

## Updating a Publication

Publications **older than four years** (2007 or older) will be returned to the original author (if they are still with the university) or an expert in the specific subject area to review, make minor revision, rewrite or archive the publication.

All publication updates must be submitted online at:

<https://extension.usu.edu/marketing/htm/updating-a-publication>

Publications that are past their three-year review date will be automatically archived until they are reviewed, revised or rewritten.

Some publications may need updating more often, especially if they contain pesticide recommendations. Any publication can be updated more often than every three years if necessary and will updated with a new review or revision date.

Three months prior to the three-year review date of a publication, the author (or content expert) will be contacted to determine if the publication should remain in the system for another three years without revision, if it needs minor revisions, rewritten or archived.

- **Review**

- If the publication needs no revisions, it will be returned to the system with the new reviewed date i.e. Reviewed January, 20XX at the top of the publication.
- If the original author is not available, the original author still stays on the publication and the individual who reviewed the document will be cited as follows: reviewed by \_\_\_ January 20XX.

- **Minor Revisions**

- If the publication undergoes minor revisions, it will be returned to the system with the new revised date i.e. Revised January, 20XX at the top of the publication.
- Minor revisions are small changes or updates that may include temperatures changes, outdated pesticides and other current and relevant information. The integrity of the publication is preserved with the original author and layout.
- If the original author revises the document it can be counted as a revised document in P&T documentation.
- If the original author is not available the individual who made the minor revisions can count the revision under service in P&T documentation and credit will be given to the new author as follows: minor revisions made by \_\_\_\_ January, 20XX.

- **Rewrite**

- If the publication needs to be rewritten then the publication must go through the peer review process and submitted through FastTrack.
- The original publication may be used as a reference.
- The new publication is counted a new publication in P&T documentation.

- **Archive**

- The document will be archived and removed from the online publication library and not available to the public.