

# University of Kentucky Cooperative Extension

## Peer Review Submission Form

Extension Scholarship is defined as the creation, integration, transfer, application and dissemination of evidence-based knowledge for the benefit of stakeholders. Standard categories for describing high quality publications and scholarly work should be those that are peer-reviewed. For a publication/product to be considered "peer reviewed", the author must adhere to the following protocol:

- A. Define each publication or product as one of the following standard categories/types: Curriculum, Creative Work, Research Publication, Summative Publications, Decision Tools, etc. (see Extension publications guidelines)
- B. Identify the originality of the content (see content review form)
- C. Designate primary delivery method (see content review form)
- D. Initiate Peer-Review Process (facilitated by the Departmental designee/contact)
  - a. Departmental publications designee ensures that drafts meet the basic criteria (affirm the type of publication/standard categories, originality, delivery method, etc.);
  - b. Identify reviewers for the process; Two reviewers are required with at least one reviewer being from outside the department/unit
  - c. Reviewers are to be provided the UK Extension Content Review Form as a guide for reviewing/providing feedback on all publications/scholarly works. The Content Review Form is to be returned to the departmental publication designee

<b>Date:</b>		<b>Title of Product:</b>		
<b>Name of Author:</b>		<b>Author Contact Information:</b>		
<b>Name of Dept Publications Contact:</b>		<b>Department Chair:</b>		
<b>Standard Category/Type:</b>				
<b>Type of Content:</b>	<input type="checkbox"/> Original/New Work	<input type="checkbox"/> Major Revision		
<b>Product:</b>	<input type="checkbox"/> Extension Publication	<input type="checkbox"/> Curriculum	<input type="checkbox"/> Podcast	<input type="checkbox"/> Poster/Infographic
	<input type="checkbox"/> Web-based tool/website	<input type="checkbox"/> Mobile App	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Evaluation Tool
	<input type="checkbox"/> Video	<input type="checkbox"/> Social Media Posts	<input type="checkbox"/> Presentation Slide	<input type="checkbox"/> Learning Activity
			<input type="checkbox"/> Marketing	<input type="checkbox"/> Resource
			<input type="checkbox"/> Other	
<b>Please attach an outline if this is a comprehensive curriculum.</b>				
<b>Additional Information:</b>				
Intended Audience:		Reading Level:		
<b>Instructions for Authors:</b> Complete this form and all documents for review and submit package to departmental publication designee/contact.				
<b>Instructions for Departmental Publication Designee:</b> If reviews are double blind, exchange author's name and contact information in the space above with "withheld for blind review," prior to sending to reviewer with documents and Content Review Form.				
<b>Instructions for Reviewers:</b> Please review the attached draft of an Extension Publication/Scholarly Product. Remember, content reviewers are to check for content and appropriateness of audience only – graphics and editing occur at the next stage. Instructional resource reviews should be based on your expertise in the subject matter. Please follow the standards for each criterion as noted on the attached Content Review form. Mark your rating for each criterion and make comments directly on the Content Review form. In addition, you may also use "track changes" on the content if that is desirable. Please "sign" this form – the Review Submission Form - and return this signed form, completed Content Review form, and any tracked changes as instructed.				
<b>To be completed by Department:</b>		<b>Reviewer Name:</b>	<b>Return review by:</b>	
<b>To be completed by Reviewer:</b>		<b>Institutional Affiliation:</b>		
<b>Reviewer Signature:</b>		<b>Title:</b>		

Review\_Submission\_Form - March 2022

