

## WSU Extension Publication Submission and Review

### *Reviewers' Roles in Manuscript FastTrack*

*The following outlines the steps for reviewing materials submitted for consideration as numbered WSU Extension publications. Reviewers are assigned to review documents by their respective Program Directors. Once an assignment is accepted, reviewers should engage in the following sequence. It is very important that reviewers evaluate these materials in a very timely manner.*

#### **STEP I: BECOME FAMILIAR WITH WSU EXTENSION PUBLICATION TYPES AND REQUIREMENTS FOR EACH**

1. As a reviewer, it is recommended that you complete the online training provided by [Professional Development](#) on what is expected of a peer reviewer.
2. Review the publication categories and criteria to better understand the requirements for each publication type including the allowable time for review.

#### **STEP II: ACCESS THE MANUSCRIPT FAST TRACK SYSTEM TO BEGIN 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 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](mailto:rstout@wsu.edu).
3. Once logged into the system, click on the "My Review Assignments" tab at the top of the page.
4. Locate the publication assigned for your review and click on it. The potential reviewer has 3 options.
  - **Decline the review:** The potential reviewer can either click on the link in the email OR log into the system and, on the "my review assignments" panel, click on *Decline review* for that submission. For either of these two actions, the Editor and Program Director receive an email indicating this. The Reviewer has no further obligations.
  - **Obtain the manuscript to review:** The reviewer can either click on the link in the email OR log into the system and, on the "my review assignments" panel, click on *Get review copy of document* for that submission. For either of these two actions, the Reviewer will be able to download the reviewer copy of the manuscript. The reviewer needs to open the word document, turn on "track changes" and make any necessary changes or suggestions to the author.

- **Review the manuscript:** The reviewer can either click on the link in the email OR log into the system and, on the “my review assignments” panel, click on *Review this document* for that submission. The reviewer must download the word document and save it to their PC. When starting their review, the reviewer must turn on “track changes” in the word document and enter all of the changes, recommendation and question into the document. Once the document has been reviewed the reviewer also must answer any/all of the questions. He/she will upload the document (with track changes) to the system. The reviewer must also answer the questions associated with the publication. When complete, the reviewer will click the review complete button.
  - The Reviewer may save his/her unfinished review and complete it at a later date, or submit the completed review at any time.

The reviewer is finished at this time.

*Automatic emails sent:*

- ✓ *When the Reviewer has submitted his/her review, an email is automatically sent to the Publications Coordinator (Editor and Assistant Editor) and the Program Director informing them that this has been submitted and that it is #x out of y reviews (ex: 1 out of 4, 3 out of 5, etc.).*