

# Publication Procedure Summary

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- **Author prepares manuscript of new publication or major revision in Microsoft Word.\*** A state faculty member/specialist can be the only author, or the publication can be authored by more than one faculty member with a lead author.
- **Author obtains required peer review of manuscript and incorporates any changes into the text file before submission.** Only one review is required; however, some Extension departments have established their own requirement of more than one review.
- **Author completes MISC-323X, Publication Submission Form,** which is a fillable pdf form available on the Extension web site under Templates, MISC: [www.uaex.uada.edu/extension-policies/templates/MISC-323x.pdf](http://www.uaex.uada.edu/extension-policies/templates/MISC-323x.pdf). This form contains the Review Form to document peer review.
- **Author sends the completed MISC-323X form and the publication manuscript for approvals to his/her Extension Department Head and then to the appropriate Associate Director** (e.g., Agriculture and Natural Resources, FCS, 4-H, CPED).
- **Once approved, author submits the completed MISC-323X, the text file and any photo/graphic files (e.g., JPG, PNG, EPS, PDF) to the**

**Publications Coordinator in the Extension Communications Department.** Text is submitted single spaced across the page with little formatting (no need to turn on columns). Tabs are used for indents and between table columns. Text should be spell-checked. All web links included must work. Any permissions and credits needed for text and photos should be included. All copyright issues should be resolved and written approvals attached to the MISC-323X. Captions should be provided for photos. Photos should be of high quality, large in size or high in resolution (300 dpi is print quality; 72 dpi is only web quality).

- **Communications will assign a publication number** allowing the item to become part of the Extension publications inventory. (Revised publications keep the same number they were assigned when new.) **Fact Sheets (numbered with prefix FS)** are short publications limited to 2, 4, 6 or 8 pages. They were designed for quick print turnaround when ordered. Fact sheets deal with one topic, and their audience is the general public (copies are also made available for county office use). Fact sheets are generally written to be useful for at least two to three years, but some are updated yearly. **Miscellaneous Publications (numbered with prefix MP)** are larger than 8 pages, most often books bound

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with saddlestitch or perfect binding. This group of publications also includes leaflet style, odd size, extra large (e.g., posters) and other formats that do not fit in the fact sheet group. The audience is also the general public (and for county agent use).

- Communications makes edits as needed and sets up the final publication file. **Author is sent a PDF proof to approve before the publication can be published.**
- **After author approval of the proof, Communications sends the final file with the MISC-323X to the Print Shop to print as requested.** Distribution of the publication is made to counties, libraries, administration, etc., by the Postal Center. Communications enters the publication into the online publication order system to allow ordering by the public and counties. The Print Shop holds the file in print on demand or routes printed copies to the warehouse for filling orders.
- **Communications posts the publication on the Extension web site under Publications (after making accessible and compliant with the Americans With Disabilities Act). The web link is sent to the author.**
- **Publication files are stored by Communications for future revisions needed by the author to the print and web versions.** If a publication needs to be discontinued at any time, a Publications Specialist in Communications is to be notified by the author to remove it from the publications order system and web.

## Tips on Filling Out MISC-323X Form

**The MISC-323X form is used only for publications and not other print jobs.** Information provided on this form is used by Communications and the Print Shop/Postal Center to print, web post, distribute and store a publication for ordering. (Be sure to download the most recent version before completing it.) Below are some tips on filling out MISC-323X before submitting to Communications:

- **Page 1 – On this page the author provides instructions for processing the publication.**

The PUBLICATION NO. is left blank or filled in if revising an old publication. The BANNER FUND/ORG numbers and WORKDAY CODES must be filled in as they will be used for the printing charge. The TITLE should match the title in the text file submitted. AUTHOR NAMES and complete TITLES are filled in as they should appear in the publication. Author fills out the TYPE OF PUBLICATION box and makes decisions on color vs. all-black printing and where to store. DATE NEEDED can be left blank for Communications to fill in when job is sent to print, or the author can fill in if there is a specific event or deadline when the publication must be in hand. The NO. OF COPIES NEEDED blank must be filled in by the author as well as the RETURN COPIES TO box. For fact sheets, the PRINTING SPECIFICATIONS box will be filled in by Communications when the job goes to the Print Shop. However, for MPs, the author may need to fill in specific paper stock/color, finished size and binding for books, trifold, posters, etc.

- **Page 2 – The Approval Page.** On this page the author, Department Head and Associate Director approve and sign before submission of the publication. (The signatures can be written or electronic.) The Publications Coordinator in Communications signs when the job is completed and ready to route to the Print Shop.
- **Page 3 – The Review Form.** The author provides this page to the reviewer to fill out to document peer review before submitting the publication.
- **Page 4 – Web and Order System Information Page.** Author provides suggested keywords and a brief description of the subject of the publication for web posting by Communications (do not just repeat the publication title here). Author also checks the best categories for the dropdown menu in the online order system.

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\*For **minor revisions** to old publications that are still in the inventory, contact the Communications Department for the best way to handle. Minor changes are defined as logo/EEO update, author/author title change, crediting former authors and very minor content changes. Peer review may not be necessary.

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