



Virginia Cooperative Extension Peer-Reviewed Content Request Form

(Please see <http://www.communications.cals.vt.edu/resources/publishing-process.html> for details on the process.)

The author completes Part I this form and submits it as an electronic packet along with files containing the written content plus any photos or graphics to the department head (or his/her designee) or to the appropriate associate director if the author is an Extension agent or a specialist not assigned to an academic department.

PART I. Author Name, Publication Scope, and Justification

Date:

Author name:

Department:

Program area: ANR FCS 4-H

Mail code/Off-campus address:

Phone:

Email:

Please explain the following:

1. Why is this publication needed?

2. What specific needs or problems will be addressed?

3. Define the target audience for the publication.

4. Proposed title:

5. Abstract (provides a summary for the department head and peer reviewers):

Suggested peer-review team: One Virginia Tech or Virginia State University faculty member, one external faculty member, and two VCE agents.

1. Name:

Job title:

Email:

2. Name:

Job title:

Email:

3. Name:

Job title:

Email:

4. Name:

Job title:

Email:

Type of content/publication: New Major revision

VCE publication number (if revision):

Does this content/publication replace existing content? Yes No

If YES, enter publication number.

Waiver from the peer-review process requested.

Attach rationale and supporting documentation.

PART II. Peer Review

The department head sends content to reviewers for peer review. (See Peer Reviewer Feedback Form (VCE-748NP).) If the peer reviewers' feedback requires the author to make modifications to the manuscript, the department head indicates as such below. The department head returns this form to the author.

- Content approved for publication as is. (Skip to Part IV.)
- Content approved for publication with changes; see notes below.
- Content not approved for publication (unacceptable); see notes below.

Feedback from peer reviewers:

PART III. Approval for Production

After any necessary corrections are made to the publication, the author returns the publication along with is form to the department head for final approval.

Department head signs below and returns this form to the author.

- Publication approved

Department head signature

Date

PART IV. Submission

The author submits the signed Peer-Reviewed Content Request Form, along with the revised content, and the Peer-Reviewed Author Checklist (VCE-733NP) to the Office of Communications and Marketing for production via the online Project Request System (<http://www.communications.cals.vt.edu/job-system/index.html>). For complete instructions for preparing your documents for submission, visit www.communications.cals.vt.edu/resources/peer-reviewed.html.