topic match score)
    - Preference—you can assign a preference to each reviewer, from 0-10. This is done on from the Editor panel...add/edit reviewer link.
    - Review history
    - Average completion time of previous review assignments
    - Score—a compilation of topics & matches, preference, and review history
5. After clicking on “add to potential reviewers list,” the selected reviewers will appear in a “potential reviewers for this submission” box at the top of the page. You can add to the list by following the above steps, you can clear anyone by unselecting the check box next to the name, or you can click on “make assignments” to go to the next step.

6. From this page, you can assign ALL the reviewers in the list or send the email to each individual reviewer.
  - Assign all: By clicking the “assign all” button at the bottom of this box, the template email is sent out to all reviewers you have selected. It will automatically fill in the reviewer’s name and login info, as well as the review deadline according to what you have in the system configurations. You do not have a chance to edit it prior to the email being sent.
    - *If you want to select a different review deadline than is in the system, you may do so by changing the number in the box prior to clicking “assign all.”*
  - Assign this reviewer: By clicking this link on the far right side next to each reviewer, the reviewer request template is pulled up. Here, you can edit the template as you would like *for the selected reviewer only*. Click on “preview request letter” and then “send review request letter” when all changes have been made.
    - *If you want to select a different review deadline than is in the system FOR THIS REVIEWER ONLY, you may do so by changing the number in the box at the top of the letter and then clicking “update deadline date in letter” prior to editing the letter.*
  - After assigning an individual reviewer, you can click “assign other reviewers”
  - Now, if you return to the submission, you will see several changes:
    - A new table has been added: “assigned reviewers”
    - Workflow history has been updated to include when reviewers were assigned
    - A new table has been added: “email history”

No automatic emails sent out at this phase—just the emails to reviewers that were prompted by the Editor.

### **STEP V: MONITOR REVIEW PROCESS**

*The Program Director is responsible for monitoring the review process for each publication submitted in their program area. If reviewers fail to perform their tasks within the prescribed timeframe, it is incumbent upon the Program Director to either motivate or replace the reviewer.*

### **STEP VI: CONFER WITH AUTHOR(S) TO ENSURE THAT APPROPRIATE CHANGES ARE MADE**

1. Once the review is complete, the Program Director or her/his delegate must examine the input from reviewers and communicate with the corresponding author to ensure that appropriate changes are made.

#### **STEP VI: CONTACT THE PUBLICATIONS COORDINATOR**

1. Once appropriate changes are made, the Program Director will inform the Publications Coordinator that they can begin final editing and layout development.