**UF|IFAS Extension**
UNIVERSITY of FLORIDA

The role of the Extension program leader in the EDIS publishing process

UF/IFAS Extension program leaders are asked to give final approval for EDIS publications on initial publication and when they undergo major or significant changes in academic content. You may also be asked to approve submissions in certain cases where the revisions are minor, such as when there is an authorship change or the publication has been offline for a long time.

IFAS Peer Review Process

While managed as an additional round of peer review, by the time you see the submission it is usually the last step before accepting the submission

- the review editor will sent the manuscript out for at least 2 peer reviews,
- the author will have made any necessary revisions in response to the recommendations of the reviewers and
- the center director (if applicable) and department chair will have already returned their approvals.
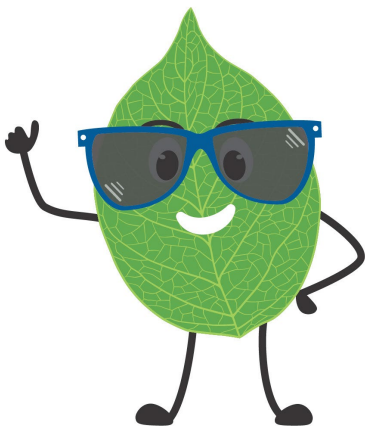
Administrative Approval Checklist

Program leader approval should focus on the following questions. Does the submission:

1. support of **current** Extension programs?

2. Have appropriate **scope** and written in a way that is **relevant** to target audiences?

o **Introduction** that frames the problem, identify the target audience, provide a rational for the document, and define how it should be used?

o Practical and pertinent **information**?

o **Based on research** that is established and unbiased?

3. Have **adequate review** by the appropriate persons?

4. Have plants and animals vetted against the lists of aquatic and terrestrial **invasive species**?

5. Have sufficient approval? Is additional approval warranted – by another department, program leader, or other special authority such as for invasive species

6. Appropriately credit contributors?

Note that, since the submission will undergo communications review and layout after it is approved for publication, you should not get bogged down with specific issues of grammar or wording unless in the context of these larger concerns.

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EDIS Communication Checklist

This communication checklist has been developed as an EDIS-specific version of the IFAS for All Checklist. IFAS Communications considers the following guidelines to authentically represent and communicate with Florida's population and partners in our outreach efforts.

	Who is included or excluded?	Are a variety of people shown, and if so, are they authentically represented?	Does it consider people's advantages and disadvantages?	Is the document accessible? Can as many people as possible engage with the material?
Format	Consider formats that reach under-engaged audiences.	Consider formats geared toward different audiences. Follow Universal Design [4] guidelines.	Consider formats that target or are primarily used by underserved groups.	EDIS staff will ensure that all publications meet or exceed WCAG 2.0 AA guidelines.
Language	Craft your message in a way that includes multiple perspectives and experiences. Use gender-neutral language.[6]	Craft messages in multiple languages whenever possible.	Use language in a way that can be understood by people with different educational backgrounds,	You may be asked to revise or provide new language such as alt-text.[3]
Audience	Craft your message and content so that it can serve new audiences in addition to traditional ones.	Develop messages and content that are culturally sensitive and relevant.	Develop messages and content that address the needs of diverse and underserved groups	Ensure your content is delivered in ways that are perceivable, operable, understandable and robust (P-O-U-R).
Source	In addition to your go-to sources, consider underrepresented sources and experts as references, co-authors, or suggested reviewers.	Engage with experts whose backgrounds are culturally and linguistically different and with members of marginalized groups you wish to engage or serve.	Put more resources (time, money, expertise, etc.) toward engaging experts from underserved groups.	Provide descriptive links to resources.
Imagery	Seek out new topics and individuals to feature in imagery.	Use photos and video that authentically represent Florida's population.	Portray people as individuals and in a way that shows they are respected and valued.	Provide long descriptions for complex images in the text or link out to a separate file.

Comments:

- EDIS editors, reviewers, and approvers should mitigate bias in the peer review process [5] as much as possible.
- EDIS reviewers and approvers should consider the breadth of representation in sources cited, contributors, and reviewers.

Gender-neutral suggestions (adapted from Lieurance et al. 2022)

Strategy	Gendered language	Gender-neutral language
Use gender neutral pronouns	'he' and 'his'	'he or she' or 'his or her'
	'he' and 'she'	'they'
	'him' and 'her'	'them'
	'his' and 'hers'	'theirs'
Use plural pronouns and adjectives	A reviewer should use gender-neutral language in his communications	Reviewers should use gender-neutral language in their communications
Use the relative pronoun "who"	If the author is not satisfied with the Editor's decision, he should request a second review	An author who is not satisfied with an editorial decision can request a second review
Omit gendered words entirely	The author should justify why he choose that method	The author should justify the methods
Use gender-neutral nouns	Man	'person', 'individual'
	Mankind	'humans', 'persons', 'humankind', 'human beings', 'people', etc.
	Freshman	'first-year student'
	Man-made	'artificial, 'human-made', 'machine-made', 'synthetic'
Use appropriate titles and names	Miss and Mrs.	Ms. (does not suggest marital status)
	Sir	'Dear Editor', 'To Whom it May Concern'

Resource List

1. Ask IFAS: Underrepresented Audiences
2. UF/IFAS Communications: Information for EDIS Authors
3. EDIS Blog: Alternative Text for ADA Compliance by Tracy Bryant
4. Universal Design for Learning -- UF Center for Teaching Excellence
5. Lee, Carole J., Cassidy R. Sugimoto, Guo Zhang, Blaise Cronin. (2013) Bias in Peer Review. Journal of the American Society for Information Science and Technology, Vol 64, Issue 1. https://doi.org/10.1002/asi.22784
6. Lieurance, D., Kuebbing, S., McCary, M.A. et al. Words matter. Biol Invasions 24, 341–344 (2022). https://doi.org/10.1007/s10530-021-02665-7