

Division of Agriculture
PMGS-98-2
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**ARKANSAS AGRICULTURAL EXPERIMENT STATION
PUBLICATION POLICIES
COMMUNICATION SERVICES
DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION**

1. Annual Planning for AAES Research Publications

Department heads will be asked at the start of each fiscal year to submit a list of proposed AAES research publications for the purpose of allocating funds budgeted for faculty research publications and to assist in managing publication projects. The list should include planned publication projects with external funds allocated for publication and those that are to be published with all or part of the cost paid by the AAES.

The Managing Editor for Experiment Station Publications will initiate compilation of the Annual Plan for AAES Research Publications by sending a memorandum to department heads at the start of the fiscal year. The memorandum will include a list of AAES publications by the department's faculty for the fiscal year ending.

Priority for funding of publication projects will be based on the order in which proposed projects are listed and upon an assessment of the merit of the proposed publications. The list of proposed publications may be revised with additions or deletions during the year. Publications added to the plan during the year will have a lower priority for funding than the projects submitted previously.

2. AAES Research Publication Series

AAES research publications include the Research Series, Research Report, and College Series.

Research Series publications are for annual or periodic reports on research and test results. Examples include reports on research progress in a commodity, such as rice or cotton, or a program area, such as soil fertility or animal science, with articles compiled by a faculty editor. Variety trials and herbicide test results are published as Research Series publications.

The Research Report series is for non-periodic publications, typically on significant research results and related information of interest to a target audience.

The College Series records important writings and public addresses associated with academic programs.

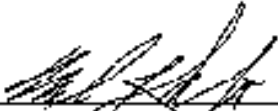
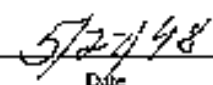
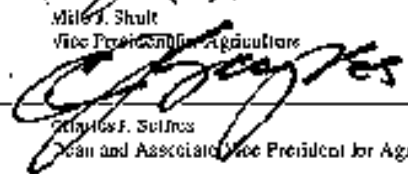
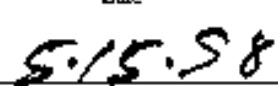
The publication format is flexible to allow for presentation of research results in a manner that most directly relates to issues of interest to a target audience.

3. Review and Submission of Manuscripts for Publication

Manuscripts submitted for publication by AAES must be reviewed within the principal author's department by two faculty members with selection of reviewers and other details determined by departmental policy. The manuscript must be submitted for publication by the department head. Reviewers and department head must sign and date a "Request for Publication Review and Approval" form attached to a copy of the manuscript. Send manuscripts to Agricultural Communication Services, AGRI 110.

Publication guidelines and additional details are provided on the Agricultural Communication Services Web site at <http://www.uark.edu/depts/agripub/Publications/> under the heading "Publication Policies and Guidelines for Authors."

Approval

 _____ Mike J. Shult Vice President for Agriculture	 _____ Date
 _____ Charles F. Seifres Dean and Associate Vice President for Agriculture - Research	 _____ Date

**Request for Publication Review and Approval
University of Arkansas
Arkansas Agricultural Experiment Station**

Title: _____

Authors: _____

A minimum of two departmental reviewers is required for AAES publications. Reviewers sign below to indicate that you have reviewed the manuscript and necessary revisions have been made.

1. _____ 2. _____

The attached manuscript has been reviewed by faculty in the Department (Unit) of _____

and is submitted for publication as indicated below.

Department Head/Unit Director: _____ Date: _____

Include 1 manuscript

Include 1 manuscript

Research Series

Research Report

Submit to:
Communication Services
AGRI 110
University of Arkansas
Fayetteville, AR 72701
TEL: (479)575-5647

Received by Comm Serv: _____ Date: _____

Editor Assigned: _____ Completed: _____