

University of Nevada Cooperative Extension - Northern Area

INSTRUCTIONS FOR SUBMITTING DOCUMENTS FOR PEER REVIEW

Before you begin please review the Publications Policies located on the UNCE Employee Support Site at: <https://www.unce.unr.edu/employees/policies/publications/files/pdf/PublicationsPolicies.pdf>

Step 1: Complete Packet

- Complete the “Peer Review Worksheet” Part A and Part B (pages 2 and 3 of this packet).
- Also complete the “Peer Review Form” (page 4 of this packet). At the bottom of the “Peer Review Form,” please leave the “Reviewer’s Information” section blank. *Please do not include name(s) of author(s) anywhere on the “Peer Review Form.”*
- Submit this packet to the Assistant to the Northern Area Director with a digital copy of the document to be peer reviewed. *Please do not include name(s) of author(s) anywhere on the document.*

Step 2: Distribution to Reviewers/Receiving Reviews

- The Assistant to the Northern Area Director will review the packet for completeness. If additional information is needed, you will receive the packet back with a note.
- Once the packet is complete the Assistant to the Northern Area Director will move it on to the Northern Area Director for distribution to reviewers.
- You will receive completed reviews as they come in.
- Make corrections/follow suggestions for editing your document as needed.

Step 3: After Receiving Reviews and Completing Corrections/Suggestions

- Submit the following to UNCEPubReview@lists.unr.edu:
 1. The final document with a copy of any requested changes.
 2. Rationale for any changes you chose to decline.
 3. Completed “Publication Approval Form” (page 6 of this packet).
 4. The Northern Area Director will proofread for suggested changes, as well as correct use of the UNCE logo, AA statement and formatting.
- Once the Northern Area Director has signed the “Publication Approval Form,” your document will be submitted to the State Communications Specialist. Further changes may be suggested by the State Communications Specialist, who may provide additional directions before publication.

*Use the “Publication Recertification Form” (page 7 of this packet) for publication recertification.

University of Nevada Cooperative Extension - Northern Area
PEER REVIEW WORKSHEET - PART A

Publication Information

Publication Title

Date

Keyword(s) (Indicate as many as appropriate for searchable database)

Author(s) Name(s) and Department(s)

Type of Publication

Audio-Visual	Fact Sheet
Computer Software Program	Special Publication
Curriculum Material	Informational Publication

Program Area

Agriculture	Health & Nutrition
Children, Youth & Families	Horticulture
Community Development	Natural Resources

Origin of Publication (Observed need, program with which it will be used)

Intended Audience (Include proposed locations and special situations of target audience)

Research/Knowledge Basis (List three to six relevant citations)

University of Nevada Cooperative Extension - Northern Area
PEER REVIEW WORKSHEET - PART B

Suggested Reviewers

Name _____

Title _____

Institution _____

Address _____

Phone Number _____

Email _____

Name _____

Title _____

Institution _____

Address _____

Phone Number _____

Email _____

Name _____

Title _____

Institution _____

Address _____

Phone Number _____

Email _____

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Title _____

Institution _____

Address _____

Phone Number _____

Email _____

University of Nevada Cooperative Extension - Northern Area

PEER REVIEWER FORM

Publication Information

Publication Title _____

Type of Publication

Audio-Visual	Fact Sheet
Computer Software Program	Special Publication
Curriculum Material	Informational Publication

Program Area

Agriculture	Health & Nutrition
Children, Youth & Families	Horticulture
Community Development	Natural Resources

Origin of Publication (Observed need, program with which it will be used)

Intended Audience (Include proposed locations and special situations of target audience)

Research/Knowledge Basis (List three to six relevant citations)

Reviewer's Information

Name _____

Title _____

Signature _____ Date _____

REVIEWER'S COMMENT FORM

Publication Title

Publication Recommendation

Acceptable as is

Acceptable with revisions

Unacceptable

Comments Supporting Recommendation

Attach additional sheets as needed. Authors will be required to respond to specific comments on technical content and quality with a written response.

University of Nevada Cooperative Extension - Northern Area
PUBLICATION APPROVAL FORM

Publication Information

Publication Title

Keyword(s) (Indicate as many as appropriate for searchable database)

Author(s) Name(s) and Department(s)

Type of Publication

Audio-Visual	Fact Sheet
Computer Software Program	Special Publication
Curriculum Material	Informational Publication

Program Area

Agriculture	Health & Nutrition
Children, Youth & Families	Horticulture
Community Development	Natural Resources

Schedule for future recertification of publication

Does the publication contain specific information that is likely to change often, such as pesticide application rates or reference to laws?

Yes No (Will be reviewed on a 5 year cycle) Exempt (Contains no information subject to change)

If yes, please indicate the frequency of review required for this publication:

Yearly Every 2 years

Please check here if this publication will be sent to a printer to produce copies that will be distributed or sold to the public and the printing cost will be over \$50

Area Director Approval

I have reviewed the attached publication. The peer review process has been completed and this publication is being forwarded in an electronic file to the State Communications Specialist for assignment of a publication number. Once a number has been assigned, the publication will be posted on the statewide website and entered into the publication database by author, number, program area and keywords within 30 days.

The originating unit sends 8 hard copies of the completed publication within 30 days to the State Communications Specialist for distribution and archives.

Area Director _____ Date _____

University of Nevada Cooperative Extension - Northern Area
PUBLICATION RECERTIFICATION FORM

Completed and signed recertification form should be mailed, emailed or faxed to the State Communications Specialist. A copy of the recertification form should also be sent to the Area Director.

Publication Information

Publication Title

Author(s) Name(s) and Department(s)

Recertification

I (and co-authors, if current UNCE employees) have reviewed the referenced publication and certify that the information is still current.

I (and co-authors, if current UNCE employees) have reviewed the referenced publication and determined that the materials need to be updated or revised.

When a publication has become outdated and needs to be revised (either during or prior to a periodic review), it is at the discretion of the Area Director to decide if the peer review process is again required. Generally, if the revisions involve updating figures (e.g. new child-abuse statistics), additional peer review would not be needed. Another peer review would be required if the revisions involve substantive content changes, particularly to reflect new research. Updates and revisions should be initiated through the Area Director.

Please note: If it is determined that a publication contains outdated information that could be harmful to the reader, the State Communications Specialist should be notified immediately so the publication can be removed from the website.

Schedule for future recertification of publication

Does the publication contain specific information that is likely to change often, such as pesticide application rates or reference to laws?

Yes No (Will be reviewed on a 5 year cycle) Exempt (Contains no information subject to change)

If yes, please indicate the frequency of review required for this publication:

Yearly Every 2 years

Signature of Author _____ Date _____