

## **Publications Content Review Process – At a Glance**

### Step 1

Author completes the Submission Form and submits (along with first draft of document up for review) a total of 4-6 recommended reviewers (at least 3 from outside of the Department); Author SHOULD NOT contact recommended reviewer.

### Step 2

Departmental Publication Designee (DPD) solicits reviewers. Minimum required: Two reviewers with at least one (1) external to department; DPD is not required to use author recommendations.

### Step 3

Once reviewers are selected, DPD submits review package (Submission Form, Content Review Form and Original Document, with identifying information removed, particularly if a double-blind review) to selected reviewers with a timeline for return of completed documents

### Step 4

Once reviews are completed, DPD submits Content Review Form and/or Document with tracked changes (containing no reviewer identifying information) to author and others as determined appropriate by the department

### Step 5

Author revises document or submits justification (for changes not made) to DPD

### Step 6

Author submits final document, in preparation for editing and graphic designing (Departmental or through Ag Communications)