TOP 10 EDITORIAL TIPS FOR

EXTENSION AUTHORS

Manuscript (MS) Submission

After subeditor acceptance, submit a clean, undesigned file copy of your MS's final version.

Photo File Submission

Submit only high-resolution, unedited photographs (at least 1MB and one side 1200 pixels).

Photo File Size

Do NOT enlarge an image file.

Permissions Issues

Resolve all permissions issues for using photographs, other graphical images, and recipes before an MS is peer reviewed.

Numerical Ranges

Use an en dash in date and other numerical ranges (no hyphens).

Acronyms

On first mention, spell out all formal names or terms that use an acronym. Follow with the acronym in parentheses only if the acronym will appear later in the MS. On subsequent mentions, use the acronym.

USDA

Author Bios

First and Last Name, Job Title, Department or Research Facility/Other Organization, University of Idaho (if applicable).

The Word *Extension*

Capitalize *Extension* when referring to it as part of a University of Idaho department or program.

E

Colons in Lists

Use a colon when words that introduce a series or list form a grammatically complete sentence.

Measurement Units

Do not abbreviate measurements in body copy, except in tables, equations, and Research Bulletins.

University of Idaho Extension