FCS Blind Peer Review Submission Manual for Authors

STEP ONE:

Work with your Healthy Program Specialist:

✓ Your Healthy Program Specialist will help facilitate keeping your fact sheets and other publications up to date. Fact sheets should be updated every 4 years (max.).

✓ Please contact your Healthy Program Specialist with the name of any publications (note whether new or revisions) that you are submitting through this process. They will be working in conjunction with the FCS Assistant Director to help facilitate high-quality FCS publications.

✓ Publications deemed most out of date AND most relevant should be addressed first. Your Healthy Program Specialist will have sign-up sheets and/or schedules of revisions to keep track of the fact sheets that need to be revised and/or updated.

✓ Also work with your Healthy Team Program Specialist to determine if a brand new topic area warrants a fact sheet (i.e. is there a gap in the literature).

✓ For All Curriculum:
   o Please involve the Program Development and Evaluation team at the onset of program development. FCS contact is Brian Butler, butler.143@osu.edu.
   o Also please be sure to submit your draft curriculum plan to the Healthy Program Specialist/FCS AD to ensure that you are not duplicating an already-existing FCS program.

✓ Blind Peer Review is required if you want to list the publication in your dossier. If a fact sheet or other publication is updated and does not go through peer review, then the entry in the dossier cannot say peer reviewed.

STEP TWO:

Read the Extension Policy for Review Process:

https://extension.osu.edu/policy-and-procedures-handbook/i-administration-policies/review-process-osu-extension-educational

STEP THREE:

Determine if the document will be submitted for Blind Peer Review, or simply submitted to your Healthy Program Specialist for expedited review by asking the following series of questions:

1. Is this publication filling an existing gap in the literature?
   - ✓ NO – STOP – no publication necessary
   - ✓ NOT SURE – Check with Healthy Program Specialist
   - ✓ YES – see #2:
2. What type of publication will it be?
   - ✓ **Webinar/Video** – Informal review is appropriate.
     - ➤ Ask an Extension colleague with knowledge in the subject matter to complete an informal review.
     - ➤ Contact OSUE Learning and Organizational Development for review of accessibility and appropriate of delivery method. https://lod.cfaes.ohio-state.edu/program-and-product-development/program-delivery

   - ✓ **Web posting** (Blog, etc.) – Informal review is appropriate. Refer to Live Smart Ohio blog author instructions in BuckeyeBox (check with Healthy Program Specialist if you do not have access)
   - ✓ **Non-Curriculum Printed Material** – Requires Blind Peer Review
     - ➤ Includes items for sale on the Extension Publishing website (https://extension.osu.edu/publishing)
     - ➤ Follow steps for Blind Peer Review Submission below (STEP FOUR)
   - ✓ **Curriculum** – Any curriculum being developed can be considered for peer review when the developer feels that is it complete and ready for peer review. When ready for Blind Peer Review ask:
     1. Have I worked with Healthy Program Specialist/FCS AD to avoid duplication of existing curriculum?
        AND
     2. Has an Evaluation Plan been created?
        - ➤ YES – Follow steps for Blind Peer Review Submission below (STEP FOUR)
        - ➤ NO – Work with Healthy Program Specialist/FCS AD and/or FCS Evaluation staff (Brian Butler) to complete these steps, then submit your Blind Peer Review Submission
   - ✓ **Fact Sheet** - Is this a new factsheet or an update of an existing? (check with Healthy Program Specialist if not sure)
     1. NEW – Requires Blind Peer Review - Follow steps for Blind Peer Review Submission below (STEP FOUR) This includes dividing one factsheet into multiple
     2. UPDATE OF EXISTING –. Ask the following questions:
        - ➤ Is it older than four years?
          1) NO – Does it need major revisions?
             a. NO – STOP – no revision is necessary
             b. YES - Requires Blind Peer Review - Follow steps for Blind Peer Review Submission below (STEP FOUR)
          2) YES – Does it need major revisions?
             a. YES - Requires Blind Peer Review - Follow steps for Blind Peer Review Submission below (STEP FOUR)

STEP FOUR:
             b. NO – Submit to Healthy Program Specialist for expedited review

Submit to your Healthy Program Specialist for one of two options:

1. **Expedited review:** If only minor revisions are needed for an existing publication (no change to title, etc.), it does not need to go through blind peer review. Please submit to your Healthy Program Specialist with text in a simple Word Document, and graphics files attached.

2. **Pre-screening for Blind Peer Review:** When publication is cleared through Healthy Program Specialist/FCS AD, follow these steps for Blind Peer Review submission:

   Author Checklist for Submission:

- ✓ All **materials being submitted** to be reviewed/published (blinded):

