

# Idaho Master Gardener Handbook

## Author Guide Supplement

1. Before you begin contact the chair of the Idaho Master Gardener Handbook Committee to discuss the potential for a new chapter or revision of an existing chapter.

**Please note:** If you are revising a chapter, do not assume you will be able to use the artwork that appears in the current edition. Rarely do we have the original artwork files, know who created the artwork or have any evidence of having secured permission to use the artwork. Please discuss your options with the Extension Publishing Director and with the chair of the handbook committee.

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

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

3. Write your manuscript

Include the following in your manuscript:

- Chapter title
- At least 3–5 learning objectives
- Text in paragraph (not outline) form
- Subheadings. Use as many levels as necessary. Headings and subheadings serve much the same function as the abandoned outline style.
- Text citations for tables and figures
- Detailed captions for figures, titles for tables
- NO in-text references to further readings
- NO in-text references to specific pages in other chapters. When those other chapters are revised, the references may be incorrect.
- Further readings (*optional*). Include only those resources with considerable longevity such as books, websites (not individual web pages), maps and so on. Do not include UI Extension bulletins or fact sheets; these are listed in the online publishing catalog.

4. Submit your manuscript to Manuscript FastTrack for double-blind peer review

Follow our FastTrack manuscript submission guidelines ([Step 4](#)). Select "Master Gardener handbook" as the document "type."

The associate editor will send your manuscript to referees and, based on those reviews, will accept your manuscript for publication as is, ask you to revise the manuscript or reject it as unsuitable for publication.

## 5. Submit your final files to Extension Publishing

After your chapter 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 along with these items:

- New terms for the glossary (if any), including definitions
- Instructor activities that support the topic (*optional*). These will be posted on the Master Gardener website, although they are not part of the chapters themselves. See the fertilizers and soils chapter for examples.
- Indexing first pass. Highlight nouns or noun phrases that should appear in the index. Please use one color for words already in the index and another color for words that should be added to the index.