# Virginia Cooperative Extension

# Peer-Reviewed Content Cover Sheet

(Please see <http://www.communications.cals.vt.edu/resources/publishing-process.html> for details on the process.)

*\*The author completes Part I and II of this form and submits it with one hard copy of the publication, and four CDs, each containing: a Word file of the content, plus any photos or graphics to the Department Head (or their designee) or the appropriate Associate Director, should the author be an Extension agent or a specialist not assigned to an academic department*.

# PART I. Author Information, Publication Scope, and Justification

**Date:**

**Author Name:**

**Department:**

**Program Area:** [ ]  ANR [ ]  FCS [ ]  4-H [ ]  CV

**Mail Code/Off-Campus Address:**

**Phone:**

**E-mail:**

**Planned program area:**

[ ]  Childhood Obesity [ ]  Global Food Security and Hunger

 Agricultural Systems

[ ]  Climate Change and Natural Resources [ ]  Global Food Security and Hunger

 Animals and Animal Products

[ ]  Family Finance and Community Viability  [ ]  Global Food Security and Hunger

 Biotechnology and Genomics

[ ]  Families and Communities [ ]  Global Food Security and Hunger

 Agricultural Management, Marketing and Policy

[ ]  Food, Nutrition, and Health [ ]  Global Food Security and Hunger

 Family Nutrition Program

[ ]  Food Safety [ ]  Global Food Security and Hunger

 Local Food Systems

[ ]  Sustainable Energy [ ]  Global Food Security and Hunger

 Pest Management

[ ]  Youth Development [ ]  Global Food Security and Hunger

 Plants and Plant Products

**Please explain the following: 1) Why is this publication needed? 2)What specific needs or problems will be addressed? and 3) Define the target audience for the publication.**

**Proposed title:**

**Abstract: (Provides a summary for the department head and peer reviewers)**

**Suggested peer review team:**

*One Virginia Tech or Virginia State University faculty member, one external faculty member, and two VCE agents.*

1. Name:

 Title:

 Address:

 E-mail:

2. Name:

 Title:

 Address:

 E-mail:

3. Name:

 Title:

 Address:

 E-mail:

4. Name:

 Title:

 Address:

 E-mail:

**Type of content/publication:** [ ]  New [ ]  Major Revision

**VCE publication number (if revision):**

**Does this content/publication replace existing content?** [ ]  Yes

**If YES, enter publication number:**

**Waiver from the peer review process requested** [ ]

 Attach rationale and supporting documentation.

# Part II. Submission of Content

*The author completes Part I and II of this form and submits it with one hard copy of the publication, and four CDs, each containing: a Word file of the content, plus any photos or graphics to the Department Head (or their designee) or the appropriate Associate Director, should the author be an Extension agent or a specialist not assigned to an academic department*.

Title of Publication:

Date of submission: \_\_\_\_\_\_\_\_\_\_

Requested date for launch on VCE website/delivery date: \_\_\_\_\_\_\_\_\_\_

If to be printed, provide fund number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions:

### PART III. Peer Review

*Department head\* sends content to reviewers for peer review. See “Peer Review Form.” If the peer review feedback requires the author to make modifications to the manuscript, the department head indicates such below. Department head returns this form to the author.*

[ ]  Content approved for publication as is. (Skip to Part IV.)

[ ]  Content approved for publication with changes, see notes below

[ ]  Content not approved for publication (unacceptable), see notes below.

Feedback from Peer Reviewers :

# PART IV. Approval for Production

*Department head\* signs below and returns this form to the author.*

[ ]  Publication Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Department Head Signature Date

### Part V. Submission

*The author submits the signed form along with the revised content to the Office of Communications and Marketing for production via the online* [*Project Request System*](https://calscommproj.stl.vt.edu/) *(http://www.communications.cals.vt.edu/services/project-request.html). The signed Publications Request Form can either be scanned and uploaded in the online system or a hard copy can be sent to the Office of Communications and Marketing, 231 Smyth Hall (0904).  Please allow a minimum of four weeks for editing, design, and publishing. The process may take longer depending on the number of projects on the Communications and Marketing job list.*

*Send packet to:*

Office of Communications and Marketing

231 Smyth Hall (0904)

Virginia Tech

Blacksburg, VA 24060

(540) 231-5349

tglidden@vt.edu