

Publication Categories for Submission Through FastTrack

<http://factsheets.ft.expressacademic.org/login.php>

FACTSHEET – A factsheet is a standalone “how-to” document on a single topic intended for a statewide distribution to a general and non-technical audience. Factsheets are researched based and should include current references in the document. Factsheets may include photos or illustrations and are limited to no more than four pages (two pages front and back). Factsheets generally require review by only one peer expert.

BULLETIN – A bulletin is a researched based publication that includes current references and discusses technical subjects that involve greater depth than that of a fact sheet. 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. A bulletin will go through a review process by one or two technically qualified peers.

CURRICULUA – 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, Web sites, handouts, etc. Curricula may be in the form of a manual, booklet, book, etc. Curricula will go through a review process by one or two technically qualified peers.

MISCELLANEOUS – This category is for materials that do not fit into the categories above. Examples of a miscellaneous publication may include: books, workshop proceedings, handouts, CD-Rom and multimedia presentations, etc. These materials are subject to internal review by Utah State University Extension Marketing and Communications.

Publication Categories for Submission Through the Agent Resource Library

<https://extension.usu.edu/employee/htm/agent-resource-library>

Non peer reviewed documents including handouts, newsletters, PowerPoint presentations, videos, resource materials, etc may be submitted. Factsheets, bulletins, curricula and other miscellaneous items mentioned above may also be submitted if they don't meet the peer review requirements. The agent library is a forum where agents can post resources that could be adapted and implemented for use in other areas of the state.