

Preparing Your Publication

- Download the [Land-Grant Press template \(available on the Division's website\)](#) and enter the publication content.
- Follow Chicago Manual of Style (CMOS) for body content ([style guide resources available on the Division's website](#)).
- Use Grammarly (<https://www.grammarly.com>) to check spelling and grammar. It is FREE and is a better tool than Word spell checker. Reviewers should be focusing on your content, not your typos.
- Publications must include at least one 'in-text' citation, follow the Council of Science Editors (CSE) style for citation-sequence system ([style guide resources available on the Division's website](#)).
- Identify one image file to serve as the 'featured' image for your publication and include with your submittal. BE SURE TO ADD ALT TEXT TO ALL IMAGES TO MEET ADA COMPLIANCE GUIDELINES.
- If there are multiple authors listed on a publication, all authors must sign the [Co-Author Submittal Agreement form](#), and the signed form must be uploaded with the submittal.

Submitting Your Publication

1. Select the appropriate program area on the [TigerPrints Land-Grant Press submittal site](https://tigerprints.clemson.edu/extension/) (<https://tigerprints.clemson.edu/extension/>)
2. Select "Submit Publication" in left column.
3. Create an account or login if previous user. (Clemson employees please note, this is not the same login as your Clemson user account, but you can make it the same.)
4. If creating a new account, you will receive a "Confirm Your Account" email with an activation link.
5. After logging in or activating your account, you will be directed to the Submission Agreement page. Read the terms, check the box at the bottom to accept the terms, and select "Continue".
6. The submission form will require author information and publication details and will ask you to recommend two or more potential reviewers who are experts in the subject matter and external to Clemson University.
 - Please note in the "Comments" box if the submittal is time sensitive, state why, and recommend the publish date.
7. Check the box to upload the publication as a Word file from your computer and select the "Choose File" button.
8. Check the box next to "Please check the Additional Files box to upload the feature file image", select the "Submit" button, and upload your featured image file on the next page by selecting the "Choose File" button.
9. Select the "Continue" button to complete your submission.
10. The next screen will confirm that you have successfully uploaded your submission.

(see peer-review process information on back of page)

Peer-Review Process

- The entire review and revision process may take anywhere from three to seven weeks, depending on reviewer **and author** turnaround times, unless an expedited review process is requested for time-sensitive submittals. The goal is to get publications through the review process and published on lgpress.clemson.edu in less than one month, but authors can take however much time they need to work on their revisions.
- Reviewers are selected by the editorial committee and will include two internal reviewers and one of the external reviewers recommended by the author.
- Reviewers are sent an 'invitation to review' email and are asked to provide their review within one to two weeks.
- Reviewers upload their feedback into the system to be evaluated by editorial members.
- Authors are provided with review feedback, and a revision may be requested for final editorial approval.
 - For revisions, authors must list out all significant review feedback in a separate document and state how it was addressed in the revision.
- After final editorial approval, accepted publications are posted on the Land-Grant Press site at lgpress.clemson.edu.
- Land-Grant Press publications are indexed in Google Scholar.
- Some publications may be eligible to have a DOI (digital object identifier) assigned to them. The managing editor will notify an author if their publication is eligible. DOIs are usually assigned to publications such as refereed academic journal articles (content that is permanent) but there are other types of publications that are eligible. If a publication will be unpublished or removed from the Internet at some point, it should not be assigned a DOI. A good example of this type of publication is one that is posted to educate an audience and provide information that is expected to be current and accurate.
- The most recent version of Land-Grant Press publications can always be accessed by authors in their TigerPrints account within the submittal system.