

# Ag Extension Publications - Peer Review Process

2021

# CAS Extension Publications Review Process

- Refereed and Peer review process for Extension publications
  - First, please consult with the department head and/or unit leader (required) before you submit this request to CAS Extension Program Leader.
    - The project request form would require a response on this prerequisite.
  - Please fill out the [CAS Extension Project Request Form](#)
    - This will be forwarded to the program leader.
  - Once approved, please send projects needing blind peer review to the following:
    - For all CSS lead authors send to Jolene Bunce.
    - For all Hort lead authors: send to Lee Ann Julson cc Bill Braunworth.
    - For all ANRS lead authors: send to Dave Bohnert/Carol Lorenzen.
    - For all other departments: send to Melody Larson at the program leader's office
    - Along with this email, please do the following:
      - Please remove all [personal identifiable information](#) from the document(s) including names of authors.
      - Include at least three peer reviewers from any state in the country. CAS would add other reviewers as necessary.

# Peer Review Process

- When reviewer comments are received, an email will be sent to the main author to incorporate suggestions.
- We don't have the capacity at the moment to follow up to ensure authors incorporated or rejected suggestions from reviewers. This decision is left for the authors to manage. This may change in the future.
- Send final documents to Extension communications using their [project form](#) for final editing and publishing. Remember to attach the email from the program leader or department head as proof of peer review.
- For PNW articles that are revised annually, the peer review process is managed by the author with known reviewers i.e. no blind review.