

USU Extension Fast Track Review Process and Categories

Publication submission link: <http://factsheets.expressacademic.org/login.php>

GENERAL GUIDELINES

The intent of this process is for content to be peer-reviewed and approved before a final product is produced. Authors should not spend time and money on the production, graphic design, etc. of a product until the content is reviewed/approved.

Associate editors will attempt to secure multiple reviews. It is the responsibility of the submitting author to provide several suggestions of qualified peer reviewers.

Submissions should include in-text citations and a complete reference list. The citations and reference list should conform to the style of the Publication Manual of the American Psychological Association (<http://www.apastyle.org/>) as employed by the Journal of Extension.

The FastTrack system does not accept large files. Consequently, please do not include high resolution graphics. Use low resolution graphics if they are necessary and relevant to the peer-review of the content. Once the content is approved, the high resolution version of the graphics can be inserted prior to publication.

It is recommended that all submissions be submitted as editable files (i.e., MS Word file) so that a copy editor can use the track changes feature.

CATEGORIES

FACTSHEET – A factsheet is a standalone informational document on a single topic intended for distribution to a general and non-technical audience. Factsheets are based on published research. When a fact sheet is ultimately published, with final illustrations and graphics inserted, it should be no more than four pages (two sheets front and back).

BULLETIN – A bulletin discusses technical subjects in greater depth than a factsheet. It includes up-to-date information from the published research, and it may focus on the author's targeted research. Bulletins are written for a specific audience such as home canners, producers, growers, researchers, etc. The subject is broader or of greater length than a factsheet. The length is generally limited to no more than 20 pages, but can be as few as four pages.

CURRICULA – Curricula is written for teaching and training purposes. Curricula relates comprehensive, research-based information to practical techniques that the reader can use. Curricula may include support materials such as digital presentations, websites, handouts, etc. Curricula may be in the form of a manual, booklet, book, etc.

GUIDE/MANUAL – A guide or manual is comprised of multiple factsheets tied together by a common theme, similar to what is found in an academic textbook. There may be a common author(s) for the guide and the entirety of its content, or the individual factsheets may be separately authored under the direction the guide’s editor(s). The authors or editors should contact the Editor of FastTrack beforehand to get approval for the guide and its general content and format, and to establish the peer review process. In the case of separately authored sheets, review by the guide’s editor may provide suitable peer review for acceptance through FastTrack. Outside reviewers will be assigned for guides having a common author(s), and for those factsheets authored by the guide’s editor. It is important that guide editors discuss with all authors the nature of the project and expectations for the individual submissions. In particular, it should be conveyed to authors that the entire guide will be submitted to FastTrack as a single document for review, and that final acceptance of their individual submissions will be on a time frame dependent on completion of the entire guide. That time frame will be longer than for a single factsheet or bulletin.

ONLINE COURSE – Online course materials including PowerPoint presentations and course scripts should be submitted for peer review prior to course production. Authors should work with USU Extension marketing to produce and publish the course.

INSTRUCTIONAL VIDEO – Scripts and outlines should be submitted for peer review prior to production of the instructional video. Content represented in instructional videos should be referenced, research-based information. Videos posted on the USU Extension YouTube channel are subject to USU Extension marketing’s quality and branding guidelines.

PROMOTIONAL OR DOCUMENTARY MATERIALS – Promotional or documentary materials can be considered creative outputs, but do not undergo peer review. Those materials and their production should be vetted through Marketing and Communications to ensure a consistent and quality product and to assist with acquiring feedback regarding their impact relative to the intended purpose.

MISCELLANEOUS – This category is for materials that do not fit into the categories above. Examples of miscellaneous items may include workshop proceedings, handouts, mobile apps, web apps, etc.