

## FACT SHEET PUBLICATION GUIDE

Colorado State University Extension fact sheets and publications provide the single largest distribution of CSU research-based information to Colorado, national and global citizens. Fact sheets alone receive well over 5 million web hits per year and are distributed widely from local Extension offices throughout the state.

### Policies:

- 1) Extension publications should be driven by CCA (Core Competency Area) and Work Team Plans of Work. Fact sheets and other Extension publications should be a direct result of input regarding Colorado citizen needs. Fact sheets and other publications with low volume usage should be considered for discontinuation and efforts focused on higher needs of the citizens.
- 2) The purpose of Extension publications is to bring research-based information from CSU to practical use in the everyday lives of citizens. When writing these, consideration should be given to the target audience and their education and reading levels before completing a manuscript. These publications should be written, at the highest, to a reading level of eighth grade.
- 3) All academic publications, including Extension fact sheets, require initial peer review and periodic author review to ensure the information remains relevant, current and accurate.
  - a. Fact sheets and publications that do not contain original research require three reviewers, assigned by the author, and who provide feedback directly to the author for revisions.
  - b. Publications containing original research require three reviewers for the original manuscript plus an additional technical editor. All four reviewers for original research manuscripts are assigned by the author's department head and review information is passed to and through the department head.
- 4) Agents and specialists are encouraged to write fact sheets in their areas of interest that provide important information relevant to the citizens of Colorado. Reviewers may be agents, faculty from CSU or another university, or experts from industry. The requirement for reviewers is that they have the academic expertise to review the manuscript for content accuracy and relevance.
- 5) Extension Communications is interested in improving the timeliness of the review process. If you are having difficulty getting your reviewers to respond, please let Extension Communications know so we might investigate the situation and move the process forward.
- 6) All Extension publications require a review cycle to support the value proposition for Extension to provide accurate, timely, research-based information based on the needs of local communities. Please indicate the appropriate review cycle for your publication on the Fact Sheet/Publication Form, and ensure that you review your publications in a timely manner. Unreviewed publications will not remain in circulation through Extension, negatively affecting the citizens and limiting the reach of your work.

Click here to go to [New Fact Sheet/Publication Form](#).