

**Review Process for OSU Extension Educational Materials
Authored by County Educators or Department of Extension Specialists
for State-wide Distribution**

Review procedures are designed to enhance the credibility and research base of OSU Extension publications, protect the individual's or team's work and strengthen scholarship credentials. Papers submitted to a rigorous blind peer review process in a journal or at national professional meetings do not require this review.

OSU Extension professionals are responsible for the accuracy and overall integrity of any educational materials or print pieces they author or produce for public distribution. These may be distributed through the web, mass media, educational programs, audio, video or other means. These are referred to below as "publications." Plagiarism and copyright infringements must be avoided. Use of citations and receiving written permission for materials, pictures or creative expressions of which you are not the original author is essential.

All publications (electronic or print) intended for statewide (or broader) distribution by county educators will be submitted for blind peer review by a minimum of three people. In practice, usually three to five people review the potential bulletin, fact sheet, audio/video, web or educational offering. One of those reviewing should be a faculty member from outside Ohio. When state and center specialists are co-authors blind peer review is not required. However, the use of this blind peer review process is strongly recommended because enhances the credibility of the publication.

Some items may be approved for an educator or team to share, but not as OSU Extension publications which are posted to Ohioline or published by Extension. For those items identified as OSU Extension publications, we will provide assistance in editing and layout if needed after the review process is complete. Guidelines published by Communications and Technology must be followed. Pricing is determined at the time of approval, if this will be a for sale OSUE publication.

Unit publications are published by County offices for local use and do not require peer review unless published to the web. County newsletter published to the web do not require peer review.

SUBMISSION GUIDELINES

Submissions are made to Assistant Director (program) or Center Director (interdisciplinary). Include a cover letter requesting the review.

General Requirements:

- Submit five (5) hard copies if a publication, video or audio or
- Submit one (1) electronic copy as an attachment if a fact sheet or web publication (preferred)
- Include a separate title page with the contents outlined below
- Citations are complete and use APA Publication Manual (5th ed.) standards
<http://www.apastyle.org/>

Separate Title Page contents:

- Title
- Authors' full names (this is the only page where authors' names should be included)
- Title(s) and institution
- Complete mail address for lead author
- Telephone and fax numbers
- Valid electronic-mail addresses for all authors
- Description of publication: Is it print, electronic or web-based? Is it: a fact sheet, bulletin, curriculum, video ,audio, print piece, other_____?
- Abstract: a succinct list of the content including targeted audience and not exceeding 250 words
- Submission date