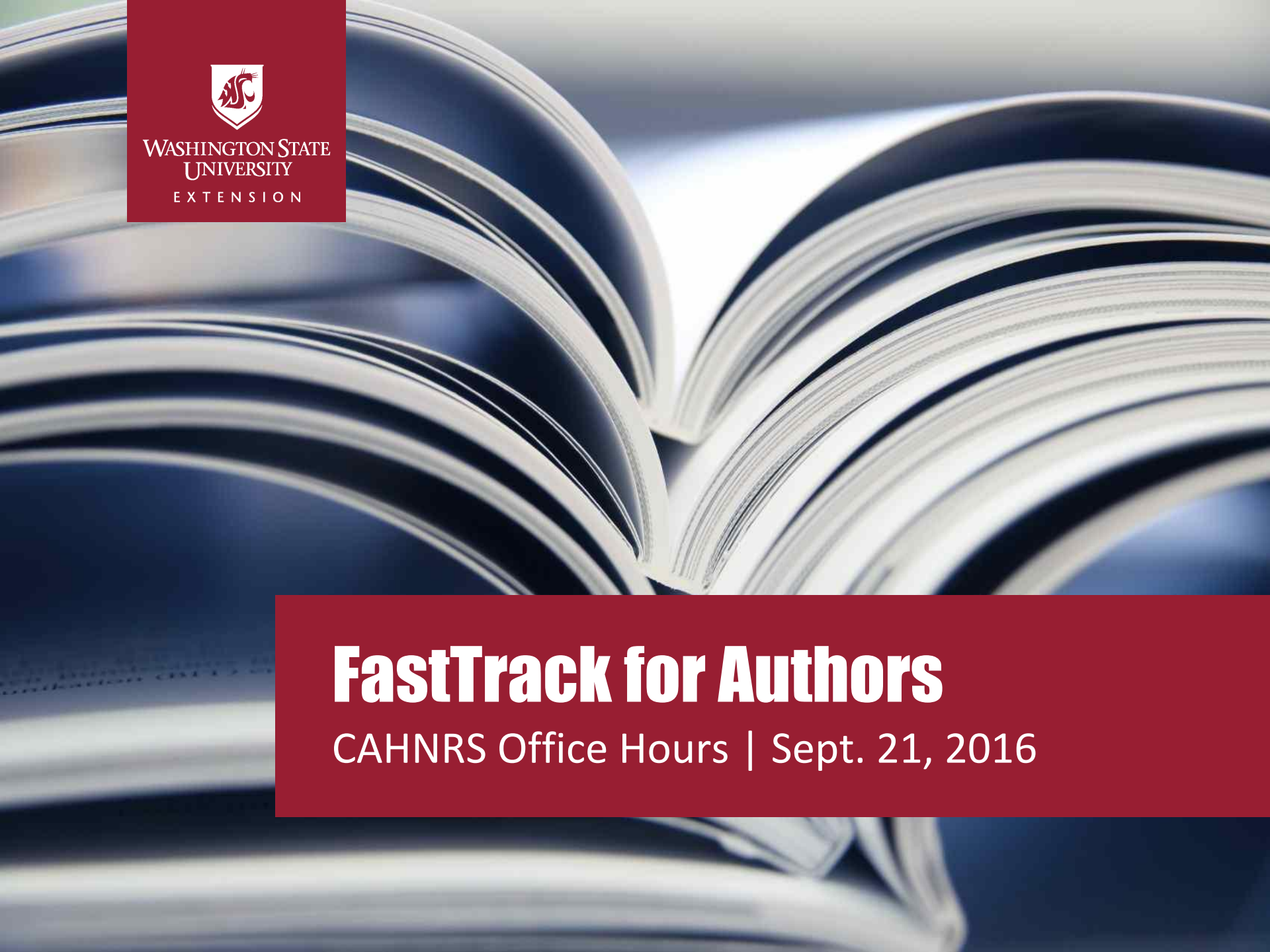

Washington State University
Extension
FastTrack for Authors
CAHNRS Office Hours | Sept. 21, 2016

Overview

Today, we'll cover:

- What FastTrack is
- Why we use FastTrack
- Who has roles in FastTrack
- How to submit a manuscript and the additional files needed to publish it

What is FastTrack?

What is FastTrack?

FastTrack

FastTrack is an automated, web-based manuscript management and tracking system. It facilitates double-blind reviews, allows authors to track the status of their submissions, and streamlines the administrative and peer review process.

- Express Academic Services

Why do we use FastTrack?

FastTrack allows Extension Publishing to:

- **Organize** manuscript submissions and peer review
- **Manage** the peer review process
- **Facilitate** double-blind peer review
- **Archive** files associated with published manuscripts

Who has roles in FastTrack?

