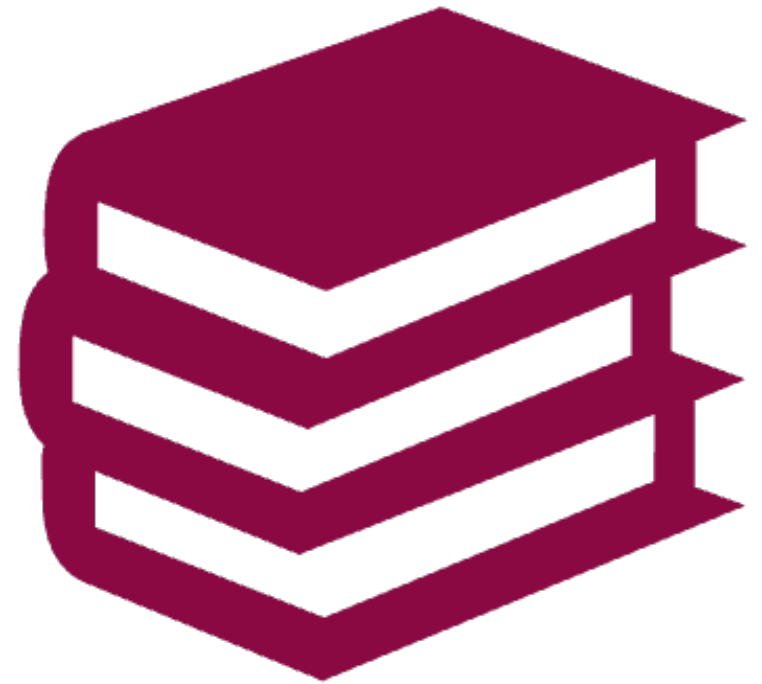


New Mexico State University  
College of Agriculture, Consumer and Environmental Sciences  
Cooperative Extension Service

# From Draft to Done: Navigating the Extension Publication Process



# Who Can Write a CES Publication?

1

Any NMSU Employee  
with official CES  
appointment.

2

Other NMSU employees  
may co-author  
publications with CES  
employees.

# Publications



Research-based



Aim to instruct or  
inform the general  
public



Reviewed every 5  
years

# Types of Publications



Guides: Brief, single-concept pieces. Written for non-technical, lay audience.



Circulars: More detailed and stable content.



Annual Data Reports: Results of data collection of various fields. Made available to producers, agents, and specialists.



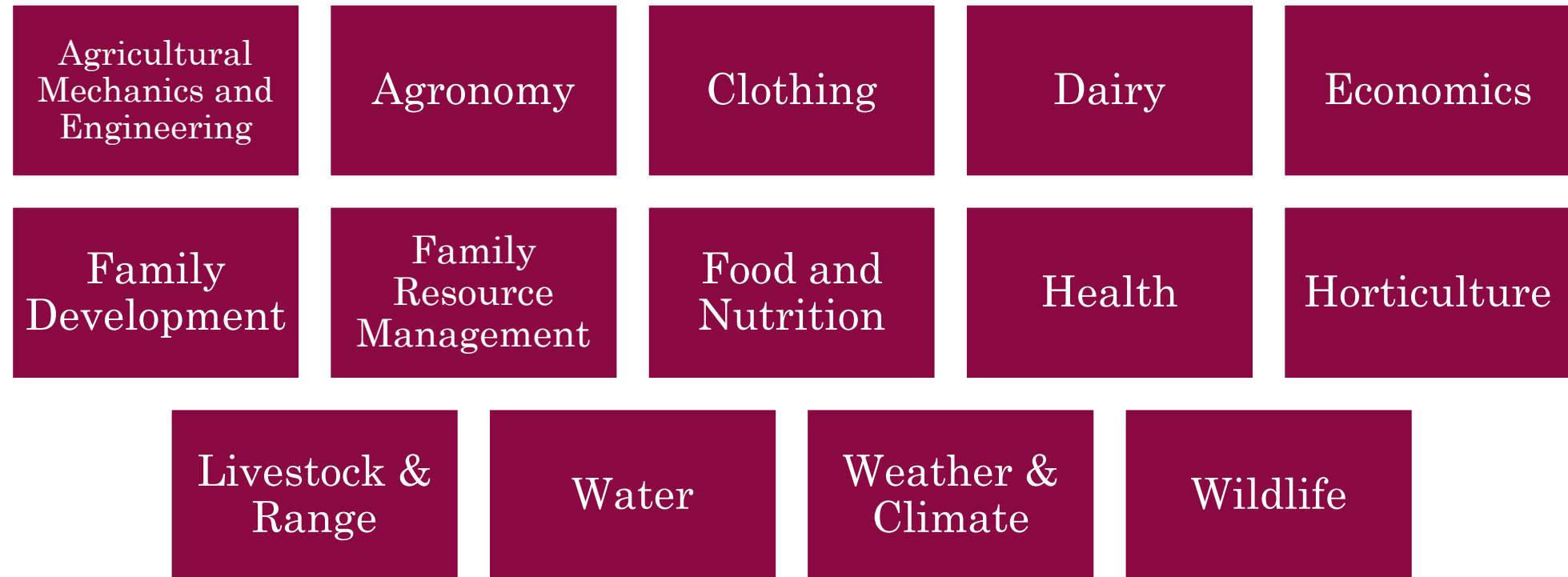
Task Force Reports: Reports of commissioned studies or efforts from interdisciplinary task forces.



