

# Author's Guide to Intermountain West Extension Publishing

Montana State University  
University of Idaho  
University of Wyoming

## IMW Publishing Basics

Intermountain West Extension (IMW) publishing encompasses printed and electronic publications and other educational materials. Items carrying an IMW designation are published jointly by Montana State University Extension, University of Idaho Extension, and University of Wyoming Extension. publishing rights, however, are retained by the originating institution. All three Extension services must approve the content of IMW products.

## What are the benefits of IMW publishing?

- Gives each of the publishing institutions access to faculty expertise in the other participating institutions.
- Ensures wider distribution of valuable information.
- Prevents conflicting recommendations in bordering areas.
- Encourages rigorous peer review and the production of high-quality materials.
- Prevents duplication of efforts.
- Provides an opportunity for authors to collaborate with Extension faculty in other states.
- Reduces per-copy costs for printed materials.

## What makes a good candidate for IMW publishing?

Information that is relevant and accurate in all three states is suitable for IMW publishing. Existing single-state materials with regionwide value also may be proposed for IMW publishing.

## Does IMW publishing take a long time?

No. IMW publishing can take a little longer than single-state publishing because the content must be peer-reviewed at all three institutions. Institutions have two weeks to complete this review.

## IMW Publishing Committee

Each of the three states delegates one person to represent their institution on a committee for oversight and administration of IMW publishing. The committee meets once a year to review policy.

These committee members coordinate the peer-review process for the various publications submitted for publishing to the IMW series.

## IMW Publishing Process

1. Individual authors from any of the three participating institutions, groups of authors from one or more institutions, or IMW Committee Representatives can initiate an IMW publication. Before the content can be officially proposed for IMW publishing, it must already have been reviewed and accepted for publication by the originating/lead university. Groups of authors designate a corresponding author, and the corresponding author's affiliation determines which state will be the originating/lead university.
2. The IMW Committee Representative at the originating university sends the content proposed for IMW publishing (normally a manuscript) to the IMW Committee Reps at the two other institutions. Manuscripts and related content should be near-final drafts, though unedited.
3. IMW Committee reps at the receiving institutions share the proposed content with faculty experts, who evaluate it and decide whether to support it for IMW publication. Reviewers note any content changes that they recommend or require and respond in writing to their IMW Committee Rep, who in turn responds to the originating university's representative.
4. The author makes the content changes required by the other institutions and may consult directly with reviewers to clarify suggestions or to resolve differences. Revised manuscripts are shared on request. If the author and reviewers have irreconcilable differences over content, the originating university may withdraw the proposal from further consideration as an IMW Publication.
5. The originating university edits, designs, and publishes the content and then notifies the other states when the publication is available. Printed publications are housed, distributed, and sold by the originating university.
6. The originating university is responsible for reprints and revisions, and handles sales and national marketing, if any.

# IMW Publishing Committee

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