Best Management Practices for
EDIS PUBLICATIONS

The EDIS website makes available all the UF/IFAS numbered publications that are currently supported for use in programs and distribution to clients. This document provides an "Information BMP" plan for Extension faculty, staff and volunteers to follow to provide clients with the most current information. Following these practices will also lead to increased communication with authors and publishing departments so that the information relevant to program needs is kept up-to-date and available.

The EDIS Sunset Review Process

To ensure currency of the content, we have a three-year review policy for fact sheets. Most often, publications are kept online with no changes and will have a "review" date added in the footnote. Frequently the review will lead to revisions in the content. A major revision will require peer-review and will be announced on the EDIS home page and in the bi-monthly EDIS Update newsletter.

An EDIS publication may be archived at any time if the supporting author or reviewer deems it to be out-of-date, no longer relevant, or if it is superseded by another publication. Additionally, a publication may be taken offline if the supporting author does not respond to requests to review it, or if there is no current supporting author and no one can be found to review the material. This process allows us to keep our collection of publications current and relevant, but also occasionally causes needed materials to be taken offline.

BMPs for EDIS Publications

- **Do not post copies of EDIS publications** on your website or keep local files for using in programs or distributing to clientele. If you do copy from a local file (print or electronic) check to make sure you are using the most current supported version.
  - »Agents coordinating Master Gardeners or outlying plant diagnostic clinics should check plant diagnostic clinic files and other remote filing systems periodically to ensure outdated information is not being handed out.

- **Link to EDIS when recommending publications.** Link to the EDIS topic page instead of posting links of individual publications – that way new publications will automatically be available to your audiences and outdated ones will not become broken links on your site.

- **If a publication you need has been archived**, you can contact the supporting author (if available) or notify ICS (**edis@ifas.ufl.edu**) to find out who to contact.

  - »Sometimes, the publication can be reviewed and put back online.
  - »You may be asked to use a different fact sheet that supersedes the old one.
  - »If the publication needs revision, you may be able to work with the supporting author or department to bring the content up-to-date. See *Developing Extension Publications for EDIS* (**http://edis.ifas.ufl.edu/faq/docs/DevelopingEDIS.pdf**) for more information.

- **Help identify needed content.** If you find you are frequently using publications from regional consortia, other states' Extension agencies, etc., in support of your programs, consider working with the relevant UF/IFAS department or Extension administration to see if we can make the publications available on EDIS. Also contact the department if there is no suitable information available for a program need.

- **Stay informed** of new publications and major revisions by subscribing to the EDIS New Publications Mailing List (**EDIS-UPDATE-L**) or **RSS feed**.

Alternatives for Archived Information

There are some ways that you can work with archived material. Copies of all our fact sheets are permanently archived in the UF Digital Collections' Food and Agricultural Sciences collection (**http://ufdc.ufl.edu/fao1**). You should use this archived pdf link in references and citations, because it will never be updated, like the versions on EDIS are. If you need to cite an EDIS publication that has been taken off of EDIS but you can't find it in the UF library digital collections, contact ICS (**edis@ifas.ufl.edu**) to have it submitted.

One strategy for publications that have outdated content but have some good information is to create a blog post or a handout that summarizes, adapts, excerpts, or otherwise makes fair use of those portions of the archived publication that you know to be reliable and current, and include the archived material as a reference. **You should never refer to non-supported sources for chemical recommendations,** and you should never refer readers to archived material with a "For more information, see …" statement.

Please see the UF/IFAS Blogging Best Practices Guide (**http://branding.ifas.ufl.edu/media/brandingifasufledu/BloggingBestPracticesGuide-3-14-2016.pdf**) section on citing sources and avoiding plagiarism and bias for further guidance.