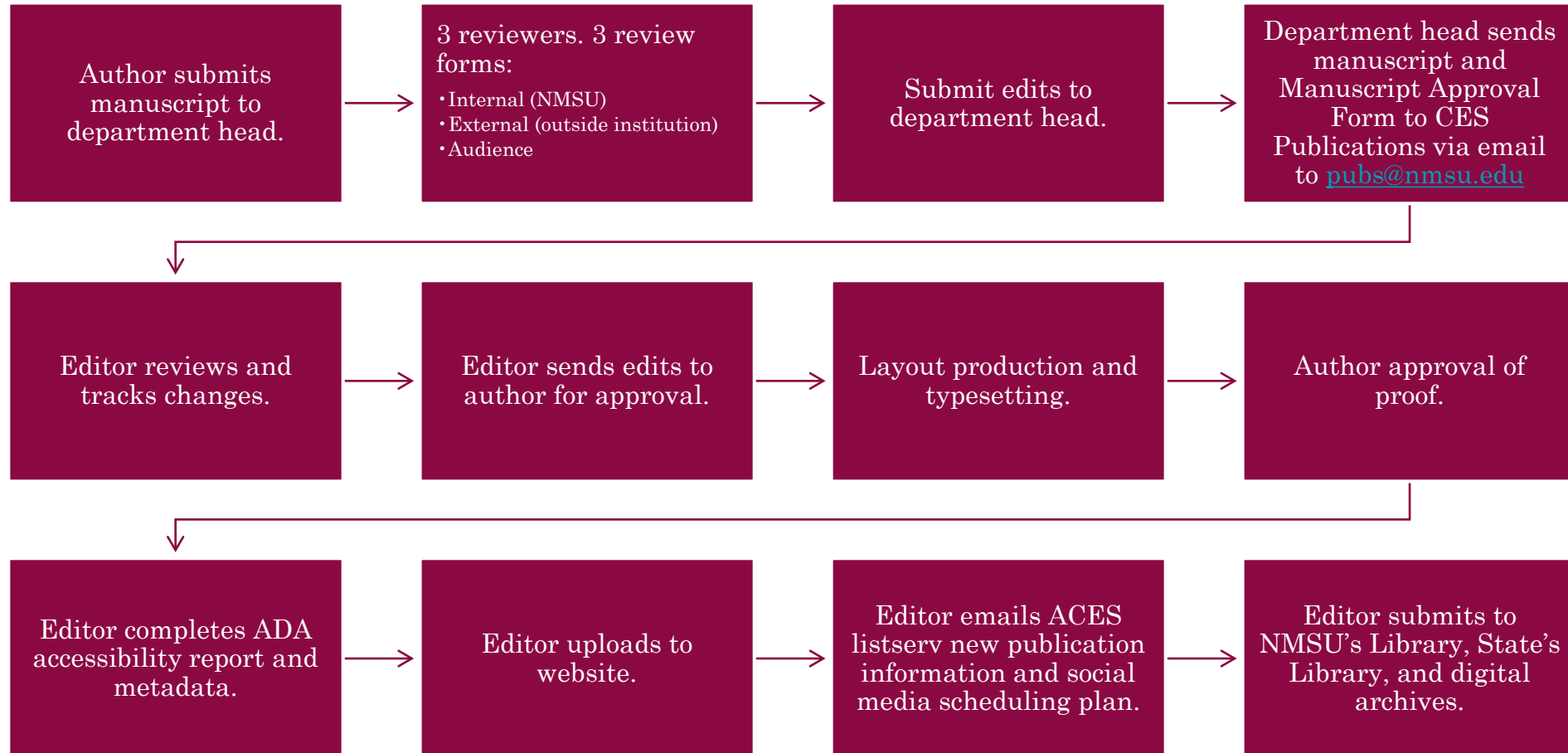
Linebery Policy Center Reports: Policy analysis to advocate for beneficial use of natural resources.



