

Appendix F.1

Procedure for Department of Family Development Publications

Faculty in the Department of Family Development profess expertise in the discipline of family development, which is concerned with the growth and development of individuals and families. Department members have an opportunity and responsibility to share knowledge, theories and experience by presenting papers for posting to the department website.

It is the purpose of the Department of Family Development Research and Studies Committee to review and recommend papers for posting to the Department of Family Development website.

Types of Papers

The Research and Studies Committee will receive papers in the following categories:

Informational - The purpose is to share a program idea or more general research information for use primarily within the department. The paper may deal with an innovative program, marketing strategy, or delivery method. It could also include a review of literature or study to examine phenomena related to the department or to family development issues.

Evaluation – The purpose is to share information on evaluation methods and/or program results and draw implications for future programming efforts. Evaluation methods should be described and evaluation instruments should be included in an appendix.

Research – The purpose is to share research conducted by a department member.

Philosophical or Issue – The purpose is to explore an idea or issue, develop a theory, or explore a concept and relate it to the department or to family development issues. The development of the issue/theory/concept must include supportive references from other authors.

Thesis – A synopsis of graduate research may be submitted for posting on the department website. A complete thesis will not be accepted; it must be abstracted in the form of a paper. It should include when the study was done, institution where it was done, and supervising faculty. Emphasis should be put on recommendations or implications and their relevance to the department.

Teaching Packet – Purpose is to describe a research-based teaching effort and clearly describe its application to the department or to the discipline of family development.

Procedures for Presenting a Paper

1. At least one author of the paper must be a member of the department.
2. The responsibility for initiating action to have a paper reviewed rests with the author. It is recommended that before submitting a paper for consideration, the author become familiar with the Review Criteria (Appendix F.2 available on the Department of Family Development website, Research and Studies Committee webpage) and have a colleague review the paper.
3. The author will contact the chair of the Research and Studies Committee at least two months prior to the quarterly meeting of the committee to request that the paper be placed

on the agenda for review. Regular quarterly meetings of the committee are held during August, November, February, and May. Meetings may be cancelled or additional meetings can be scheduled as needed.

4. The author will send a copy of the paper and any supporting documents along with the Submission Checklist (available on Department of Family Development website, Research and Studies Committee webpage) to the committee chair at least six weeks prior to the meeting at which the review is being requested. Documents can be submitted electronically or in hard copy. The chair, along with other identified committee members, will do a preliminary review of the paper to answer the following questions:
 - a. Does the paper fit the category under which it is being submitted?
 - b. Does the organization of the paper lend itself to review?
 - c. Do the technical aspects of the paper (e.g., grammar, sentence structure, citation, format, etc.) lend themselves to review?The committee chair will advise the author as to any changes that need to be made before the paper can be reviewed by the entire committee.
5. The author will send a copy of the paper to each committee member at least four weeks prior to the scheduled quarterly meeting at which it will be discussed.
6. A primary reader will be designated by the committee chair. Committee members will forward review comments and revision suggestions to the primary reader for compilation into a summary no later than one week before the scheduled review meeting. (See Review Criteria, Appendix F.2, available on Department of Family Development website, Research and Studies Committee webpage.)
7. The primary reader will send the summary to committee members no later than three days before the scheduled meeting.
8. The committee will meet to take one of three actions relative to the reviewed paper: accept, accept with minor revisions, or reject. Determination of the paper's status will be done by a majority vote, which means more than half of the committee members. If a committee member is not able to participate in the meeting, s/he can submit her/his vote to the committee chair at least 24 hours prior to the review meeting. However, there must be quorum of the committee present to vote on a paper, as specified in item 9. In the event of a tie vote, discussion will continue and a re-vote will be taken until the tie is broken.
9. Meetings for the purpose of reviewing a paper will only be held if a quorum of the committee (defined in department bylaws as a majority) is present. If a quorum is not present, the meeting will be rescheduled. Meetings are open. Authors may attend the meeting at which their paper is reviewed. Authors and other non-committee members who are interested in attending must inform the chair of the committee three working days ahead of the meeting so that arrangements can be made.
10. If the paper is accepted, the author will be notified of the committee decision by the committee chair and a copy of the review summary will be sent to the author. The chair will be responsible for posting an electronic version of the paper on the Department of Family Development website and notifying the department members that the paper has been posted.

11. If the paper is returned for minor revisions, a copy of the review summary will be sent to the author. The author then has the option of making changes to the paper and resubmitting the paper to the designated primary reader for review. The paper will not go back to the entire committee if revisions have been determined to be minor.
12. If a paper is rejected, the paper will be returned to the author along with a review summary.
13. If a member of the Research and Studies Committee submits a paper for review, the submitting committee member will not participate in review of the paper and will not have a vote on the paper's status. The number of members required for a majority will be changed to reflect the changed number of voting members.

Format for Department Paper

Papers posted by the department will contain some or all of the following components, as appropriate for the type of paper.

1. Cover page
 - a. Title of paper, names of author(s), address, type of paper, date of submission, space for date to be added when it is approved by the committee
 - b. Abstract (150-200 words)
2. Situation statement
 - a. Brief statement or explanation of the situations/circumstances that brought about the work
 - b. Document the scope of the research, program, or idea
 - c. Support the situation statement with documentation
3. Objectives
 - a. State objectives for the research, program or idea being discussed
 - b. State how the objectives will be evaluated
 - c. State the intent of the program and what was researched and/or explored
 - d. State how any research was analyzed
 - e. Articulate research questions (Required for research papers only)
4. Methodology
 - a. State teaching/learning method
 - b. Describe clientele/consumers who were involved in the program
 - c. Document resources that were used and author's time involvement
 - d. Discuss research or evaluation methodology and data analysis (Required for research and evaluation papers only)
5. Research and Findings
 - a. Describe the outcome of the research or program. Provide appropriate data/evidence to support findings
 - b. State conclusions supported by the research/exploration
6. Implications to the Profession
 - a. State how the paper can be used by other professionals in family development or Extension
 - b. Recommend further research or policy

7. Appendices

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

Reference Manuals for Style

Papers submitted for consideration must follow a recognized style manual for research papers, such as:

- a. The Publication Manual of the American Psychological Association (APA)
- b. The Modern Language Association (MLA) Style Handbook
- c. Turabian's Manual for Writers
- d. Chicago Manual of Style

Ownership, Use and Control of Department Papers

The Department will be guided by "UW-System General Administrative Policy Paper #27" (www.uwsa.edu/fadmin/gapp/gapp27.htm) and "UWEX Unclassified Staff Personnel Guidelines #5" (www.uwex.edu/secretary/policies/section7/upq5.pdf)

Faculty with federal appointment under normal circumstances cannot copyright materials in their name. Faculty who decided their work should be copyrighted can do so under the name of "The Board of Regents-UW-Systems."