

DESCRIPTIONS OF EXTENSION PUBLICATION CATEGORIES

Six general categories of print publications are produced for distribution to the general public in support of Extension programs. They are the Guide, Bulletin, Manual, Miscellaneous, Handbook and CD-ROM.

The description of the categories are as follows:

GUIDE– A guide is a “how-to” or simple fact sheet on a single topic intended for a general and non-technical audience. Guides may include photos or illustrations and are limited to no more than four pages (two pages front and back). Guides generally require review by only one peer expert.

BULLETIN – A bulletin covers technical subjects that involve greater depth and detail or require more illustrations, tables or photos than a guide. The subject is broader or of greater length than is possible with the limited space of a guide and is written for a specific audience, such as home canners, livestock producers, potato growers or gardeners, for example. The length is generally limited to no more than 20 pages, but can be as few as four pages. Bulletins are usually unbound and coverless. A bulletin will go through a review process by one or two technically qualified peers.

MANUAL – A manual is written for a lay and/or professional user audience that relates comprehensive, research-based information to practical techniques that the reader can use. Manuals typically include information on all current practices in a given subject area, and are of lasting practical value. Manuals are usually bound and have a cover. A manual will go through a review process by two or three technically qualified peers. In some cases, the manual may go through a silent review process by one or two technically qualified peers external to UAF Cooperative Extension.

MISCELLANEOUS – This series is made available for publishing material which generally does not fit into other categories of educational publications and documents. Examples of a Miscellaneous publication are: workshop proceedings, project completion reports, promotional publications explaining the breadth and depth of Extension programming, publications on a specific aspect of the management of the Extension organization, annual reports, or an overview of what Extension does and how Extension serves the people of the state of Alaska. These materials are subject to internal review by Extension Communications.

HANDBOOK – Handbooks are loose-leaf binders and can contain individual Guide, Bulletin or Miscellaneous publications, including materials from other sources.

CD-ROM – CDs of workshop results or conference proceedings must go through the same review and movement of copy process as printed documents if it is to become an official, numbered Extension publication.