Extension Peer Reviewed Publications

Author Checklist

Use this document to keep track of where you are in the writing, review, and submission stages of peer-reviewed materials. These reminders will help you provide a finished document with correct formatting and information for submission. Check off each item as you complete it, sign the form, and send it to the Illinois Extension Marketing and Communications (MarCom) Team along with the other project files when you submit the request document.

Content and Writing Style

Note: Illinois Extension uses the Associated Press Style Guide but does use serial commas.

Before submitting your project, make sure that you have:	Yes	N/A
Identified your project's primary audience and written with that audience in mind.	◯	◯
Included learning goals and objectives or otherwise explained the purpose of the final product.	◯	◯
Written at an appropriate reading level for the primary audience (no higher than seventh or eighth grade): • Use short sentences and paragraphs. • Define new or unfamiliar terms and concepts on first use. • Minimize jargon. • Write directly to the primary audience. • Use vertical (bulleted or numbered) lists, which will increase reader comprehension and is in compliance with campus style guide • Choose the simple word (use) over the complicated word (utilize). • Use mostly active, not passive, voice (sometimes passive voice is needed and appropriate). • Use consistent terms and language to describe concepts, organizations, procedures, and so on.	◯	◯
Double-checked the spelling and accuracy of people's names, job titles, and organizational affiliations; the names of companies, organizations, agencies, and places; titles of works, technical terms; URLs; practices and procedures; and other unusual or unfamiliar words and phrases.	◯	◯
Used inclusive, unbiased language, the university's campus style guide has additional guidance	◯	◯
Chosen images that depict diversity.	◯	◯
Made electronic documents as accessible as possible to readers who use adaptive technology (such as screen readers).	◯	◯
Created a style sheet that all writers on the project have followed.	◯	◯
Produced an original work that is well organized, grammatically sound, logical, thoughtful, and evidence based, and that communicates clearly to the intended audience.	◯	◯

Authorizations, Permissions, Reviews, and Copyright Issues

Before submitting your project, make sure that you have:	Yes	N/A
Obtained written permission from copyright holders to adapt, reprint, or use all third-party and previously published materials. (This applies to text, data, tables, charts, graphs, photos, videos, social media posts, cartoons and comics, computer code, graphics, internet memes, figures, and more.)	◯	◯
Pilot tested the material with geographically and otherwise diverse segments of the target audience.	◯	◯
Requested a content expert review of the document.	◯	◯

Parts of the Document

Before submitting your project, make sure that you have:	Yes	N/A
Written the document in Microsoft Word (docx format; the older .doc format is a security risk and will not be accepted).	◯	◯
Created a complete, accurate working table of contents as needed (that is, one that includes all levels of headings and all sidebars, tables, and figures, but not, at this point, page numbers).	◯	◯
Created a table of abbreviations for abbreviation-heavy documents.	◯	◯
Checked cross-references to tables, figures, other chapters, and other sections.	◯	◯
Checked all quotations against the original sources to ensure that they are accurate and that you have cited them correctly following APA style in the text and in the reference list: • Included the sources of all data, information, and quotes in the reference list. • Cited every entry in the reference list in the text at least once. • Formatted and organized the reference list and (if included) the additional resources list following APA style.	◯	◯
Included an acknowledgments section, as needed, with: • A complete list of authors, their job titles, departments, and affiliation, one person per line. (Include a note indicating how to alphabetize any author's name that has three or more parts.) • A copyright statement (at minimum "Copyright University of Illinois Board of Trustees YEAR"). • Funding credits (if necessary). • Organizational identification and other standard language (for example, the Smith-Lever Statement).	◯	◯
Organized the material with a clear and consistent hierarchy of headings and subheadings with: • No more than four heading levels that are clearly indicated. • At least two of any one level of subordinate heading under a superior heading. Avoid stacking headings (that is, two headings in a row with no text in between). • Parallel grammatical construction in related headings whenever possible.	◯	◯
Included only tables and figures that are needed to advance one or more of the educational or communications goals of the project. Remember that these are often not accessible to screen readers so alternative text must also be provided for graphs and illustrations.	◯	◯
Included appropriate credits for outside sources of tables and figures.	◯	◯

