

Peer Review of Extension Publication

Authors:

Please complete lines 1-6 and give three copies of your manuscript and this review form to your program leader or program leader's designee. He or she will assign reviewers. Submit an additional copy of the manuscript to Extension Publishing for preliminary editorial review.

1. Name _____
2. Program committee, if appropriate _____
3. Proposed title _____ Serial number (if assigned) _____
4. New Major revision
5. Who is your audience (homeowners, farmers, small business owners, etc.). Specify whether local, state, regional or national _____
6. What is the purpose of this publication? _____

Reviewers:

Please evaluate this manuscript for technical accuracy and consider the following questions in your review. Please return your review within four weeks. Due date _____

Are you aware of existing materials available to Extension audiences on this topic that already adequately address the points in this manuscript? yes no If yes, please give titles.

How well does the manuscript meet the information needs of the proposed audience?

- Adequately? Inadequately?

If inadequate, please explain and suggest improvements, additions, deletions. If necessary, attach additional page of comments.

Does this manuscript require photos or graphics to assist the reader? Please specify.

Recommendation: This manuscript should be

- published as is
- published with recommended changes
- reviewed again after revision
- not published

Signed (reviewer) _____ Date _____

Program Leader:

Manuscript has been peer reviewed and attached copy is ready for production.

Signed _____ Date _____

(Program leader or program leader's designee)

Instructions for Peer Review Form

Scope

A peer review form should be submitted any time a publication is proposed for production for the Publications Unit inventory. This includes new publications, major revisions, and reprints where the existing publication has not been printed for five years.

Procedure

Author: When manuscript is ready for production, submit three copies to the program leader or the program leader's designee. A copy of this form with the author's section completed should be attached to each copy of the manuscript.

You may suggest reviewers when submitting a manuscript for review. One reviewer must be a county faculty member. One reviewer may be a specialist in another state.

You should also send an additional copy of the manuscript to Extension Publishing for preliminary review.

Program leader or program leader's

designee: Select reviewers and send manuscript and review form to three reviewers.

Reviewers: Review manuscript, complete middle section of the review form, and return to program leader or program leader's designee. Reviewers are encouraged to discuss suggestions with the author.

Program leader or program leader's

designee: Return all three copies of the manuscript with completed review form to the author. Take other steps if the publication is not ready for production.

Authors: If the review has been satisfactory, return all three copies of the manuscript and form to the editor for production. One copy of the form should be signed by the program leader or program leader's designee to indicate approval.