# Categories



# Publication Process



# Manuscript Submission

- Author submits a copy to CES department head along with recommendations for 3 reviewers:
  - Internal (NMSU)
  - External
  - Audience member
- Reviewers revise the manuscript and complete a Review Form.
- Authors make necessary edits.
- Final manuscript sent to CES department head for approval.
- Department head signs Manuscript Approval form and emails [pubs@nmsu.edu](mailto:pubs@nmsu.edu) with new manuscript.

# Revised Publications



- Process is negotiable between authors and department head.
- Minor changes:
  - Department head approves. Editor submits the changes.
- Major changes:
  - Manuscript goes through the publication process for new publications.

# Author's Guide to Extension Publications



# Guidelines for Manuscript Components

- Submit as a text file, rich text, or Microsoft Word format.
- Minimal formatting preferred.
- Add author bios on footnotes or text.
- Submit any images or supplementals (JPG, PNG, XLS, TIFF, PNG) separately. Must be high-resolution.
- For tables or charts, provide data that accompanies them.
- Write a caption for any figures and tables within the text where you want them to show.

# In-Text Citations and Reference List

- Use superscript numbers placed next to the relevant reference. These numbers will correspond to entries in the reference list, functioning similarly to endnotes.

- In-Text Citation:

- Renier et al. reported that poisoning cases in horses were often associated with changes in ownership or stable environment.<sup>12</sup>

- Reference List:

- 12. Renier, A.C., P.H. Kass, K.G. Magdesian, J.E. Madigan, M. Aleman, and N. Pusterla. 2013. Oleander toxicosis in equids: 30 cases (1995–2010). J Am Vet Med Assoc, 242:540–549. <https://doi.org/10.2460/javma>.

# General Guidelines for Reference List

- Use APA citation format (7<sup>th</sup> edition).
- Reference list appears at the end of the manuscript.
- Organize alphabetically (A-Z).
- Every source cited in the text must be listed.
- Every source in the reference list must be part of the text.

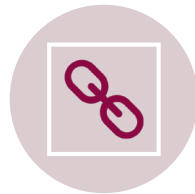




# Outside Sources Material



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# Editing Process: Tracking Changes

- Editor will revise and make comments on your manuscript using the “Track Changes” function in Microsoft Word.
- When you receive edits, you can accept those you agree with and comment on those you have follow-ups.
- The Author’s Guide provides step-by-step instructions on how to use the “Track Changes” function.

# Layout Production



- Once all edits are completed and approved.
- Editor will typeset your manuscript into our layout.
- A proof of this layout is sent to all authors for edits and approval.

# Final Steps

- Once layout is approved, editor makes sure PDF meets ADA compliance standards.
- Editor then creates a web-version to the publication and attaches the PDF to it.
- An email is sent to ACES listserv promoting the new publication alongside a social media schedule.
- Emails and physical copies sent to NMSU Library and State Library.

# Questions



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