



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 and professional staff with subject matter expertise may write Extension publications.
- 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 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 ensure that publications are appropriate for nonscientific audiences.
- In unique situations where unpublished results of research are reported in Extension publications, the publication should be co-authored with the researcher or research team, and Extension faculty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.

New Publications:

The author's name and title (but not academic degree) will be prominently displayed on the publication. 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.

Authors of new publications will be credited by name only on the front page.

Example:
by Roxie Dinstel

A second credit will be listed on back page with their title.

Roxie Dinstel, Extension Faculty, Health Home and Family Development.

When publications were originally produced by another source, the credit block should list the adaptor and credit the original source.

Example:

Bob Gorman, Extension Faculty, Natural Resources and Community Development. Adapted with permission from *Tough Times II*, Washington State University Cooperative Extension.

It is the responsibility of the Extension faculty educator assigned to a publication to ensure that proper permission and 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.

Reviewed or Revised Publications (*when the author is with UAF Extension*):

A publication has been reviewed when faculty looks it over and makes no changes. A publication has been revised if any change, large or small, has been made to the publication.

No change in credit. The review or revision date (month, year) will be included in tag line at the bottom of the publication.

Examples:

Revised May 2009

Reviewed June 2010

Reviewed or 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. The reviewer or reviser will be given credit in this way:

Milan Shipka, Extension Livestock Specialist. Originally prepared by Ken Krieg, former Extension Livestock Specialist.

The review or revision date (month, year) will be included in tag line at the bottom of the publication.

If the original author has left UAF Extension, his or her name will be removed from the front page when the publication is reviewed or revised for the first time and added to the credit block on the back.

Example:

Roxie Rodgers Dinstel, Extension Faculty, Health, Home and Family Development. Originally prepared by Kristy Long, former Extension Foods Specialist.

Only when the revision is so extensive that very little or none of the original content or wording remains should an original author's name be removed from a publication.

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 a photocopy of the letter of permission. The usage agreement regarding rights to use artwork, photography or figures in subsequent printings or revisions of the same publication will be placed in the publication history file. For artwork, photography or figures produced by the author, faculty educator and/or any employee of UAF Cooperative Extension, no credit line will be given.