

## **EDIS Publication Process in Brief for Authors**

1. Faculty member writes manuscript.
2. Faculty member has the manuscript reviewed according to tenure department's review process.
  - This step includes both internal and external reviews.
  - Departments follow their own review procedures.
3. The author prepares the "Manuscript Submittal Checklist for EDIS Authors" and sends all materials to the appropriate cluster editor.
4. Cluster editor performs communications review including reading, editing, and making suggestions for revision, then collaborating with the author to finalize the manuscript (including all text, complete references, consistent style, all tables, figures, permissions, and credits).
5. The cluster editor works with the EDIS Team to enter the manuscript into the EAT in order to produce an EDIS document.
6. Cluster editor notifies the author that the document has entered the approval process and sends author the final PDF and final Word document for their records.
7. The document is routed through the ERS (center director, department chair, program leader)
8. The approved document becomes an online EDIS publication.