

New Fact Sheet/Publication Form



Specialist/Agent: To start the process for a new CSU Extension fact sheet or publication, send a copy of the form and one original manuscript to each reviewer (or in the case of original research, send four copies to the department head) and one copy of the form to Joanne Littlefield (Extension Communication), 4040 Campus Delivery, or joanne.littlefield@colostate.edu.

Section 1 - General Information

Assigned by Extension Pub. #: _____ (entered by CCS)

Initiation Date: _____ Proposed Publication Title _____

Requesting Author: _____ Author's CSU Department: _____

Target Audience: _____ Final Print Quantity: _____ (entered by URC)

Section 2 - Manuscript Information

- a. Type of publication: New title Original research: Yes No
b. Estimated # of pages: _____ # of Photos: _____ Black & White Color
c. Format: Electronic Only Electronic & Print Proposed Annual Quantity Required _____
d. Has any part or all of the publication been academically published? Yes No
e. Will any part or all of the publication be academically published? Yes No
f. Will this publication be for sale? No Yes Suggested selling price: _____
g. Funding for print requirements: Extension fact sheet budget Other (specify): _____
h. How often should this publication be reviewed? 2 years 3 years 4 years 5 years 7 years

From which Core Competency Area and Work Team (find list at http://www.ext.colostate.edu/staffres/program/cca.html) is this publication originating?

CCA leader approval for development of fact sheet: _____ (CCA leader signature)

Section 3 - Review Review Deadline (30 days): _____ Dept. Head: _____

All academic publications, including Extension fact sheets, require initial peer review and periodic author review to ensure information remains accurate and current. Publications that do not contain original research require three reviewers of the original manuscript. Publications containing original research require one additional technical editor for the initial manuscript and all four reviewers are assigned by the department head.

3a. Reviewers: Make comments directly on the manuscript, complete reviewer comments, send publications without original research directly back to the author with form and your comments. Send those with original research to the department head with your comments.

Reviewer 1: _____ Reviewer 2: _____
Reviewer 3: _____ Reviewer 4 (if required): _____

3b. Reviewers Comments:

- Is accurate and current Meets content requirements for topic and audience
 Recommend publication with minor changes Recommend publication with major changes
 Do not recommend publishing Recommend for Spanish translation
 Do Do not wish to see revised manuscript

Reviewer Signature: _____ Date: _____

Section 4 - Approvals

Extension Communications: _____ Date: _____ (if printed)

Extension Associate Director: _____ Date: _____

Received by:

Publications Coordinator (CCS): _____ Date: _____

To complete this process, please return signed & completed form and reviewed/revised manuscript to Debby Weitzel (CCS), 6025 Campus Delivery, debby.weitzel@colostate.edu