

Six general categories of publications are produced for distribution to the general public in support of Extension programs. They are the guide, bulletin, manual, handbook, electronic media and miscellaneous. The descriptions 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. The length is generally limited to no more than 20 pages, but can be as few as four pages. A bulletin will go through a review process by two technically qualified peers.

**MANUAL** — A manual is written for a lay or professional audience and 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. 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.

**HANDBOOK** — Handbooks can contain individual guide, bulletin or miscellaneous publications, including materials from other sources.

**ELECTRONIC MEDIA** — Instructional CDs and DVDs must go through the same review and movement of copy process as printed documents if they are to become official, numbered Extension publications. A script or detailed outline of the content must be peer reviewed before any recording begins.

**MISCELLANEOUS** — Miscellaneous publications do not fit into other categories of educational publications and documents. Examples include 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 overviews of what Extension does. These materials are subject to internal review by Extension Communications.