



Idaho Green Thumb How-to

Author Guide Supplement

1. Before you begin contact the chair of the UI Extension horticulture team to discuss your fact sheet idea.
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 items in your manuscript:

- Title. No subtitles.
- At-a-glance box. A series of succinct, summarizing bullet points. 110 words max.
- Body copy with no more than two levels of headings. 1,000 words max. Subtract 120 words for each one-column figure or table.
- *Optional*. Figure (photo, illustration, chart, graph) with detailed caption.
- Include credits and permissions for photos, illustrations, and other material not created by the author.
- *Optional*. Table with title.

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

- Follow our manuscript submission guidelines ([Step 4](#)).
- In FastTrack, select "Idaho Green Thumb How-to" as the submission "type."
- 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. You are encouraged to recommend reviewers.

5. Submit your final files to Extension Publishing

After your manuscript 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.