

Curriculum author guide supplement

1. Before you begin

- Human research protections — If your curriculum contains evaluation procedures and instruments that involve human subjects, obtain documentation indicating UI Institutional Review Board approval (see [Human Research Protections website](#) for more information), if necessary.
- UI Extension curriculum account — Your curriculum may be eligible for funding to cover all or part of publishing costs (editing, layout, photography, video, other) provided you
 - submit a strong proposal
 - show that the curriculum has a strong likelihood of generating sales
 - have your manuscript accepted for publication via Manuscript FastTrack
- Consultation with CALS Communications — The editor in CALS Communications can discuss format, scope, budget (especially critical for grant-funded projects), timeline, distribution channels and other matters with you before you submit your proposal.

2. Submit the [curriculum proposal form](#) to [Manuscript FastTrack](#)

- Select "proposal, curriculum" as the document "type" in FastTrack.
- The associate editor covering your topic area will let you know whether to proceed.

3. Develop your curriculum

4. Conduct pilot testing

- Phase 1. You, the authors, deliver the entire curriculum twice, fill out the [curriculum pilot testing form for authors](#) and revise your curriculum as needed.
- Phase 2. Ask two educators with no prior exposure to the curriculum to pilot test it and to fill out the [curriculum pilot testing form for educators](#) and return it to you. Revise your curriculum as needed.

5. Submit your curriculum to Manuscript FastTrack for double-blind peer review

- Follow our manuscript submission guidelines (Step 4).
- In FastTrack, select "curriculum" as the document "type."
- Your submission must include the following:
 - Curriculum manuscript
 - Pilot testing forms (authors' and those from at least two educators who are not authors)

- Documentation of UI Institutional Review Board approval, if necessary, for research involving human subjects
- The associate editor will send your manuscript to reviewers and, based on those reviews, decide whether to accept your manuscript for publication, ask you to revise and resubmit the manuscript or reject it as unsuitable for publication.

6. Submit your final files to CALS Communications

- After your curriculum has been accepted for publication, review our guidelines for submitting final text and graphics (Step 5) and attach your final manuscript, artwork and permissions to your submission in Manuscript FastTrack.