

## APPENDIX F

### PUBLICATIONS POLICY PROVISIONS DEPARTMENT OF YOUTH DEVELOPMENT UNIVERSITY OF WISCONSIN-EXTENSION

It is the purpose of the Department of Youth Development Research and Publications Committee to critique and evaluate papers, and recommend for publication. It is not the purpose of this committee to edit papers.

Department members have a responsibility to share knowledge, experiences, theories, and ideas with other department members through publication.

Papers must be authored by Department of Youth Development members. A paper may be co-authored if the primary author is a faculty member of the department.

#### I. TYPES OF PUBLICATIONS

- A. Idea Sheet - Papers must describe an innovative teaching program idea, or evaluation technique that may or may not have happened. Papers must include a brief documentation of situation or introduction and offer ideas to incorporate the idea into youth or volunteer educational programming. The recommended length of the narrative section is 1250 words or less, though longer papers may be considered.
- B. Teaching Packet - Papers must describe a research-based-teaching effort and follow the publication format. Application of research must be documented.
- C. Informational - Papers must describe a program or concept that has implications for youth or volunteer educational programming. Papers should provide detailed information and include statement of need, objectives and methods. The recommended length of the narrative section is 1500 words or less, though longer papers may be considered.
- D. Evaluative - Papers must include documentation of need, learner objectives and teaching methods used and highlight an in-depth evaluation of program objectives and/or implementation. The recommended length of the narrative section is 5000 words or less, though longer papers may be considered.
- E. Philosophical - Authors must develop a theory or explore a concept through development of rationale, which includes supportive references from other authors. The recommended length of the narrative section is 5000 words or less, though longer papers may be considered.
- F. Research - Papers must include documentation of situation and existing research, program and research methodology, data analysis techniques, and implications for youth programming and/or research. The recommended length of the narrative section is 5000 words or less, though longer papers may be considered.

## II. PUBLICATION FORMAT

Papers published by the department will contain some or all of the following components as described above in I. TYPES OF PUBLICATIONS.

A. TITLE PAGE should include the following information:

1. Type of publication
2. Title of publication
3. Academic rank of author
4. The words "Department of Youth Development" (or other department)
5. The words "University of Wisconsin-Extension"
6. County of employment, if applicable
7. Month and year of publication
8. The words "Published by Department of Youth Development"

B. ABSTRACT (page #2) should contain the following information:

The abstract is a short summary that explains the main argument(s), topics(s) and findings

C. NARRATIVE

1. Situation

- a. Document a needs assessment or background information as a basis for the research, program or idea.
- b. Document clientele involved.
- c. Document the scope of the research, program or idea.

2. Objectives

- a. Write objectives in terms of learner program outcomes if appropriate.
- b. State how objectives will be evaluated.
- c. (Required for research papers only) Articulate research questions.

3. Methods

- a. State teaching/learning methods and document learner involvement
- b. Document clientele involved in the program.
- c. Document the resources that were used and department member time involvement.
- d. (Required for research and evaluative papers only) Discuss research or evaluation methodology and data analysis.

4. Results/Evidence

Describe the outcome of the research or program. Provide appropriate evidence to support findings.

5. Implications

State observations, judgments and thoughts regarding results/evidence and the insight or direction they may offer in youth development programming.

D. APPENDICES

Include references and background documents that support the paper and help readers understand the narrative.

### III. STYLE AND FORMAT

- A. Papers should be written in third person.
- B. Allow 1 inch as header and footer on each page with 1" margins on both sides.
- C. Narrative section must be double spaced.
- D. Center page numbers (-2-, -2-, etc.) at the 1" inch footer.
- E. A.P.A. (American Psychological Association) format style is suggested.
- F. Graphics (charts, graphs, etc.) must be in black and white.

### IV. PROCEDURE FOR PUBLICATION

- A. It is recommended but not required that before submitting a paper for consideration that the individual become familiar with the review guidelines (available on the committee website) and have a colleague review their paper. Papers to be reviewed should be sent electronically (i.e., MS Word, .pdf file) to each committee member no later than 30 days prior to the next committee meeting. Committee members are responsible for keeping blank review sheets on file.
  - B. Committee members forward review comments and revision suggestions according to the Review Guidelines to the primary reader for compilation and summary, 72 hours before the meeting. The primary reader will be a committee member designated by the committee chair.
  - C. Members of the Research & Publications Committee schedule regular meetings to consider the summary presented by the primary reader.
    - 1. Action will be taken by the committee at the scheduled meeting.
    - 2. Possible appropriate actions include:
      - Ready for publication as is
      - Ready for publication with recommended revisions; final approval by designated committee member.
      - Minor revisions required for resubmission.
      - Major revisions required for resubmission.
      - Not suitable or appropriate for Department of Youth Development publication.
    - 3. The committee will then decide what support will be given to the author based on the action.
- Committee members may consult the committee chair at any step in the process.

## **VI. REPRODUCTION AND DISTRIBUTION OF DEPARTMENT PAPERS**

- A. Committee designee forwards final approved copy electronically (i.e., MS Word or .pdf file) to Research and Publications Committee Chair.
- B. Research and Publications Committee Chair, or designee, posts the paper as a .pdf file on the publications page of the Department of Youth Development website.
- C. Research and Publications Committee Chair informs Department of Youth Development members and the Dean and Director of Coop Extension that a paper has been published on the Department website.
- D. The Research and Publications Committee Chair forwards an electronic copy to the Department chair who places it in the Department archives file.

## **VII. AUTHOR'S OPPORTUNITIES FOR OTHER DISTRIBUTION**

- A. Authors are encouraged to submit publications to others outside the Department of Youth Development who may have interest in the subject. Possibilities include:
  - Journal of Extension. Extension Review, Journal of Youth Development and other Extension Publications
  - WAE4-HYDP *Entre Nous*, NAE4-HA *News and Views*
  - Non-Extension Professional Journals
  - Researchers and University Faculty (Wisconsin and other states) researching or teaching in related topics
  - Associations and Organizations supporting efforts related to the content of the publication
  - Community groups doing related work
- B. Authors are encouraged to schedule seminars or presentations through the Department of Youth Development, Program Unit and other groups as possible.
- C. Contact Department of Youth Development Publications Research Committee members for assistance in publication distribution.

Approved 4-03  
Updated 5-09