



## UAF EXTENSION NUMBERED PUBLICATION PROPOSAL FORM

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Before preparing new or submitting substantially revised material for publication as an official, numbered, peer-reviewed Extension document, please review and complete the form. The questions are designed to help authors define the intended purpose of the publication and will assist the in evaluating the need for the publication. If authors are unsure about the answer to some of the questions, please indicate as such. The original, signed form must be forwarded to Extension Communications and a copy must be on file with the author's Program Chair.

***To be filled out by author:***

Name: \_\_\_\_\_

Contact (address, phone, email): \_\_\_\_\_

Co-author(s): \_\_\_\_\_

Working title of publication: \_\_\_\_\_

Intended audience: \_\_\_\_\_

Abstract (no more than 100 words)

1. What UAF Cooperative Extension strategic objectives and Plan of Work goals does the proposed publication support?
2. If the proposed publication does NOT support Extension strategic objectives and Plan of Work goals, why is it important for UAF Cooperative Extension to publish this material?
3. How will you measure the impact of this publication and its success in meeting your stated goals?
4. Expected approximate length (pages of double-spaced text in Word)
5. Color printing significantly increases both the cost and the attractiveness of a publication. If illustrations, photos, charts, graphs, tables, etc. must be in color, please explain why and provide justification.

6. Can you furnish high-quality art (slides, original drawings, or scans at 300 DPI minimum)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** If copyrighted material or photos of human subjects will be used, written permission must accompany your manuscript when submitted.

7. Approximately how many illustrations, photos, charts, graphs, etc., will be included in the publication?

8. Will new illustrations or photographs need to be created? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know \_\_\_\_\_

9. Projected date Extension Communications will receive all materials \_\_\_\_\_

10. When do you need to have the finished publication in hand? *(Please allow enough time to produce a quality product! Most publications require six to eight weeks from receipt of all materials to delivery of printed copies; small jobs can take less time while larger projects take longer. See Publications Production Specifications for more information.)*

11. What is the proposed review cycle? Two year Four year

12. Do you have funds to pay for production and/or printing? If so, how much, and when does grant-funding end?

**To be filled out by Program Chair:**

Name: \_\_\_\_\_

Does the proposed publication provide relevant information to intended audience? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Is there a similar publication already available, if yes, how is this different and what need will this publication fill?

Does it support Extension's Plan of Work/Strategic Objectives? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Does this proposed publication meet priorities identified in the author's program area? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Program Chair Signature: \_\_\_\_\_

**Communications Review:**

Communications Manager Signature: \_\_\_\_\_

**APPROVAL TO PUBLISH**

**To be filled out by Extension Director or Director's designee:**

Name/title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_