There are a few roles in FastTrack, including:

Manager – Lagene Taylor, Publishing Coordinator

Reviewer – Faculty and technical experts

"Editor" – Program directors

Author – YOU!

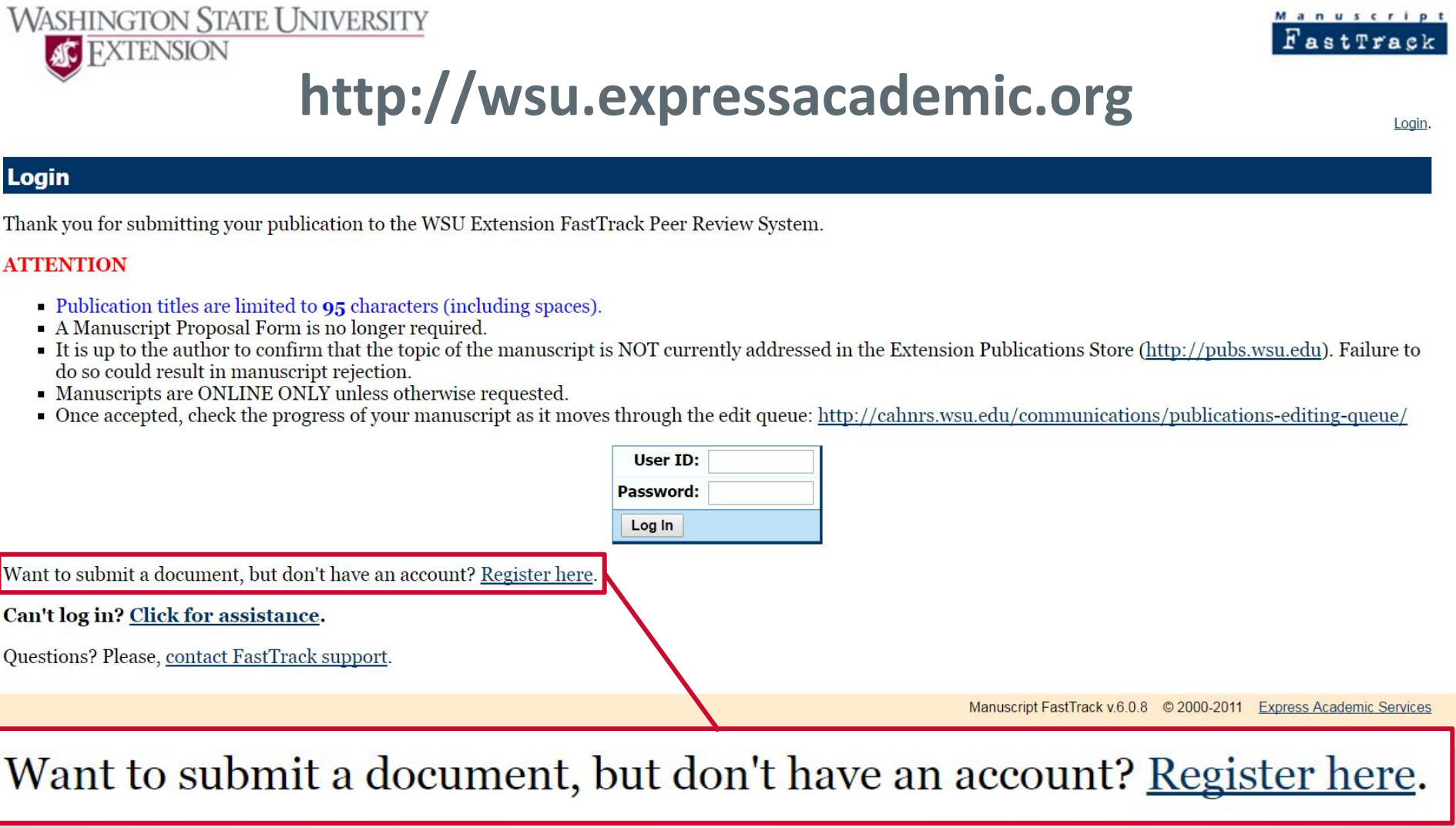
How do I use FastTrack?

To get started in FastTrack, you need to:

- Create an account
  - http://wsu.expressacademic.org
- Log in
  - User ID
  - Password

Session times out in 30 min.

Log In



Want to submit a document, but don't have an account? Register here.

