

Extension Peer Reviewed Publications Process Outline



Step 1:

Author determines that publication will be peer-reviewed using the [decision tree](#) and consultation with senior leader

Step 2:

Author develops and finalizes content

- **Author** drafts content
- **Author** identifies two reviewers, makes requests, and distributes content and review forms to reviewers
- **Reviewers** return completed forms and comments to author
- **Author** updates content, does final review following the Author Checklist ([link](#))
- **Author** provides final opportunity for program leader to review if requested

Step 3:

Author submits publication to the Marketing and Communications (MarCom) team

- **Author** uses project submission form and submits request including checklist document ([link](#)), word file, graphs, charts, photos, images, requests for translation, and any special instructions

Step 4:

MarCom team prepares and publishes publication

- **MarCom** completes final proof and formats design
- Proof is provided to **author** for final approval
- Proof is returned and document is updated
- **Pubs+ team** is notified and uploads document to their website
- **MarCom** assigns and completes any related promotional work when needed

Step 5:

Author submits publications to IDEALS for library cataloging at ideals.illinois.edu

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