

The pages of this packet must accompany the manuscript throughout the process. This insures that the next person in the process is aware of their responsibilities and where to forward the documents. If you have any questions, please contact Lagene Taylor at 509-335-2823 or lagene@wsu.edu.

The Publication Process

Time required to produce an official peer reviewed, numbered publication by Washington State University Extension Communications and Educational Support Department depends on many factors—completion of appropriate forms; length, size, complexity, and scope of the publication; existing workload of editors, designers, and printing staff; and review of the design and narrative of the publication.

When preparing your publication, set realistic deadlines and plan ahead to avoid issues that may slow down the process, especially if money must be encumbered by a certain date. If you have questions, please contact Lagene Taylor at 509-335-2823

Date: _____

Primary Author: _____

Phone number: _____

Department: _____

Email: _____

Address: _____

Fax: _____

City and Zip: _____

Department Chair/District Director: _____

Title of Manuscript: _____

The following checklist must accompany the publication throughout the process.

STEP 1—OBTAINING PERMISSION TO WRITE A PUBLICATION

Author responsibilities

- Download the following Publications Packet.
- Complete page 1 of the packet, attach a brief abstract about the manuscript you are wanting to write, and submit both to the program leader for approval.

Program Director responsibilities

- Review the abstract and the Approval to Write a Manuscript form, sign the form and return to the author.

STEP 2—WRITING THE PUBLICATION

Author responsibilities

- Read the publication submission guidelines.
- Write the manuscript.
- Complete the Copyright Checklist.
- Complete Copyright Permission Request form(s) if necessary.
- Complete Photographic Likeness Consent form(s) if necessary.
- Complete Human or Animal Research Checklist.
- Complete first section on the Peer Review Process Form A.
- Submit the manuscript and all completed forms listed above to the Program Director as a packet.

Packet should include:

- 3 copies of written manuscript (hard copy)
- Approval to write manuscript
- Copyright checklist
- Copyright permission request forms (if necessary)
- Photographic likeness consent forms (if necessary)
- Complete Human or Animal Research Checklist.
- Peer Review Process Form A
- 3 blank copies of Peer Review Process Form B

STEP 3—PEER REVIEW

Program Director responsibilities

- Review all forms to insure they are complete.
- Keep a copy of manuscript and forms packet while peer review is being conducted.
- Assign 3 peer reviewers (if possible) to review the manuscript.
- Send a copy of the manuscript and Peer Review Process Form B to the reviewer with an assigned completion date for the review.

Peer Reviewer responsibilities

- Review the publication considering the questions listed on the form and meet the review due date.
- Send the manuscript and completed Peer Review Process Form B back to the program leader.

Program Director responsibilities

- Reviews all comments made by peer reviewers.
- Returns packet and all forms to the author.

STEP 4—PESTICIDE REVIEW (If necessary)

If pesticides are mentioned in the publication, a copy of the manuscript and a pesticide review form is forwarded by the author to the pesticide coordinator.

Pesticide Coordinator responsibilities

- Review the manuscript and complete the pesticide review form.
- Return the manuscript and pesticide review form(s) to the author.

STEP 5—SUBMISSION OF MANUSCRIPT PACKET

A copy of the completed manuscript with peer review and pesticide review changes implemented and all completed forms are submitted to the Extension Publishing and Printing Production Coordinator Lagene Taylor at 509-335-2823.

STEP 6—PRODUCTION COORDINATOR REVIEW

Production Coordinator (Extension Publishing and Printing - EPP) responsibilities

- Review all forms to insure they are complete.
- Call the author to discuss the publication.
- Work up an estimate and forward a budget approval sheet to the author to be signed by the department chair, county director, or program leader.
- Send images to the graphic design team for review to insure they meet production standards.

STEP 7—BUDGET APPROVAL

Author responsibilities

- Forward the budget approval sheet to the program leader for signature authority.

Program Director responsibilities

- Review the budget approval sheet, sign and return it to the author.

Author responsibilities

- Return the budget approval sheet to the production coordinator.

Work on the manuscript will not start until the production coordinator has received a signed copy of the budget approval sheet

STEP 8—EDITING, DESIGNING, PRINTING AND DISTRIBUTION

Production Coordinator - EPP responsibilities

- Assign a publication number.
- Forward and discuss manuscript packet with an editor.
- Discuss manuscript with a designer.

Editor - EPP responsibilities

- Initiate a phone call to the author to discuss the manuscript.
- Edit the manuscript and return it to the author for review. Once all edits have been completed, send a final copy of the manuscript with an editorial approval form to the author.

Author responsibilities

- Review the final edited manuscript, sign the editorial approval form and send back to the editor.

Editor - EPP responsibilities

- Deliver final edited manuscript to designer and forward electronic text to designer.

Designer - EPP responsibilities

- Design and layout the publication. Return the designed publication to the editor for review.

Editor - EPP responsibilities

- Review the publication to insure all text is correct.
- Send hard copy of the publication with an editorial/design approval form to the author.

Author - EPP responsibilities

- Review the complete publication to insure all is correct and complete.
- Sign the editorial/design approval form and return to the author.

Editor - EPP responsibilities

- Forward the complete packet to the production coordinator.

Production Coordinator - EPP responsibilities

- Request electronic files be sent to press.

Press Department - EPP responsibilities

- Print and distribute the completed publication as directed.

STEP 9—AUTHOR AGREEMENT

I agree to follow the publication process guidelines as outlined in this document.

Primary Author's Signature

Date signed