Submit a Manuscript

WASHINGTON STATE UNIVERSITY EXTENSION

Manuscript FastTrack

Logged in as **MangiapaniC** | Logout

Editor tasks | **My submissions** | My review assignments | User preferences

My submissions

Thank you for submitting your manuscript to the WSU Extension FastTrack Peer Review System.

NOTE:

- Publication titles are limited to **95** characters (including spaces).
- **Be sure to review the Author Guidelines.**
- **Please do not use punctuation in your filenames. This causes download errors and the files are unusable.**
- **Please upload your manuscript as a Word file, with low resolution images embedded within the file. We cannot accept PDF files for review.**
- **Please DO NOT design your document.**
- **Please submit straight text with embedded images. We will take care of the design after editing.**
- **Please remove ALL author names from the document.**
- **Please do not distinguish between photos, diagrams, charts, and other graphic illustrations -- all are to be labeled as figures and numbered sequentially. Each figure must be cited by number, in order as referred to in the text, ahead of where the figure is placed on a page. Each figure must have a CAPTION.**
- **Each image uploaded should include the corresponding figure number, from the manuscript, in the file name.**

This page shows your current submissions to WSU Extension. Use this page to check on the status of your in-process submission(s) and statistics for published submissions. Click the **Help** button for more information.

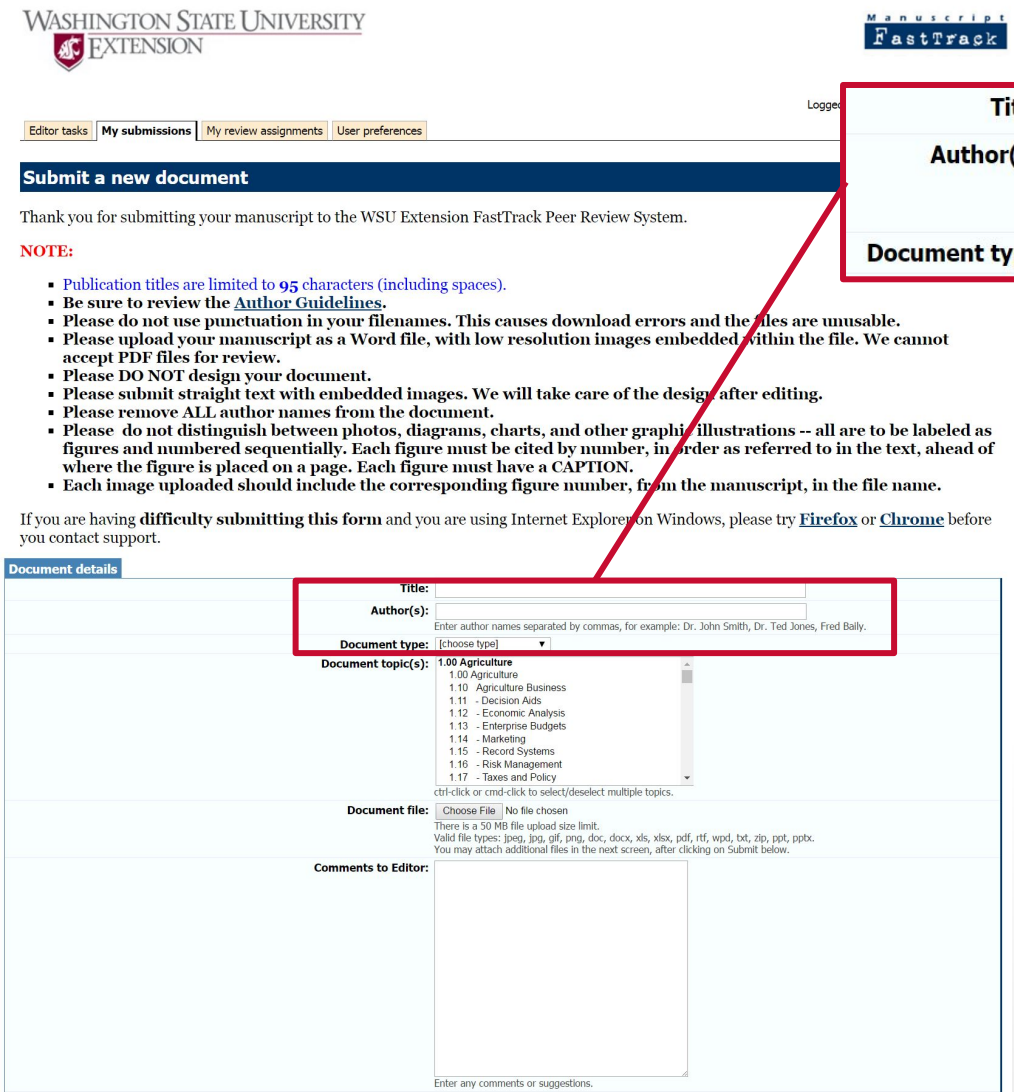
You have no current submissions in the system.

