

Appendix F.1

Procedures for Departmental Publications

Faculty in the Department of Family Development professes 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 publication.

The Research and Studies Committee of the Department will review and recommend papers for publication.

Types of publications may include:

- Information
- Evaluation
- Research or survey
- Philosophical or issue
- Thesis
- Teaching packet.

The format for papers should include a statement of the situation or problem, program objectives, methodology, results and findings, and implications for CES and UWEX.

The author of the paper must be a member of the Department. Members can co-author a paper. It is acceptable to submit papers with multiple authors where only one author is a member of the Department.

In addition to publishing a department paper, faculty are encouraged to share their scholarly work in professional journals and presentations at state and/or national conferences.

Procedures for Presenting a Paper:

1. The responsibility for initiating action to have a paper published rests with the author(s). The Research and Studies Committee recommends peer review by a tenured member of the Department of Family Development before submitting to the committee for consideration.
2. The faculty member will contact the Chair of the Research and Studies Committee at least one month prior to the quarterly meeting of the committee requesting the paper be placed on the agenda for review. Regular quarterly meetings of the Committee are held the second Friday of August, November, February, and May. Meetings can be canceled or additional meetings can be scheduled as needed.
3. The faculty member will send a copy of the paper to each committee member at least two weeks prior to the meeting.
4. Committee members review the paper face-to-face, via phone or other electronic media, or in writing using the review criteria. The author(s) should be invited to be present at the meeting. The committee will recommend one of three actions: acceptance, return for revisions or rejection.
5. If accepted by a majority of the committee members, the paper will be published by the department. The author will be notified of the Committee's decision. The Chair will be responsible for posting an electronic version of the paper on the Department of Family Development website and notifying the Department of Family Development members that the publication has been published to the website.
6. If returned for revisions, review comments from readers will be sent to the author, who has the option of incorporating review comments into another draft of the paper for re-submission at a future committee meeting.

7. Papers not deemed acceptable by a majority of the committee will be returned to the author.

Format for Department Paper:

All papers published by the department will include a cover page and some or all of the other following components:

1. Cover Page
 - (a) Title of paper, author(s) name, address, type of publication, date of publication, place for date approved by Research and Studies Committee
 - (b) Abstract (150-200 words)
2. Situation Statement
 - (a) Brief statement of the situation
 - (b) Document the scope of the research, program, or idea
3. Objectives
 - (a) State objectives
 - (b) State the intent of the program and what was researched and/or explored
 - (c) State how any research was analyzed
4. Methodology
 - (a) State teaching/learning method
 - (b) Clientele involvement in program
 - (c) Resources used
5. Results and Findings:
 - (a) Describe the evaluation
 - (b) Provide data
 - (c) State conclusions supported by research/exploration
6. Implications to Profession:
 - (a) State how the paper can be used by other Extension professionals
 - (b) Recommendations for further research or policy

Papers submitted for consideration should follow a recognized style manual for research papers, such as The Publication Manual of the American Psychological Association, The MLA (Modern Language Association) Style Handbook, Turabian's Manual for Writers, or the Chicago Manual of Style.

Ownership, Use and Control of Departmental 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 Guideline #5”. (www.uwex.edu/secretary/policies/section7/upg5.pdf)
- Faculty with federal appointments under normal circumstances cannot copyright material in their name. Faculty who decide their work should be copyrighted can do so under the name of "The Board of Regents - UW-System".

Appendix F.2
REVIEW CRITERIA FOR PAPERS SUBMITTED FOR PUBLICATION
Department of Family Development Research & Studies Committee

Note: Some of these items may not be relevant to all the different possible Department of Family Development publications. If in doubt, please contact a Research and Studies Committee member to determine which criteria relate to the type of publication you are submitting.

Name _____ District _____

Title of Paper _____

Format for Department Publication

1. Cover Page _____

Includes title of paper, author and address
 _____ Yes _____ No

Includes 150-200 word abstract
 _____ Yes _____ No

2. Situation Statement

Purpose and intended use or users is clear

Statement is well focused

Background information relative to the situation is summarized

References are cited

3. Objectives

Clearly Stated and relevant

Measurable or specific to study

Analysis of research

4. Methodology

Used accepted methods for gathering data

Information or positions(s) or arguments advanced in logical, coherent manner

Process is adequately explained

Clientele involvement in program

Satisfactory

Needs Improvement

5. Results and Findings

Logical organization of data

Clear presentation of data

Statistically accurate

Results relate to objectives

Findings summarized into a few main points

6. Recommendations and Implications

Includes specific recommendations and implications for situation described

Includes broader implications for further programs or ideas

Suggests ideas for further research or policy

Thought provoking ideas raised

The entire document will be reviewed for:

Clarity and Organization

Clear, easily understood

Content developed logically

Correct grammar, punctuation, spelling

Follows acceptable style manual (MLA, Turabian, etc.)

Satisfactory

Needs Improvement

Elements of Scholarship

Creative Intellectual Work

- Does this work build upon the knowledge, research, or practice in the field? How does this work respond to an identified need, fill a need for new knowledge, a new approach, or a new method, or the creative adaptation of existing knowledge, approaches, or methods?

Valued by those for whom it was intended

- Have state specialists or other colleagues reviewed the work? What measurable impacts occurred as a result of the effort? How were the developed materials or processes subsequently used by others?

Additional comments:

Reviewer _____ **Date** _____

Department of Family Development