

Author Submission: Form A

Purpose:

The purpose of the review process is to ensure that materials produced by MSU Extension specialists and educators and released with the MSU Extension brand are of the highest quality possible. The review process allows other experts to offer their views on the suitability and quality of materials such as news articles, fact sheets, bulletins, reports and other products. An internal review is required to ensure the appropriateness of approaches to public policy education, the suitability and validity of recommendations, and the clarity and accuracy of research reports and interpretations.

What requires internal review?

- **News articles** that address public policy issues, make recommendations for action, or report or interpret research must be reviewed by **at least one reviewer** before they are released or disseminated. See below for definitions and examples.
- **Other products** such as fact sheets, bulletins and reports must be reviewed by **at least two reviewers** prior to dissemination.

Name: _____ Net ID: _____ Institute or department: _____

Document title: _____

Target audience: _____

Product description (choose one):

News article

Fact sheet

Bulletin

Report

Other _____

This is an author self-check. It requires carefully answer questions about their work **before** submitting for internal review.

Self-check questions:

<p>1. Does this address a public policy issue? Review of these outputs ensures MSU Extension principles and guidelines for public policy education are followed. Examples may include:</p> <ul style="list-style-type: none"> • Medical marijuana ballot initiative • Change of Michigan's Right to Farm law • New federal nutrition labeling requirements • Modifications of pesticide label • Adding/removing animals to/from threatened or endangered list • Change of local zoning ordinance • Youth selling animals at auction 	<p>YES. See sub-questions.</p> <p>NO. See question 2.</p>	<p>Public policy sub-questions:</p> <table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Does this provide opportunities and support for citizens to understand various dimensions of the issue provided?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Does this identify array of perspectives on the issue been?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Does this provide fair and balanced attention to each perspective?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Does this refrain from taking a position on the issue?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Does this follow the recommendations presented in Public Policy Education Principles and Guidelines for MSU Extension?</td> </tr> </table> <p><i>If you answered NO to any sub-questions above, your document is NOT ready for review. Please revise your document prior to sending it to your identified reviewer(s).</i></p>	Yes	No	Does this provide opportunities and support for citizens to understand various dimensions of the issue provided?	Yes	No	Does this identify array of perspectives on the issue been?	Yes	No	Does this provide fair and balanced attention to each perspective?	Yes	No	Does this refrain from taking a position on the issue?	Yes	No	Does this follow the recommendations presented in Public Policy Education Principles and Guidelines for MSU Extension ?
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<p>2. Does this make recommendations for individual, organizational, business or community action? Review of these outputs ensures recommendations are appropriate for the intended audience, location or practice. Examples may include:</p> <ul style="list-style-type: none"> • Pest control • Livestock management • Wildlife protection • Diet or exercise • Financial management • Food safety • Parenting/caregiving practices • Child or youth development • Volunteer management practices 	<p>YES. See sub-questions.</p> <p>NO. See question 3.</p>	<p>Recommendations sub-questions:</p> <table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Does this provide the rationale for the recommendation?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Is the recommendation appropriate for the target audience?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Is the recommendation geographically appropriate?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Does this explain evidence that the recommendation is appropriate?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Are the recommendation and the following consequences made clear?</td> </tr> </table> <p><i>If you answered NO to any sub-questions above, your document is NOT ready for review. Please revise your document prior to sending it to your identified reviewer(s).</i></p>	Yes	No	Does this provide the rationale for the recommendation?	Yes	No	Is the recommendation appropriate for the target audience?	Yes	No	Is the recommendation geographically appropriate?	Yes	No	Does this explain evidence that the recommendation is appropriate?	Yes	No	Are the recommendation and the following consequences made clear?
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<p>3. Does this report and/or interpret research results? Review of these outputs ensures that the research followed sound scientific practice and communication is appropriate for the intended audience. Examples may include:</p> <ul style="list-style-type: none"> • Reports of field trial results • Summary of published research report or journal article • Sharing of original research results 	<p>YES. See sub-questions.</p> <p>NO. See next section.</p>	<p>Research results sub-questions:</p> <table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Was the research conducted using sound research practice?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Is the interpretation of the research results accurate?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Are the results clearly communicated?</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>Are the implications of the research or the reason for its importance clearly communicated?</td> </tr> </table> <p><i>If you answered NO to any sub-questions above, your document is NOT ready for review. Please revise your document prior to sending it to your identified reviewer(s).</i></p>	Yes	No	Was the research conducted using sound research practice?	Yes	No	Is the interpretation of the research results accurate?	Yes	No	Are the results clearly communicated?	Yes	No	Are the implications of the research or the reason for its importance clearly communicated?			
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If you answered **NO to all questions 1, 2 and 3**, please rethink the educational need for this document to be published. If your document is an event posting, upload your event details by clicking on this [link](#).