

# **Agricultural Experiment Station Publication Guidelines**

Numbered publications of the Agricultural Experiment Station report the results of research projects conducted under the auspices of the Agricultural Experiment Station or are publications aimed at putting new research in context for professionals.

Assignment of an Experiment Station number indicates that a publication has been reviewed and accepted under NMSU's Agricultural Experiment Station review procedures.

Numbered publications will be cataloged, stored, and distributed by the Agricultural Communications department. Federal repositories also will receive copies of these publications.

## **Journal Articles**

The Agricultural Experiment Station no longer assigns numbers to journal article submissions by College faculty. The Agricultural Experiment Station will pay page charges for articles that acknowledge support by the Experiment Station. The acknowledgement should be in the following form: "This research was supported in part by the NMSU Agricultural Experiment Station."

## **Research Bulletins**

Research Bulletins report methodology, results, and conclusions of completed research endeavors to both an educated lay audience. In general, Research Bulletins are reserved for publications of high quality, definitive research findings from several years' work or from several separate, but related objectives. Language in Research Bulletins should be written in language understandable by an educated lay audience, avoiding technical jargon. Research Bulletins should use English measures instead of Metric.

## **Research Reports**

The major difference between Research Reports and Research Bulletins is the amount of research work they represent. Research Reports give information that should be published before the project is completed, such as findings from one objective in a project. Publication in a Research Report does not preclude use of the data in a more comprehensive report. If the data are used again, however, they should be summarized or incorporated with other data, rather than repeated in their entirety. Language in research reports should be written in language understandable by an educated lay audience, avoiding technical jargon. Research Reports should use English measures instead of Metric.

## **Technical Reports**

A Technical Report puts research conducted by the author into practical context for a technically capable, nonacademic audience. Language in Technical Reports should be written in language understandable by an educated lay audience, avoiding technical jargon. Technical Reports should use English measures instead of Metric.

## **Germplasm/Cultivar Release Notices**

Germplasm/Cultivar Release Notices describe the release of genetic material from an AES research project or projects. Release notices should include a descriptive origin of the released material, a detailed description of the genetic material, supporting evidence justifying release, availability of material, and investigators involved in the development. Genetic material being released as germplasm should support the development of future cultivars. A cultivar release is for material that is genetically advanced, has been compared with comparable commercial cultivars, and/or exhibits potential commercial use. A proposed cultivar should be compared to commercial cultivars for a minimum of two years, at multiple locations if possible, and exhibit a significant economic improvement over the existing commercial cultivar. AES cultivar release committee members would serve as reviewers for the manuscript.

## **AES Web Report Series**

The AES Web Report Series is a numbered series designed for strictly electronic, interim research reports, such as single season variety trial results and off-campus agricultural science center annual progress reports of research. These reports are intended to provide results without in-depth data analysis for producers to make decisions regarding the following season's activity. The reports will carry the notice that the results are merely interim and should be treated as such. Web Reports will be reviewed only for structure and style; they will be placed on the web in a separate *In Progress Research* category that will be searchable. Ultimately, the studies in Web Reports should constitute part of an in-depth analyzed and peer-reviewed publication.

### **Web Publication of Interim Works**

1. Author submits electronic document to AES editor.
2. AES editor selects people to review report structure, and sends document to reviewers and relevant department head.
3. Department head notifies AES editor when report structure meets reviewers approval, and forwards revised (if necessary) electronic copy of document to AES editor.
4. AES editor forwards electronic PDF file to Agricultural Communications for posting on web, with web publications series number. This posting also would be searchable.

### **AES Print Publications (general)**

1. Author submits manuscript to AES editor.
2. AES editor selects reviewers and sends copies to reviewers and relevant department head.
3. Reviews are returned to AES editor, who forwards reviews to author.
4. Revised manuscript and electronic copy are returned to AES editor.
5. AES editor gets final approval from AES administration, then forwards both manuscript and electronic copy to Agricultural Communications.
6. Agricultural Communications does final edit, assigns series number to publication, sends manuscript to the print shop, and posts document as PDF file on College website with other archived publications.

### AES Publication Types

<b>Publication Audience</b>	<b>Information Presented</b>	<b>Publication Type</b>
Peer Scientists and Lay Audiences	Multi-year or multiple objective research; Summary report of large research projects	Research Bulletin
Peer and Lay Audiences	One-year or single objective research	Research Report
Lay Audience	Single concept research summary; may include application of research	Technical Report
Peer and Lay Audiences	Germplasm and cultivar releases, including variety releases	Germplasm/Cultivar Release Notice
Peer and Lay Audiences	Interim research progress reports published electronically only; includes agricultural science center annual reports	Web Report Series