



## PUBLICATION PROPOSAL FORM

Before submitting new or substantially revised material for publication as an official, numbered, peer-reviewed Extension document, please review and complete this form. The questions are designed to help authors define the intended purpose of the publication and will assist in evaluating the need for the publication. If authors are unsure about the answer to some of the questions, please indicate as such. The form should be submitted to Extension Outreach and Communications. If more than one author will be involved in this publication, please indicate a lead author as the primary contact for Outreach and Communications.

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

Lead author: \_\_\_\_\_

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

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

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

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

Proposed format:          Print \_\_\_\_\_          DVD/CD \_\_\_\_\_          Web only \_\_\_\_\_

Attach a rough draft or detailed outline with your abstract (no more than 100 words):

1. What UAF Cooperative Extension Strategic Plan or 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. What is the 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.

# UAF EXTENSION COMMUNICATIONS POLICIES AND PROCEDURES

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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 Outreach and Communications will receive all materials

10. Do you need this publication by a certain date? If so, when? \_\_\_\_\_

(Please allow enough time to produce a quality product. Most publications require six to eight weeks from receipt of all materials, including peer reviews, 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?

13. If this publication is based on grant funding, please provide wording for required acknowledgement, if any:

**Program chair sign-off:**

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 the proposed publication support Extension's Plan of Work/strategic objectives?      Yes      No

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

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

**Secondary program chair sign-off:**

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 the proposed publication support Extension's Plan of Work/strategic objectives?      Yes      No

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

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

**Outreach and Communications sign-off:**

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

**Director's approval:**

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

Please forward to [snre-comm@alaska.edu](mailto:snre-comm@alaska.edu)