

Publication Proposal Form

This proposal form is for Extension bulletins (including Idaho Green Thumb), PNW publications, Intermountain West Extension publications, Master Gardener Handbook chapters, and research bulletins. Please contact us with any questions you may have at [calspubs@uidaho.edu](mailto:calspubs@uidaho.edu).

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| **Publication Type** | **Description** |
| Extension Bulletin | These are practical, researched-based, how-to or helping publications. They are teaching publications, written for the general public or subsections of them. Their presentation and writing is approachable and easy to understand. |
| Idaho Green Thumb | These are a subseries of the Extension Bulletin series. They are brief fact sheets (1,000 words maximum) with a specific format. Please see our [Publishing Guidelines](https://www.uidaho.edu/extension/publications/about/publishing-guidelines) for more details. |
| Intermountain West Publications | These are like the Extension Bulletins, but their content also applies to Montana, Wyoming and Utah. A second round of peer review (involving Montana-, Wyoming- and Utah-based reviewers) is required for publication. |
| PNW Publications | These are like the Extension Bulletins, but their content also applies to Washington and Oregon. A second round of peer review (involving Washington- and Oregon-based reviewers) is required for publication. |
| Master Gardener Handbook Chapter | The Idaho Master Gardener Handbook is a basic gardening handbook used in Master Gardener classes and by Idaho gardeners.  The content of the handbook, including identification of new chapters and those in need of revision, is the responsibility of the UI Extension Horticulture team and the Idaho Master Gardener Program Handbook Committee (all potential submissions require prior approval). |
| Research Bulletin | These present original research and highly technical subject matter from Hatch Projects.  For other highly technical manuscripts not funded by Hatch, seek publication with one of your discipline’s research journals. |



Publication Proposal Form

Please submit this completed form to [Manuscript FastTrack](https://uidaho.expressacademic.org/login.php) *before* writing the manuscript for any of these publication types: Extension bulletin, PNW Extension publication, Research bulletin, or Master Gardener handbook chapter. (In FastTrack, the document “type” for your proposal submission is “proposal, bulletin, research bulletin, and PNW”) Feel free to contact us with any questions you may have at [calspubs@uidaho.edu](mailto:calspubs@uidaho.edu).

1. AUTHOR(S)

List the name, affiliation and contact information for the corresponding author, plus the name and affiliation of each co-author.

* 1. Corresponding author
  2. Other authors

1. PROPOSED TITLE
2. ALIGNMENT

Does this project align with one of the [Priority Extension Themes](https://www.uidaho.edu/extension/programs) (PET)?  Yes  No

1. TYPE OF PUBLICATION

Extension bulletin

Idaho Green Thumb How-to

Pacific Northwest Extension publication

Research bulletin (published by Idaho Agricultural Experiment Station)

Master Gardener handbook chapter

Intermountain West Extension publication

1. RESEARCH BULLETIN

If you selected “Research bulletin” above, is your project reporting research from a Hatch Project?

Yes. Proceed to question 6.

No. **Research bulletins present research from Hatch projects only**. Please submit your manuscript to a research journal in your field. If you have any questions, please contact us at <calspubs@uidaho.edu>.

1. EDITION

New

Revision (enter series number and title)

Replaces (enter series number and title)

1. NEED

What current situation does this publication address?

1. AUDIENCE

Identify the primary, secondary, and other audiences this publication intends to reach.

1. PURPOSE

What is this publication intended to accomplish? How will it meet the identified need? In what specific ways will readers benefit from the publication?

1. COMPETITION

How will your publication differ from and be more effective than other sources of similar information?

1. USES

How will the intended audiences use this publication? (e.g., as a practical manual, reference work, field guide, etc.)

1. PROMOTION

What events, lists, or other strategies will you use either to distribute copies or to promote the publication's distribution and possible sales? Please list no fewer than three specific ways you will promote the publication.

1. FORMAT
   1. Do you envision an online-only publication, a print-only publication, or an online and printed publication? (Most titles are published only online to meet ADA and accessibility standards.)
   2. What is the anticipated length of your manuscript (in double-spaced pages or words)?
   3. How many photographs, illustrations, graphs, and tables do you expect to include? Have you anticipated any permission-for-use issues that you may need to resolve? (See our [Publishing Guidelines](https://www.uidaho.edu/extension/publications/about/publishing-guidelines) for a copyright permission request template)
   4. Are there other features you believe should be included (video, interactive components, other)?
2. BUDGETARY SUPPORT AND FUNDING

What are your anticipated funding sources (i.e., grants, commodity groups, IAES or UI Extension funds, critical issues funds)? Please list amount of funding and source. Will the funding cover photography/er fees or contracted editing or design? If you plan to pay for freelance editors or designers, please discuss with Erin Doty ([edoty@uidaho.edu](file:///C:\Users\edoty\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9KSQ1GYE\edoty@uidaho.edu)).

1. DEADLINE

By what date do you need the publication and why?

1. REFEREES (PEER REVIEWERS)

Please provide the names, affiliations, and email addresses of two to four experts we could ask to review your manuscript. (Note: We may or may not end up assigning them.) They do not need to be University of Idaho faculty or staff.

1. FURTHER INFORMATION

Please add any information that you think may be helpful to us in evaluating this proposal.