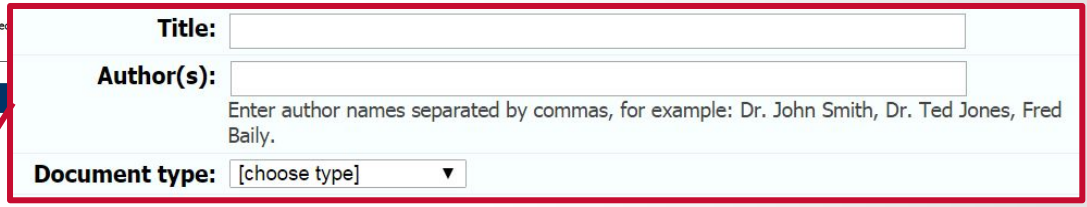
Click here to submit a document

Email the editor for questions.

HELP

Submit a Manuscript

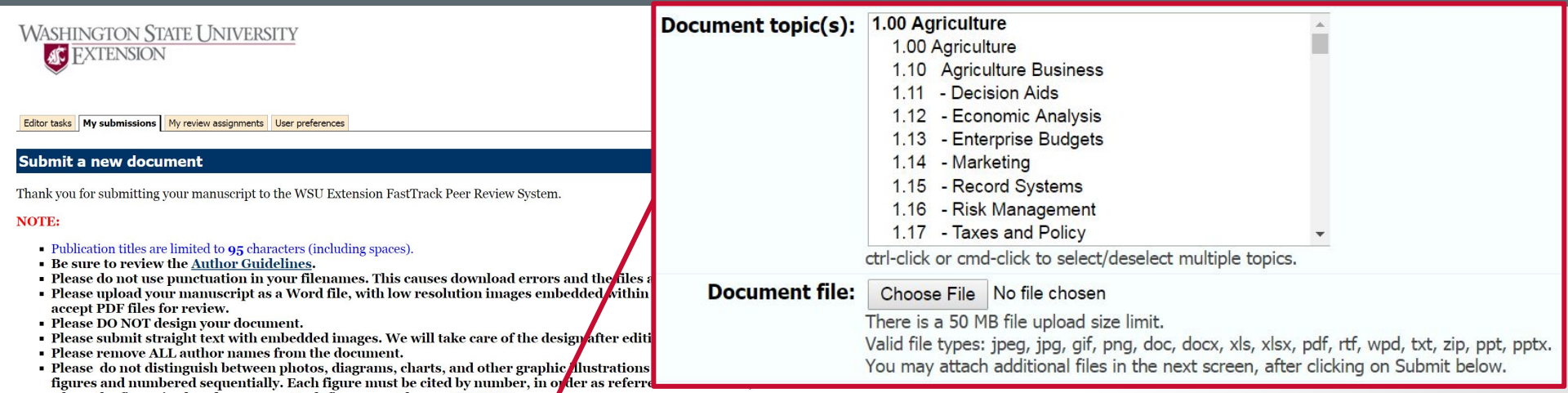




Document Details:

- **Title** of your manuscript
- **Author** names
- **Document type**
  - FactSheet (FS)
  - Manual (EM)
  - Curricula (EC)
  - Online Module (OM)
  - Technical Bulletin (TB)
  - PNW
  - Video (PRV)

Submit a Manuscript



WASHINGTON STATE UNIVERSITY EXTENSION

Editor tasks | **My submissions** | My review assignments | User preferences

Submit a new document

Thank you for submitting your manuscript to the WSU Extension FastTrack Peer Review System.

NOTE:

- Publication titles are limited to **95** characters (including spaces).
- **Be sure to review the Author Guidelines.**
- **Please do not use punctuation in your filenames. This causes download errors and the files a**
- **Please upload your manuscript as a Word file, with low resolution images embedded within accept PDF files for review.**
- **Please DO NOT design your document.**
- **Please submit straight text with embedded images. We will take care of the design after editi**
- **Please remove ALL author names from the document.**
- **Please do not distinguish between photos, diagrams, charts, and other graphic illustrations figures and numbered sequentially. Each figure must be cited by number, in order as referre where the figure is placed on a page. Each figure must have a CAPTION.**
- **Each image uploaded should include the corresponding figure number, from the manuscript, in the file name.**

If you are having **difficulty submitting this form** and you are using Internet Explorer on Windows, please try **Firefox** or **Chrome** before you contact support.