Before submitting your project, make sure that you have:	Yes	N/A
Double-checked for math and statistical errors in charts, tables, and figures and that the data presented in each match the data in the text.	◯	◯
Referred to each table and figure at least once in the text at some point before it appears in the document.	◯	◯
Provided alt text for each table and figure briefly describing its content (to meet accessibility standards).	◯	◯
Structured each table as simply as possible to meet accessibility requirements.	◯	◯
Created all tables using Word's tables feature.	◯	◯
Numbered each table in the order it is mentioned in the text and included a brief, descriptive title above and outside of the table.	◯	◯
Included separate high-resolution (at least 300 dpi) photo and other graphics files for all figures. (Note: Photos embedded in the Word file are considered "for position only" and are not suitable for publication.) Photo files must be in .jpg, .tiff, or .eps format.	◯	◯
Gave each photo or other graphics file a name that includes an abbreviated version of the project name and the figure number, so they are easy to identify. (Ex: WoodDuckBox_fig1.jpg, WoodDuckBox_fig2.jpg, and so on.)	◯	◯
Numbered each figure (in a separate list from the tables) in the order it is mentioned in the text and included a brief, descriptive title above and outside of the figure.	◯	◯
Placed all appendixes after the reference list in the document.	◯	◯
Labeled and titled all appendixes. If there is only one appendix, label it Appendix. If there are two or more, label them Appendix A, Appendix B, and so on.	◯	◯
Referred to each appendix by label and title in the text.	◯	◯
Written metadata that includes the product title, author, copyright statement (© University of Illinois Urbana-Champaign), and a brief marketing description for the final product that explains—in about 100 words—what the document is about and its purpose and scope. The description may not include hyperlinks or citations.	◯	◯
Provided a short list of keywords and key phrases (separated by commas) to help search engines find the final product more easily. The keywords and key phrases are specific and likely to be used by people conducting online searches on topics related to the project.	◯	◯

Formatting

Before submitting your project, make sure that you have:	Yes	N/A
Margins—1 inch all the way around.	◯	◯
Columns—One column throughout.	◯	◯
Typeface—Pick one simple typeface for text (such as Cambria or Times New Roman).	◯	◯
Type size—Use 12-point type for body text and for figure and table captions.	◯	◯
Text boxes—Just say "no" to text boxes. They are hard to work with in Word and they convert badly (or not at all) to InDesign, which is the layout program our designers use.	◯	◯

The Submission Process

Before submitting your project, make sure that you have:	Yes	N/A
Included the abbreviated project name in each file name and include a date in the format Year-Mo-Da	◯	◯
Collected the electronic files that the editor and designer will need to produce the job. (Note: Send only the files that will be used to produce the final product, not an entire memory stick or thumb drive full of files that may or may not be related to the project.) Include these files in the submission package: • One or more Word files with absolutely all the words – body copy, tables and figures, table and figure numbers and titles (above for tables, below for figures), references, appendixes, organizational identification, funding credits (if any) and more—that will appear in the final product. (Remember: Word files must be in the .docx format. Files in .doc format will not be accepted because they are computer security risks.) • Separate high-resolution files for each photo, illustration, chart, and graph. The file names must include the abbreviated project name and be numbered sequentially to indicate the order in which the items will appear in the document. Number the figures separately from the tables. Photo files must be in .jpg, .tiff or .eps format and at least 2000px wide for digital use. Photos that will be in printed publications should be at least 2500px wide. Charts, graphs, and illustrations may be .jpg or .pdf files. • Completed and signed Author Checklist (this form) • Electronic copies of permission letters or emails (where applicable).	◯	◯

Lead Author Signature

I have reviewed this checklist and complied with its requirements.

Signature of lead author or project manager	Date

Acknowledgments

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This checklist was updated in 2023.

University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating.

Issued in furtherance of Cooperative Extension work, Acts of May 8, and June 30, 1914, in cooperation with the US Department of Agriculture by the Director, Cooperative Extension Service, and University of Illinois.

Modified April 2024

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