

## 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. Categories

1. Research -Papers must include documentation of situation, methodology, data analysis techniques and implications for youth programming.
2. Philosophical -Authors must develop a theory or explore a concept through development of rationale, which includes supportive references from other authors.
3. Evaluative- Papers must include documentation of need, learner objectives and teaching methods used and highlight an in-depth evaluation of learner objectives and teaching methods.
4. Informational -Papers must (be brief, in depth and) describe a program or concept that (may have) has implications in youth or volunteer educational programming. They should include statement of need, objectives and methods.
5. Teaching Packet - Papers must describe a research-based-teaching effort and follow the publication format. Application of research must be documented. Appendices must include a lesson plan and evaluation methods. It may include additional support materials developed by the author.
6. Idea Sheet - Papers must describe an innovative teaching or program idea 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 is five pages or less.**

## **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. Author is required to write an abstract at the beginning of the paper. It is also recommended that the author submit a cover letter explaining rationale for submitting paper in the designated category.

### **A. SITUATION**

1. Document a needs assessment or background information as a basis for the research, program or idea.
2. Document clientele involved.
3. Document the scope of the research, program or idea.

### **B. OBJECTIVES**

1. Write objectives in terms of learner outcomes if appropriate.
2. State how objectives will be evaluated.

### **C. METHODS**

1. State teaching/learning methods and document learner involvement.
2. Document clientele involved in the program.
3. Document the resources that were used and department member time involvement.

### **D. RESULTS/EVIDENCE**

Describe the outcome of the research or program according to the facts. Include statistics or evaluation as appropriate.

### **E. IMPLICATIONS**

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

## **III. STYLE OF WRITING**

- A. Papers should be written in third person.
- B. Department papers, except philosophical, should be objective in methods, evaluation and results/evidence. Implications are subjective.

## **IV. PROCEDURE FOR PUBLICATION**

- A. It is recommended but not required that before submitting a paper for consideration that the individual 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 initial district/administrative unit committee member for compilation and summary, 72 hours before the meeting. The district/administrative reviewer will be a committee member designated by the committee chair.
- C. Members of the Research & Publications Committee meet on scheduled bases to consider the summary presented by the district or designated committee member.
  - 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.

## **V. PAGE FORMAT FOR DEPARTMENT PAPERS**

- A. The title paper must state:
  - 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. Allow 1 inch as header and footer on each page. Center page numbers (-2-, -3-, etc.) at the 1-inch header. Begin manuscript 3 single spaces below page number. Manuscript must be double-spaced.
- C. Allow 1 1/8 inch margins on both sides of each page.

- D. A.P.A. (American Psychological Association) format style is suggested.
- E. Authors are required to write an abstract. It should be placed after the title page of the paper.
- F. Graphics (charts, graphs, etc.) must be in black and white.

## **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. Authors reproduce copies as needed.
- E. The Program Assistant to the State 4-H Youth Development Program Leader places a print copy of the paper 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 and other Extension Publications
  - WAE4-HYD 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.