

Is the written content or multimedia authored by OSU Extension Faculty who are within the College of Agricultural Science? If yes then proceed to one the 3 boxes below. If not, then CAS cannot assist you in publishing your work.

Is it an existing catalog publication (NOT one-time or limited use resources such as newsletters, meeting handouts or public relations materials) and **has had LESS than 30% revisions** made? If yes, then...

The author only needs to submit it to Extension Communications before publishing.  
<https://employee.extension.oregonstate.edu/communications/how-publish-extension-communications>

Is it an existing catalog publication (NOT one-time or limited use resources such as newsletters, meeting handouts or public relations materials) and **has had MORE than a 30% revision** made? If Yes then...

The author needs to submit it to their program leader (Sam Angima) or their department head if they are affiliated with a department. Note: Mckenzie.heryford@oregonstate.edu in Extension, tracks all confirmations within the CAS to ensure the submission was reviewed by the Dept Head or Program Leader.

If it is **never-before-published material**, if yes then...

Go to MyCAS  
<https://agsci.oregonstate.edu/mycas/cas-policies-and-procedures>  
then Outreach & Extension then Ag Extension Publications- Peer Review Process.



If you followed the chart and landed at the blue arrow, then proceed to page 2

## Ag Extension Publications Blind Peer Review Process 2022-23

1. First, consult with the department head or your unit leader to receive permission to begin the process. Sam.Angima@oregonstate.edu can direct you or answer any questions if you don't know who to consult with. After you have confirmation to move forward via an email, then proceed to step 2.
2. Fill out the [CAS Extension Project Form](#). The information you complete will be reviewed then forwarded to one of the review process coordinators listed below.
  - For all lead authors associated with [CSS](#) Rachel.Swindon and cc:Jolene.Bunce
  - For all lead authors associated with [Hort](#) teri.pizzolatto and cc:Bill.Braunworth
  - For all lead authors associated with [ANRS](#) Dave.Bohnert and cc:Carol.Lorenzen
  - For ALL OTHER lead authors Lori.Hodgert and cc: Sam.Angima, Assoc. Dean of Extension.
3. One of the review process coordinators will contact the lead author and ask the lead author to email them the material to be reviewed and published. The review process coordinator will request that you:
  - Remove all [personal identifiable information](#) from the document(s) including names of authors.
  - Consider your audience by reviewing <https://www.plainlanguage.gov/>
  - Include at least three peer reviewers from any state in the country, with their emails. CAS will add other reviewers if necessary.
4. When blind peer reviewer comments are returned to the review process coordinator, an email will be sent to the lead author from the review process coordinator to incorporate suggestions. This step will take about 4 weeks. We don't have the capacity at the moment to follow up to ensure authors incorporated or rejected suggestions from blind peer reviewers. This decision is left for the authors to manage. This may change in the future.
5. Author sends final documents to Extension Communications using their [project form](#) for final editing and publishing. Remember to attach the email from the department head or your unit leader (in step 1) as proof of peer review approval.
6. For PNW articles, complete steps 1-5 and then request Extension Communications to send it to other states for review.

Need more information from OSU Extension? <https://employee.extension.oregonstate.edu/communications/how-publish-extension-communications>