

# Guidelines for Publishing Research Results

*Kansas Agricultural Experiment Station*



K-STATE RESEARCH AND EXTENSION  
DEPARTMENT OF COMMUNICATIONS

## KAES Policy on Manuscripts and Editing

All manuscripts resulting from research associated with the Kansas Agricultural Experiment Station must be routed through the editor, who will assign a contribution number. Association includes faculty salary (tenths time), KAES-funded projects, and affiliated programs such as the Food Science Institute and International Grains Program.

Manuscripts published during each fiscal year are listed in the annual KAES Director's Report of Research. Recent reports are available at: [www.ksre.ksu.edu/library/aespub.htm](http://www.ksre.ksu.edu/library/aespub.htm)

***Editing and peer review are required*** for all manuscripts published by the station.

***Editing is optional*** for all other manuscripts written for external publication. ***Peer review*** is required by some units but is not required for obtaining a KAES contribution number for external publications.

## Publishing Research Results

An integral part of KAES research is the effective dissemination of useful results to the proper audience. The first choice for publishing results of KAES research should be a refereed journal. Other publication types may also be appropriate.

## Types of Publications

KAES contribution numbers are assigned to:

- Proceedings (full papers only, not abstracts or oral presentations)
- Books or book chapters
- Computer programs and software
- Department reports
- Journal manuscripts
- Station publications
- Trade publications

## Contribution Numbers

Use the Manuscript Transmittal Form to request contribution numbers and editing: [www.ksre.ksu.edu/library/misc2/transmit.pdf](http://www.ksre.ksu.edu/library/misc2/transmit.pdf)

Route the form and a copy of the manuscript title page to the KAES editor before submitting manuscripts for publication.

Include contribution numbers in the manuscript; this gives recognition to the KAES and the many types of research it supports. Numbers usually can be included as a footnote to the title or in the acknowledgments.

The correct citation is:

Contribution no. \_\_\_\_\_ from the Kansas Agricultural Experiment Station.

New faculty members may receive a contribution number for a manuscript if at least 50 percent of the work was done at Kansas State University. This must involve part of the research or data analysis, not merely writing or revising the manuscript.

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## Editing Services

Editing is offered for all manuscripts eligible to receive a KAES contribution number.

If editing is desired, submit the full manuscript with the transmittal form. For electronic editing (i.e., track changes in Microsoft Word), e-mail the manuscript to the KAES editor.

Editing for other scientific manuscripts (e.g., grant proposals, dissertations) may be arranged on a case-by-case basis as time allows. Charges may apply. Please contact the KAES editor or publications unit coordinator for details.

## KAES Publications

KAES publications report research done in Kansas or regional research with relevance to agriculture or associated activities in the state. Material for station publications should be of the same quality as that sent to external publishers.

- **Reports of Progress (SRP)** are annual reports of research results, completed results of surveys without comprehensive interpretation, or results of research projects that are complete but not comprehensive enough to be considered for bulletins. Results are usually applicable and of interest primarily in Kansas.

Examples: [www.ksre.ksu.edu/library/repprog.htm](http://www.ksre.ksu.edu/library/repprog.htm)

- **Bulletins (SB)** are reports of completed research presented in a comprehensive and interpretive manner. They may report data collected over a period of time and should include a thorough literature review, in-depth discussion of results, and, if appropriate, follow-up research.

Examples: [www.ksre.ksu.edu/library/bulletin.htm](http://www.ksre.ksu.edu/library/bulletin.htm)

- **Keeping Up With Research (SRL)** publications are pamphlets and fact sheets that present results of short-term research in a simple format. They are used to publish useful information in a timely manner and should include a brief explanation of the objective and significant results with an emphasis on practical application. These are published only in electronic format.

Examples: [www.ksre.ksu.edu/library/keepup.htm](http://www.ksre.ksu.edu/library/keepup.htm)

- **Special Publications** are unusual publication situations that do not fit into a regular category. These publications are unnumbered.
- **Regional Publications** are reports of research sponsored jointly by stations cooperating in a regional project or committee.

Annual Reports of Progress (e.g., Swine Day, Agronomy Field Research) are managed by a coordinating author or team of authors in the relevant KAES unit. Coordinating authors work closely with the KAES editor and graphic designer to establish publication timelines, editorial style, design, and distribution.

Authors interested in producing a new KAES publication should contact the KAES editor and Associate Director for Research and Technology Transfer.

### Understanding Contribution Numbers

Contribution numbers have three parts:

- The first two digits denote the year (state fiscal) of assignment.
- The second set of digits identifies the manuscript (numbered consecutively throughout the year).
- The suffix letter identifies the type of publication.

Suffix letters are:

A	Proceedings	J	Journal
B	Book	S	Station publication
C	Computer program	T	Trade publication
D	Department report		