

AGRONOMY DEPARTMENT

Plan of Work - REVISED/NEW* PUBLICATIONS

1. Extension Specialist writes/revises publication.
2. Peers (usually internally within the department) review publication for technical accuracy.
3. Information Specialist (department) prepares/tags publication.
4. Information Specialist (department) reviews publication for consistency of abbreviations, grammar, spelling, etc.
5. The author(s) and Extension Coordinator review the tagged publication.
6. Information Specialist (department) revises publication as appropriate, in consultation with author.
7. The author(s) approves publication via a signature on the Transmittal Form.
8. Department Chair and appropriate Center Director approve the publication via a signature on the Transmittal Form.
9. Simultaneously

The department submits a disk containing the publication to IT. Email between IT and the department documents delivery and receipt of disk.

The department delivers the transmittal form and hard copy of publication to Dr. App=s office for approval and forwarding to EMS. EMS confirms receipt of the signed transmittal form via email. NOTE: The department does not release (approve) documents until this confirmation is received. **(This step insures EMS awareness of the transaction. Unless there is a compelling reason for withholding approval pending receipt by EMS, this step could be eliminated)**

10. IT notifies Information Specialist (department) via email when the document is placed in the review area.
11. Information Specialist (department) reviews publication and approves document for release if appropriate. She/he notifies IT via email of document approval.
12. If there is a problem with the publication, the department makes the correction and resubmits the publication (disk) to IT. The department notifies IT via e-mail of the problem, the correction and the date the corrected version is sent to them. IT notifies Information Specialist (department) when they place the revised document in the review area. Repeat Step 11.

For problems that require IT correction, the Information Specialist (department) describes the problem via email to IT. IT corrects and places the document in review. Repeat Steps 10 and 11.

13. When the publication is in EDIS, IT notifies Information Specialist (department) via email.
14. EMS requests e-mail notification when documents go online so the publication folder can be "closed out." **(Unless there is a compelling reason for this notification, this step could be eliminated)**

NOTE: All e-mail between a department and IT must contain the department publication number, the DLN (digital library number) and the publication title.

*New Publications

If time permits, a formatted copy of the new publication is sent to EMS for editing. After editing, EMS faxes a copy of the new publication with comments and suggestions to the department. The Information Specialist (department), Extension Coordinator and author review the suggested corrections/changes. The new publication is revised as appropriate and Step 7 is initiated.

If time does not permit editing by EMS, the new publication is carefully reviewed by the Information Specialist and the Extension Coordinator.