

EP-1. Extension Publication Proposal

Print out this form, complete it, and submit it to your Department Extension Leader. Submit six copies of this form for each publication to be considered by the Extension Publication Review Committee. Note that all proposed numbered publications, regardless of funding source, must be submitted for approval.

Department _____

Author(s) _____

Publication title _____

Publication # (if reprint or revision) _____

Priority rank among current publications from your department: No. ____ of ____

Proposed quantity _____ copies. Date needed _____, 20____

Will this publication be published on the Web only? ___ Yes ___ No

Do you have supplemental funds (grant, foundation, etc.)? ___ Yes ___ No

If this publication will be in a numbered series, which series? _____

Will this publication be distributed primarily by the specialist (for example, in workshops or classes led by the specialist)? ___ Yes ___ No

Will this publication be a **revised reprint**? If so, submit 1 copy of the publication with revisions marked.

Will this publication be an **unrevised reprint**? If so, submit 1 copy of the publication (from the most recent printing).

Will the publication be a **new publication**? If so, submit a manuscript or outline.
If a new publication:

Estimate the number of pages in the final publication _____

Estimate the number of photos in the final publication ___ B&W ___ Full color

Estimate the number of illustrations in the final publication _____

Estimate the number of tables in the final publication _____

Explain how this publication fits into Extension's strategic priorities.

1. Name the strategic priority addressed.
2. Describe the intended audience. Be specific.

3. Name the current or emerging critical need this publication will meet.
4. How was the need for this publication determined? How does this publication fit into Extension's marketing plan.

5. Does the publication support an educational program designed to change people's behaviors through a workshop, course, or other learning experience? (The learning has to be identifiable and have measurable outcomes that have a high probability of success.)

6. What knowledge or skill is the reader expected to gain?

7. How will this publication relate to other educational materials on this topic, such as existing or planned videotapes, PowerPoint presentations, and CDs?

8. How long will the information be current and useful?

(Rev. 1-07)