  Blind all documents. It **is the author's responsibility to blind all materials. This involves removing any personally identifiable information about the author, county, city, etc.** General OSU Extension branding does not need to be removed. The total document length should be restricted to what would fit on the front and back of a single page.
  This equals approximately 1,500 words or 8,000 characters including references.
  - ➢ If necessary, it is acceptable to divide the fact sheet into multiple fact sheets to fit the length requirements. Try to be as brief as possible.
  - ➢ If recipes will be included in the factsheet, these recipes do not count toward the word/ length requirement
- ϒ Submit via a Word Document (not pdf) if possible. Do not worry about the final layout – FAES College Communications will take care of that.
- ϒ You are encouraged to include photos/graphs/etc. if you have appropriate ones.
  - ➢ Please use high-resolution files
  - ➢ Please be sure you have the appropriate permissions. Acceptable files include:
    - ✓ Photos/images which are in the public domain – For image sources, see: https://pixabay.com/, https://stocksnap.io/, https://pikwizard.com/, https://universitymarketing.osu.edu/photo-gallery/
    - ✓ Photos which you have taken
    - ✓ Images/graphics which you have created
    - ✓ Photos/images you have been given permission by the author to use.
  - ➢ Please cite the photo source and all references If anything needs licensing permission and has a contract, contact https://library.osu.edu/copyright/permissions to obtain release request forms.
  - ➢ Other questions on permissions/copyrights: OSU Libraries Copyright Resources Center: https://library.osu.edu/copyright/permissions
  - ➢ If you want a certain type of photo but cannot find an appropriate one, please describe when you submit your final, approved document and we will do our best to locate an appropriate image for you.
- ϒ Do not forget to both review and include all references in APA format https://guides.osu.edu/c.php?g=605168&p=4194377. If the references previously used are **five** years or older, try to find more recent research/information unless it is seminal research on the topic.
- ϒ If the original fact sheet is no longer listed on Ohioline, and you need access to it, please let your Healthy Program Specialist know and we will do our best to find it for you.
- ϒ Original Authorship – if you identify a document that needs revised, begin by approaching the original author.
  - ➢ Document all email and phone attempts, and if there is no response, or they cannot make the update, let your Healthy Program Specialist know that you will be doing the update in their stead.
  - ➢ Please also note the original document title, author, and publication number in your cover letter.
  - ➢ *Note*: If minimal changes are made, be sure to credit the original author(s). If a more comprehensive revision/complete re-write is undertaken, primary authorship credit will be given to the reviser with secondary credit provided to original author(s) as necessary.
- ϒ Submit Evaluation Plan for review, if curriculum - For example: a pre and post survey with instructions on when to distribute these surveys to participants.
- ϒ Conduct an analysis of the draft content to ensure scholarly integrity using **iThenticate**. All OSU employees have default access via their name.#. Instructions for use of **iThenticate** are posted at http://orc.osu.edu/regulations-policies/misconduct/avoiding-plagiarism/ .
- ϒ The iThenticate **report** or report summary and **cover letter** are part of the process to inform the AD of the type of work and ensuring high quality and should just be part of the file for peer review. If the index is too high, you may need to send back to author to make sure that references are properly cited.

1. Create a separate **cover letter** which includes:
   a. Publication title
   b. Authors' full names (this is the only page where authors' names should be included)
      i. Author(s), title(s) and institution(s)
      ii. Complete mail address for lead author
      iii. Telephone numbers for all authors
      iv. e-mail addresses for all authors
   c. Include a 250-word (or less) abstract, including:
      i. a succinct description of the content
      ii. description of targeted audience
2. Attach one electronic copy of materials that do not contain authors' names or any other identifying information (i.e. blinded).
3. Include iThenticate report (as above, not blinded).
4. Submit electronically via e-mail Healthy Program Specialist **(HP: Amy Meehan.89; HF: Amanda Woods.485; HR: Stacey Baker.782)** and cc AD **(Pat Bebo.1).** In the body of the email requesting the review, briefly describe the educational need the materials intend to address. Administrative staff in the AD's office will facilitate the review process, which may take several weeks, depending on the amount of material to be reviewed. Please plan your timeline accordingly

*Blind Peer Review Cover Letter Example

FCS AD,

Please accept this submission for blind peer review. All information is attached and below.

Target Audience:
The target audience for this series/factsheet is…

Abstract:
Each of the four fact sheets on different aspects of stress and stress reduction can be used on their own or they can be used together to address a variety of topics that individuals face in current American culture that effect individual stress levels. The target audience for all four factsheets is adults and the general population in Ohio.

- *Factsheet Title 1* summarizes health risks associated with unhealthy eating and gives recommendations for eating healthy during stressful times including a sample daily menu.
- *Factsheet Title 2*, (revision, three authors) offers an overview of how children experience and react to stress along with a list of recommendations for helping children through stressful times.

Appropriate reviewers will have the following area(s) of expertise: *list here*

A special note on this series is…

Factsheet Titles, Authors, and Author Contact Information:

Factsheet Title 1, New	**Factsheet Title 2, Revision of FLM-FS-0-00-T00**
Shawna Hite, MPH	Extension Educator Name (Author 1)
Program Specialist, Family & Consumer Sciences	Extension Educator, Family & Consumer Sciences
Ohio State University Extension	Ohio State University Extension, County Name
151A Campbell Hall	Address
1787 Neil Ave.	Phone # / Fax #
Columbus, Ohio 43210	Email
Phone: 614-292-1665 Fax: 614-292-7478	
Email: hite.143@osu.edu	Extension Educator Name (Author 2) ,

5. Once all the peer review materials have been received from reviewers, he/she will send all materials and review forms to the **Program Specialist** of the corresponding Healthy for a decision. It will then be routed to the FCS AD for final approval.
6. You will receive one of the following decisions with additional instructions via email:
   a. **Approve, no revisions required**
   b. **Approve only after minor revisions**
   c. **Reject, but resubmit after major revisions are made**

STEP FIVE:

Disseminating the Final Publication

1. **Make final publication revisions, if applicable, then re-submit to the corresponding Healthy Program Specialist.**
   When final revisions are approved:
2. Submit the following to FCS Communications Manager, **Richard Wofford, Wofford.1@osu.edu,** who will move the process forward with FAES College Communications.
   ϒ The Educational Materials Request Form with the FCS AD's signature. Please do not submit this until the publication is approved through the Peer Review process or expedited review through the Healthy Program Specialist.
   ϒ The final version of the reviewed publication, usually in Word format.
   ϒ Include any desired photo(s), graphs, etc.
      1) Attach high-quality files with permissions/citations
      2) Richard/FCS Admin can help create/find diagrams and photos for the author if needed – please describe your desired image/graphic.
      3) *Note*: New fact sheets will be stored in the BuckeyeBox per the corresponding Healthy (to make sure we have a backup copy) as well as on OhioLine.

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