

The Publishing Process

Note - Before writing the manuscript, all authors should review the copyright information and their roles within the [FastTrack System](#) (online peer-review system).

1. It is the responsibility of the author to confirm that the manuscript topic is needed and not currently addressed in our system. Failure to do so could result in rejection of the manuscript if it does not add to the body of information within our system. Please review the [Publication Categories](#) (and associated criteria) to help decide which type of publication will be written. If in doubt, contact CAHNRS Communications to discuss the project.
2. The author writes the manuscript, following the [Style Guide](#).
3. When the manuscript is completed, the author submits it into the [FastTrack System](#) for pre- and peer-review.
4. The manuscript will go through an editorial pre-review before being sent for peer review. (CAHNRS Communications editors conduct these pre-reviews, and program directors use the information to make their decision about readiness for peer review.)

Note – *The Fast Track System (peer-review) does **not** replace the publications process. Fast Track is for online peer-review only. You will still need to complete all of the proper forms for publishing through Extension (and go through editing and design).*

5. The author submits the required forms into the [FastTrack System](#) (under the assigned Submission ID# for the manuscript) **while** the peer review is being completed. The sooner the required documentation is submitted, the sooner we can move the publication through the entire process, after peer-review is completed. *The manuscript cannot proceed to editing & design until all of the completed forms are submitted.*
6. The publications coordinator will assign an editor and designer to work with the author on editing and designing the publication.
7. If the publication makes any mention of pesticides, the final text **must** be reviewed and approved by the Washington State Pesticide Coordinator. CAHNRS Communications editors will initiate and facilitate the pesticide review.
8. The publication is approved by the author and published.

Writing and Formatting

WSU Extension has established criteria for writing a publication. The correct style and form of the publication is crucial to getting published in a timely manner. By following the [Style Guide](#) we have established, the manuscript will move through the process more easily.

Another aspect of writing a manuscript concerns the type of publication being developed. WSU Extension has created some standard [Publication Categories](#) for the types of publications we publish.

Editorial Pre-review

Before being accepted for peer review, manuscripts must be complete and free of basic defects in spelling, grammar, organization, and formatting. Extension editors will conduct pre-reviews of incoming manuscripts. This review takes place before the peer review and does not take the place of post-peer-review/pre-publication editing. For a list of pre-review criteria, see [Pre-review Criteria](#).

Copyright

Copyright protects intellectual property, within the limits prescribed by a particular nation or international law. Copyrights apply to art (including photos, illustrations, charts, and graphs), music, plays, movies, literature, and scholarly works. A work is copyrighted automatically when it is created and requires no registration or other formality. Copyright protection is intended to prevent others from copying the work without the copyright owner's permission.

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Please review the WSU copyright information page at <http://publishing.wsu.edu/copyright/>.