

Agricultural Experiment Station • Cooperative Extension Service

## CES Publication Peer Review Process

by Frank Sholedice, Assistant Editor

All new CES publications must go through a peer review before being submitted to the AES/CES publications unit for publishing. In addition, any CES publications that have been revised to include a significant amount of new content must be peer reviewed before publication.

After your manuscript is written, you must submit it to your CES department head along with recommendations for three reviewers--one internal peer (NMSU), one external peer (outside of NMSU), and one intended audience reviewer. The department head may approve the recommended reviewers or suggest alternate reviewers. Once reviewers have been agreed upon and they are able to review your manuscript, provide them with an electronic copy of the manuscript along with the publication review form ([http://aces.nmsu.edu/pubs/guidelines/documents/ces-publication-review-form\\_march-2009.pdf](http://aces.nmsu.edu/pubs/guidelines/documents/ces-publication-review-form_march-2009.pdf)).

Reviewers should return their comments to you, and you should revise the manuscript based on reviewers' comments; if you choose not to revise based on reviewers' comments, you must provide an explanation to your department head when submitting the manuscript for publishing.

Your department head will review the manuscript and the reviewers' comments. If additional changes are required, your department head will return the manuscript to you for changes.

Once the manuscript has been approved, your department head will submit the manuscript, along with the "Request for Approval of Manuscript" form (<http://aces.nmsu.edu/pubs/guidelines/documents/numpubapproval-form.pdf>), to

the AES/CES publications group.

A complete copy of the peer review guidelines is available at [http://aces.nmsu.edu/pubs/guidelines/documents/ces-publication-review-guidelines\\_march-2009.pdf](http://aces.nmsu.edu/pubs/guidelines/documents/ces-publication-review-guidelines_march-2009.pdf).

**Agricultural Experiment Station • Cooperative Extension Service**  
New Mexico State University

**Numbered Publications: Request for Approval of Manuscript**  
Submit to: Marketing Services: AES/CES Publications, Regents Row, Roberts Bldg., Room 105, MSC 3K, E-mail: pubs@nmsu.edu

Date: \_\_\_\_\_ Author(s): \_\_\_\_\_  
Proposed title: \_\_\_\_\_

AES Associate Director approval: \_\_\_\_\_ Date: \_\_\_\_\_ Index No. \_\_\_\_\_  
CES Department Head approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Index number provided by CES Director's office)  
Task Force Coordinator approval: \_\_\_\_\_ Date: \_\_\_\_\_ Index No. \_\_\_\_\_

**Publication categories (Check one)**

- Agricultural Mechanics and Engineering
- Agronomy
- Clothing
- Dairy
- Economics
- Family Development
- Family Resource Management
- Food and Nutrition
- Health
- Horticulture
- Livestock and Range
- Water
- Weather & Climate
- Wildlife
- Unsure, please advise.**

**Type of publication (Check one)**

**AES Pubs** (Need AES Associate Director Approval)

- Bulletin
- Research Report
- Technical Report


**CES Pubs** (Need CES Department Head Approval)

- Circular
- Guide

**AES/CES Pubs** (Need Task Force Coordinator Approval)

- Task Force Report
- New Mexico Chile Association
- Range Improvement
- Water

Please post my publication in the following additional categories: \_\_\_\_\_

 **This form must accompany the manuscript.**  
Please review attached publication production flowchart.

Rev. 1/09

