If you followed the chart and landed at the blue arrow, then proceed to page 2
**Ag Extension Publications Blind Peer Review Process 2023-24**

1. First, consult with the department head or your unit leader to receive permission to begin the process. Sam.Angima@oregonstate.edu can direct you or answer any questions if you don’t know who to consult with. After you have confirmation to move forward via an email, then proceed to step 2.

2. Fill out the [CAS Extension Project Form](#). The information you complete will be reviewed then forwarded to one of the review process coordinators listed below.
   - For all lead authors associated with CSS Rachel.Swindon and cc: Jolene.Bunce
   - For all lead authors associated with Hort teri.pizzolatto and cc: Bill.Braunworth
   - For all lead authors associated with ANRS Dave.Bohnert and cc: Carol.Lorenzen
   - For ALL OTHER lead authors email: Sam.Angima, Assoc. Dean of Extension.

3. One of the review process coordinators will contact the lead author and ask the lead author to email them the material to be reviewed and published. The review process coordinator will request that you:
   - Remove all personal identifiable information from the document(s) including names of authors.
   - Consider your audience by reviewing [https://www.plainlanguage.gov/](https://www.plainlanguage.gov/)
   - Include at least three peer reviewers from any state in the country, with their emails. CAS will add other reviewers if necessary.

4. When blind peer reviewer comments are returned to the review process coordinator, an email will be sent to the lead author from the review process coordinator to incorporate suggestions. This step will take about 4 weeks. We don’t have the capacity at the moment to follow up to ensure authors incorporated or rejected suggestions from blind peer reviewers. This decision is left for the authors to manage. This may change in the future.

5. Author sends final documents to Extension Communications using their project form for final editing and publishing. Remember to attach the email from the department head or your unit leader (in step 1) as proof of peer review approval.

6. For PNW articles, complete steps 1-5 and then request Extension Communications to send it to other states for review.

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