

Peer Review Guidelines for Authors of Peer Reviewed Extension Materials

RATIONALE: OSU Extension professionals are responsible for the accuracy and overall integrity of any educational materials or print pieces they author or produce for public distribution. Such “educational materials” may be distributed through the web, mass media, educational programs, audio, video or other means.

Plagiarism and copyright infringements must be avoided. Use of citations and written permissions (when appropriate) for materials, pictures or creative expressions is essential and must be included with submission of educational material for review.

Review procedures are designed to enhance the credibility and research base of OSU Extension educational materials, protect the individual’s or team’s work and strengthen scholarship credentials.

All educational materials (electronic or print) intended for statewide (or broader) distribution authored by county educators must be submitted for blind peer review (minimum of three reviewers.) When state and center specialists are co-authors, blind peer review is not required. However, the use of a blind peer review process including out-of-state reviewers enhances the credibility of the educational material.

Educational materials published by county educators for local use do not require a peer review unless published to the Ohioline. If non-peer reviewed material is published to the county website, the following statement should be included:

“This material has not been peer-reviewed for statewide distribution.”

NOTE: Papers submitted to a rigorous blind peer review process in a journal or at national professional meetings do not require this review.

Submission is provided to appropriate Assistant Director(s) including:

1. Cover letter requesting the review
2. Separate Title Page which includes:
 - a. Title
 - b. Authors’ full names (this is the only page where authors’ names should be included)
 - c. Authors’ title(s) and institution
 - d. Complete mail address including telephone and fax number for lead author
 - e. Electronic mail addresses for all authors
 - f. Statement describing educational material: Is it print, electronic or web-based? Is it: a fact sheet, bulletin, curriculum; video audio, print piece, other?
 - g. Abstract not to exceed 250 words: Include a succinct list of the content including targeted audience and statement of need (as a result of review of literature and current related materials).
 - h. Submission date

General Requirements:

- Submit one (1) electronic copy of educational material as an attachment
- Submit four (4) copies of video or audio
- Citations are complete and use APA Publication Manual (5th ed.) standards
<http://www.apastyle.org>;