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. Extension publications are written to bring research-based information from CSU to practical use in the everyday lives of citizens. These publications should be written to an **average reading level of no greater than eighth grade**. Consideration should be given to the target audience and their education and reading levels before completing a manuscript. Using word, you can check this by setting Proofing or Review Options to “Show Readability Statistics”. Each time you run spellchecker you will receive Flesch-Kincaid Grade Level and Reading Ease ratings. Call with any questions.

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.
   - 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 updates.
   - Publications containing original research require three reviewers for the original manuscript plus one 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 area of interest that provide important information for Coloradoans. 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 elevate the effort.

6. All Extension publications require a review cycle to support the value proposition of Extension to provide accurate, timely, research-based information to the public. Please indicate the appropriate review cycle for your publication and ensure that you review your publications in a timely manner. Unreviewed publications will not remain in circulation through Extension, negatively impacting the citizens and the impact of your work.
Process:

New Manuscript:
1. Is the publication longer than 4 pages?
2. Are you considering having the publication printed?
3. Will the publication be sold?

If the answer to any of questions 1, 2 OR 3 is yes, you need pre-approval. Complete Sections 1 and 2 of the Fact Sheet/Publication Form and submit to Extension Communications, Campus Delivery 4040, or Sonjia.Graham@ColoState.EDU. You will receive either approval from Extension for printing and/or future sale of the publication or suggestions on how to proceed with the manuscript.

3. If the answer to questions 1, 2 and 3 is no, proceed to complete your manuscript.
4. Even completing your manuscript complete sections 1 through 3a of the Fact Sheet/Publication Form found at http://www.ext.colostate.edu/staffres/bulletin/fs_pub_form.pdf

For publications without original research:
5. Submit one copy of the Publication Form with the each of the selected reviewers highlighted and one copy of the manuscript to each of your three author selected reviewers.
6. Submit one copy of the manuscript and one copy of the Publication Form to Sonjia Graham (Extension Communications, Campus Delivery 4040), or Sonjia.Graham@ColoState.EDU.

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7. Submit four copies of the manuscript and the Publications Form directly to your department head for the review process.
8. Submit one copy of the manuscript and and one copy of the Publication Form to Sonjia Graham (Extension Communications, Campus Delivery 4040, or Sonjia.Graham@ColoState.EDU.
9. Reviewers each make comments directly on the manuscript, complete Section 3b of the form and return both directly to the author in most cases, or to the department head in the case of original research.
10. All publication reviews are expected to be complete within 30 days. If a reviewer is unable to meet these expectations he/she should notify the author or department head. Publication review is a part of Extension appointments.

Cyclical Reviews:
All Extension publications require periodic review for relevance, current content, contacts and links, and accuracy of the information.

1. Authors receive notification of required review in the fiscal year following the fiscal year that their manuscript was indicated for review.
2. The Publication Form will accompany the manuscript provided directly to the author for review. The author reviews the material, completes Section 3b and returns the updated manuscript and the Publications Form to Debby Weitzel, Debby.Weitzel@ColoState.EDU, Campus Del, 6025.
3. Reviews are expected to be completed within 90 days of notification.
4. Additional notices will be sent following the 90 day period if reviews are not completed.
5. Notification to department head and deans will follow additional notifications.
6. Consideration of unreviewed fact sheets will be given during annual performance input.
7. Unreviewed material will not be maintained on the Extension web site or in the Extension distribution system.

10/15/2008