USU Extension Writer’s Resource

Use the following checklist to determine document readiness prior to submitting your document via the Extension project request form for HTML publishing. This checklist is not comprehensive and only identifies common issues our editors often observe in submissions. Addressing these items can enhance document professionalism and increase accessibility for readers. If you have questions about the publishing process please contact Andrea Snarr at andrea.snarr@usu.edu.

1. **Style: Clarity, Brevity, and Consistency**

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Use active voice whenever possible.</td>
<td>My first trip to Boston will always be remembered by me.</td>
</tr>
</tbody>
</table>
| ✓ Avoid “alphabet soup.”  
✓ Avoid unnecessary acronyms and “jargon-laden gobbledygook.” | In order to bring the proposed recreational plan (RP) to completion (i.e., plan finish date of 8/22); to evaluate existing recreation sites by the BLM; and to include applicable facilities such as tables and/or fireplaces, etc. in the proposed new recreational plan, it will be necessary to receive photographs of all appurtenances and facilities located within the park area, including sites AIB680, & BQR240. | To complete the recreational plan, we will need pictures of all camping facilities in the park. |
| ✓ Eliminate unnecessary words. | Based on the fact that...  
Despite the fact that...  
In the event that...  
At the present time...  
Until such a time as... | Because  
Although  
If  
Now  
Until |
| ✓ Make lists parallel. One option: Beginning with verbs aids clarity. | The group will do the following:  
• They will look for outcomes that might be possible.  
• Manage any delays when they first appear.  
• When issues arise with the project, they will fix anything before we go to production. | The group will do the following:  
• Predict possible outcomes.  
• Manage delays in service.  
• Solve issues before production. |
| ✓ Reduce nominalizations. | Through the examination of the facts, we determined that... | We examined the facts and determined... |
2. **Integrity**

- No plagiarism. Give credit to others’ work in written ideas, photographs, charts, or other supporting material. The Extension publishing process includes a plagiarism check.
- Use APA style for reference lists and in-text citation (new 7th ed. October 2019).

<table>
<thead>
<tr>
<th>Format</th>
<th>Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Websites</td>
<td>Last name, F.M. (year, Month, Date). Title of page. Site name. URL</td>
</tr>
<tr>
<td>Books</td>
<td>Author, A. A. (Year of publication). <em>Title of work: Capital letter also for subtitle</em>. Publisher Name.</td>
</tr>
</tbody>
</table>

3. **Formatting**

- Use headings and subheadings to help organize your ideas effectively. Formatting helps with accessibility of documents by those with disabilities and aids HTML publishing. It also forces effective organization. Reference and consider applying the styles found in the MS Word styling reference found [here](#).
- Do not use full justification. It makes documents difficult to read and disrupts spacing.
- Use updated EEO statements found [here](#).

4. **Punctuation and Grammar**

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| Use a hyphen to link words in a compound adjective and to avoid ambiguity.| Loose knit group
The story is a re-creation.                                              |
| Do not use a hyphen in compounds formed by an adverb                      | Largely-irrelevant
Frequently-used                                                             |
| Do not use a hyphen in compounds formed by an adverb                      | Largely irrelevant
Frequently used                                                             |
| **Ending in –ly plus an adjective or participle. The meaning is clear with –ly alone.** | Each have received the information. | Each has received the information. |
| -- | Everyone turns in their report on Monday. | All engineers turn in their report on Monday. |
| ✓ | Listen to the person and let them know you understand. | Listen to the person and let her know you understand. |

| **Ensure subjects agree with verbs.** | A percentage provides storage. We use another room for meetings. | A percentage provides storage. We use another room for meetings. |
| | As a Licensed Marriage and Family Therapist, Jacob Jones, PhD, LMFT, and a Director of Therapy Services, spoke to us. | Jacob Jones, who holds a doctorate, spoke. (preferred) |
| | Jacob Jones, Ph.D., spoke. | Jacob Jones, Ph.D., spoke. |

| **Use one space after periods before beginning a new sentence.** | ✓ | ✓ |

| **Do not capitalize job descriptions, and lowercase formal titles that appear on their own or following a name. (Note the use of *Ph.D.* or *doctorate* instead of *Dr.*, unless referring to a medical physician.)** | A percentage provides storage. We use another room for meetings. | A percentage provides storage. We use another room for meetings. |
| | As a Licensed Marriage and Family Therapist, Jacob Jones, PhD, LMFT, and a Director of Therapy Services, spoke to us. | Jacob Jones, who holds a doctorate, spoke. (preferred) |
| | Jacob Jones, Ph.D., spoke. | Jacob Jones, Ph.D., spoke. |

5. **Tips for Success**

✓ Run grammar and spell checks that come with your word processor.

✓ Install and use Grammarly, a free, online writing tool that helps you eliminate simple errors and even address style and tone issues. Find it at [grammarly.com](http://grammarly.com).

✓ Read the document aloud, and use a hard copy to proof. You will catch many errors using these tricks. Asking others to review the document helps as well.

✓ After writing, put the document away for a while, and then come back later to revise.
STEP 1: Content Review

1.1 FastTrack Submission
Author submits document as a Word file to FastTrack.

1.2 Reviewers and Associate Editor Assigned
Andrea invites and assigns reviewers and a designated associate editor in FastTrack.

1.3 Reviews Received
Reviewers review the document and submit their reviews to FastTrack.

1.4 Document Review
Associate editor reviews the document and rejects, accepts, or accepts it with additional revisions and sends the reviews to the author.

1.5 Revisions
Author revises the document based on reviewer and associate editor recommendations and submits a final copy to the associate editor, who reviews the revisions and sends it back to the author.

1.6 Review Completed
Peer review is complete. Author makes any additional adjustments suggested by the associate editor and moves forward with Step 2 towards publishing.

STEP 2: Edit and Assess

2.1 Author submits approved document using the Extension project request form. If not using the Extension photo gallery, author includes a list of sources for photos and documents permission to use them.

2.2 Andrea provides editing and works with author to finalize the document.

STEP 3: Publish

3.1 Andrea emails finalized document to the author and website editor of the website requested in the Extension project request form (Step 2 above) for posting online, and copies the associate editor, Mike Whitesides, and Julene Reese.

3.2 Website editor publishes document to the Web.