Tips for Annual Series Lesson Authors

From Linda Gilmore, editor- 9/2019

• **If your publication has multiple authors,** please designate one as the primary contact person. That will simplify communications.

• **Please complete the peer review process before you send your final manuscript to me, by Feb. 1, 2020.** (The FCE guidelines you received earlier explain what is expected in that regard.) It's much easier for you to clarify any questions about content from your reviewers and incorporate their comments before the text comes to the editor. **One of your reviewers must be a subject matter specialist, and I need to know the names of all your peer reviewers.** Our publications should be distinctive in that they contain research-based information and provide the reader with information beyond what is found in a typical magazine article. Your peer reviewers can help ensure this.

• **Give your reviewers a firm deadline to get their comments to you.** I recommend giving them 2 to 3 weeks. If you have trouble getting a timely response, let me or Julie Riniker know.

• **Send the text as a Word document.** (I can open .doc, .docx, and .rtf files with ease. I can't open a Publisher document.) Don't format it beyond indicating headings, bold or italic text, and paragraph indents. It's OK to include tables in the Word doc or you can send them as an Excel file. Double-spaced text is easier to edit. Please, only one space after periods. You can find additional style information in our KSRE style guide: *www.communications.k-state.edu/communication-services/publishing/style-guide/.*

• **Your text should be about 2,000 words**. If it's longer, the text will be edited to fit.

• **Send images as separate files — they can be jpeg or tiff files, at least 300 dpi.** (If you want to use an image but aren't sure about the size, I can help you figure out if it will work.) Please do not embed images in the Word file. You can indicate in the text where they go. Be sure to include caption information and photography credits.

• **If you want to use images or other graphics for which you don't own the rights, please get permission before submitting them.** (This includes images or graphics from other state extension systems.) I'll need a copy of the permission. If you can't get permission, one of our graphic designers can produce the image you need (either a photo or illustration), so don't hesitate to ask.

• **Please send the completed, final version of the manuscript to me by Feb. 1** — earlier would be better. **Meeting this deadline is essential if I'm going to be able to post the publications to the bookstore in time for people to order them.** If you realize you're going to have trouble meeting that deadline, let me know as soon as possible. We need time to do a good job editing, formatting, reviewing, revising, proofreading, and doing pre-press work on your publication so we'll all be proud of the result.

• **If you have any questions, please call or email me** and I'll do my best to answer promptly.

• **Once I have the text and start editing it, I'll call or email if I have any questions.** I'll send you a proof before it's posted to the bookstore website. You'll also get to see a proof before it's sent to printing.

• **The FCE lessons need to be available in July,** so they need to be posted to the bookstore in May. The rest of the lessons need to be available by August, so they'll need to be posted in June. **These publications need to be final when I post them to the bookstore, so meeting the deadlines is essential.**

Please contact me if you have any questions about this information. I'm looking forward to working with you.

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