

Nevada Agricultural Experiment Station Research Bulletin Publication Policy

1. Background

The Nevada Agricultural Experiment Station (NAES) is mandated to disseminate research information to constituents and facilitate the transfer of appropriate technologies of interest. In an effort to enhance the outreach efforts of NAES in this area, faculty members having appointments with NAES are encouraged to publish suitable materials for informing Nevada agricultural producers, rural and urban residents, federal, state and local government agency personnel and commodity and other organizational groups of research results that deal with the priorities established through the CABNR/NAES Strategic Plans. These priorities form the basis for the NAES's annual Request for Proposals (RFPs) for Hatch Act funds, McIntyre and Stennis funds and the Nevada Arid Rangeland Initiative funds. College of Agriculture, Biotechnology and Natural Resources departments are expected to support faculty efforts in this outreach effort by developing procedures for recognizing and evaluating these outreach publication activities.

2. Publication Criteria

While it is recognized that not all research funded by NAES will have outreach publication potential, it is expected that those projects with significant outreach components will need to have the opportunity to develop outreach materials. However, it is important to remember that such publications should be written in a style that is suitable for the target audience, should have direct relevance and applicability to the constituents and should provide benefits to as broad a spectrum of constituent groups as possible. The usefulness of these publications should be judged by the extent and frequency of use by constituent groups as well as the relevance and timeliness of the publications and potential to be useful over a long period and the positive impacts to the state.

3. Type of Publication

NAES outreach research publications will be hereafter referred to as NAES Research Bulletins (RBs). Typical examples of a research bulletin will include such publications as research fact sheets, technical reports, manuals and other educational and technology transfer materials.

4. Procedure

- a. All manuscripts of RBs must be submitted by authors to a CABNR department chair. Those publications involving collaborative work between faculty from different CABNR departments must choose one CABNR department to process the publication.
- b. All RBs must be peer-reviewed. The department chair will send out RBs for peer review and ensure that the review comments are appropriately addressed and revisions made.
- c. Peer-review comments and the revised manuscript should be forwarded to the Associate Dean of Outreach.
- d. The Associate Dean of Outreach will be responsible for ensuring adequacy of peer-review, processing within CABNR/NAES administration, including administrative review, and corresponding with the authors if there are questions or any additional revisions.
- e. If the publication receives administrative approval, the Associate Dean will notify the authors and issue an NAES publication number and make arrangements to put it on the NAES website after the layout of the publication is completed as specified below.

5. Specifications

After administrative approval, the following specifications must be adhered to for the layout of RBs:

- a. As a minimum, RBs will contain approximately 2500 words of text. If the publication contains pictures, tables and graphs, the number of words may be less. There is no upper limit for the number of pages. All RBs will follow a uniform design and format that gives recognition to NAES and CABNR. A template for RBs will be supplied to the department contact upon approval of RB.
- b. All text must be fully edited and provided in Microsoft Word (PC) format, single-spaced, one standard size column, left justified.
- c. All photos and images must be RGB (or black and white), high resolution (300 dpi at 100%) in tiff or jpeg file format.
- d. All charts and graphs must be in graphic format (tiff, jpeg or eps).
- e. Images must be separate from the Word file.
- f. A hard copy must accompany the job and must indicate suggested placement of charts, graphs, photos and other images.
- g. Layout of the publication will be the responsibility of the department under the direction of the Experiment Station's Director of Marketing and Communications. CABNR/NAES will provide training and assistance to the individual in the department assigned to complete the layout.

6. Acknowledgements and Credits

- a. All authors should be identified with their department, unit and institutional affiliation.
- b. If one or more authors have appointments with UNCE or are supported by funds from UNCE, RBs additionally must contain the UNCE logo and must include appropriate credit for any financial support from UNCE in the acknowledgement.
- c. If one or more authors have appointments in other colleges or institutions, appropriate credit must be given to those institutions in the acknowledgement section.
- d. It is the responsibility of the authors and the department chair processing the publication to ensure that these requirements are met before the final manuscript is sent out for review.

7. Financing the Publication

It is the responsibility of the authors and/or the department(s) to pay for hard copies for distribution to relevant constituents.

NAES may print hard copies for its own distribution when appropriate or NAES may share in the printing cost with the authors or department on a case by case basis.