

Peer-Review Process for Extension Publications – Things to Consider

- The Department Chair or Director is responsible for making sure the peer-review process is in place and is being utilized. A helpful strategy would also include appointing a Departmental Publications Designee (DPD) in each department/unit.
- Departments may consider the Extension Coordinator as a logical choice for serving as the Departmental Publications Designee (DPD) to manage the peer-review process.
- Two reviewers are required, and it is highly recommended that at least one reviewer be from outside the department.
- Authors are not to handle their own review process, but can suggest reviewers to the DPD.
- If the DPD is the lead author of a publication, then the Department Chair or Director will designate another person to handle the peer-review process.
- A Department or Unit can institute a more stringent peer-review process, if so inclined (For example: Blind or double-blind review, more than two reviewers, etc.).
- Although as of 2022, the Extension publications process calls for a shift in terminology from “numbered” publications to “peer-reviewed” publications, departments/units can still incorporate a numbering system which aids to identify publications through sequence, etc.
- The names of reviewers (of publications) should be maintained within departments/units. This helps to serve as documentation of a publication/scholarly work that was peer reviewed.