



UAF EXTENSION AUTHORSHIP AND PUBLICATION CREDITS POLICY

Extension publications carry the official sanction of the director of the University of Alaska Fairbanks Cooperative Extension Service. To assure that Extension publications have technical validity, the following policy relating to authorship will be observed:

- Extension faculty educators may write Extension publications
- Other Extension staff may write Extension publications as co-authors with Extension faculty
- Extension publications may also be written by individuals from outside of Cooperative Extension if the publications meet a need that cannot be satisfied by an Extension faculty or staff member
- Researchers for the UAF Agricultural and Forestry Experiment Station may be senior or sole authors of Extension publications, on approval of the Extension director or director's designee
- If Extension expertise exists, the Extension faculty educator will be asked to co-author such publications with researchers to help insure that publications are appropriate for non-scientific audiences
- Unique situations where unpublished results of research are reported in Extension publications the publication should be co-authored with the researcher or research team, and Extension faculty educators where appropriate
- Publications originally produced in other states or by other sources and adapted for use in Alaska will carry the name of the Extension faculty educator responsible for adapting the work. The publication will clearly note that the work has been adapted from another publication.

Program chairs have the responsibility to recommend to the director or director's designee the qualifications of Extension faculty and other authors as they relate to proposed Extension publications. Program chairs will work with prospective authors to determine if the planned publication meets the need of an Extension audience. The director or director's designee will determine if a proposed publication will be produced as an official Extension publication based upon the recommendation of the program chair, the relative need for the publication and the availability of funding.

PUBLICATION CREDITS

The original author of a publication should always be given proper credit. A history file of publication reviews and revision is kept by Extension Communications, including past titles, revisions and reviews in a credit block. Reprints do not need to be listed in credit blocks since no content changes are made to the publication, however cosmetic changes to the layout and design of the publication may occur.

New Publications:

The author's name and title (but not academic degree) will be prominently displayed on the publication, or on the title page. Extension faculty educators authoring publications to report results of UAF Agricultural and Forestry Experiment Station research will give full credit to the researcher or team, and to Experiment Station publications resulting from the research project.

When publications were originally produced by another source, the credit block should read, "Adapted by (faculty name, title)". Proper acknowledgement of the original work and author(s) will be printed in the publication in a prominent location other than in the credit block.

It is the responsibility of the Extension faculty educator assigned to a publication to ensure that proper credit is given for materials adapted from other sources for use in Alaska.

Reprinted Publications:

No change in credit is necessary. The reprint date is only noted in small type within the publication for internal tracking.

Reprinted Publications: *(when the author is no longer with UAF Extension)*

Extension Communications will consult with program chairs to recommend an appropriate Extension faculty educator to review the publication. The reviewer will be given credit in two ways:

- 1.) "for more information, contact (the reviewer / title)" will be displayed on the inside front or back cover. The original author and any other pertinent credits given in the original publication will be included in the credit block on the inside front or back cover after the "for more information" line.
- 2.) the reviewer is given a second credit after the original author and is listed "technical review by (faculty name / date."

Revised Publications: *(revisions by original author)*

No change in author credit; however "revised (month / year)" will be prominently displayed.

Revised Publications: *(when the author is no longer with UAF Extension)*

Extension Communications will consult with program chairs to recommend an appropriate Extension faculty educator to review the publication and make necessary revisions. The reviewer will be given credit in two ways:

- 1.) the reviewer's name is prominently displayed above the original author's as the contact for more information. The original author and any other pertinent credits given in the original publication will be included in the credit block on the inside front or back cover after the "for more information" line.
- 2.) the reviewer is given a second credit after the original author and is listed "revised by (faculty name / date."

Other Credits

For artwork, photography or figures not produced by the author, faculty educator, and/or an employee of UAF Cooperative Extension, a complete listing of source information must be provided. Permission for use of other source material must be provided in writing, or furnish a photocopy of the letter of permission. The usage agreement will be placed in the publication history file regarding rights to use artwork, photography or figures in subsequent printings or revisions of the same publication. For artwork, photography or figures produced by the author, faculty educator, and/or any employee of UAF Cooperative Extension will be included in the credit block on the inside front or back cover to read, "All photos, artwork and figures UAF Extension, unless otherwise noted."