

## **HOS Publications Review Policy**

**May 2011- revised**

### **EDIS Extension Publications Reviews**

EDIS extension publications. **Two reviews are required** prior to submission for publication.

UF/IFAS instructions are found at: <http://edis.ifas.ufl.edu/faq/pubfaq.html#header5>

Link to EDIS FAQs: <http://edis.ifas.ufl.edu/faq/pubfaq.html>

HOS internal review instructions are:

- Author emails the manuscript file and the EDIS form to Lisa Tomlinson along with names of three suggested reviewers with expertise in the subject area (three requested in case one cannot provide a review);
  - Reviewers cannot be an author of the proposed article;
  - You must have one internal reviewer (HS Department) and one external reviewer;
  - It is recommended to have county faculty as the external reviewer.
- Lisa sends the manuscript to the reviewers, and collects the reviews for anonymous return to the author for revision;
- Author sends revised manuscript file to Lisa for final approval authorized by department chair prior to submitting to EDIS.