Document details

Title:

Author(s):

Enter author names separated by commas, for example: Dr. John Smith, Dr. Ted Jones, Fred Bally.

Document topic(s):

1.00 Agriculture
1.00 Agriculture
1.10 Agriculture Business
1.11 - Decision Aids
1.12 - Economic Analysis
1.13 - Enterprise Budgets
1.14 - Marketing
1.15 - Record Systems
1.16 - Risk Management
1.17 - Taxes and Policy

ctrl-click or cmd-click to select/deselect multiple topics.

Document file: Choose File No file chosen

There is a 50 MB file upload size limit.
Valid file types: jpeg, jpg, gif, png, doc, docx, xls, xlsx, pdf, rtf, wpd, txt, zip, ppt, pptx.
You may attach additional files in the next screen, after clicking on Submit below.

Comments to Editor:

Enter any comments or suggestions.

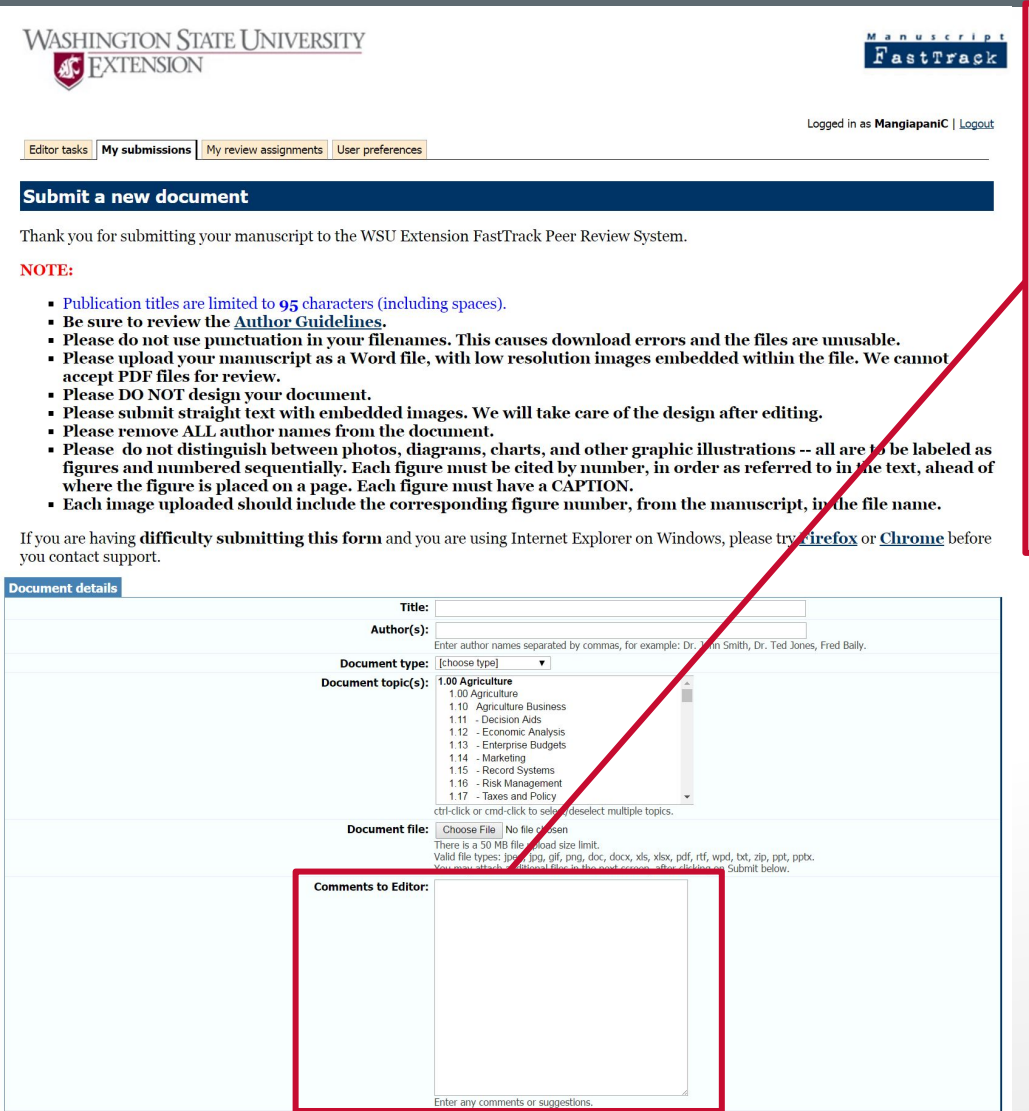
Document Topics

- Choose one or many

Document File

- 50 MB limit
- Valid file types

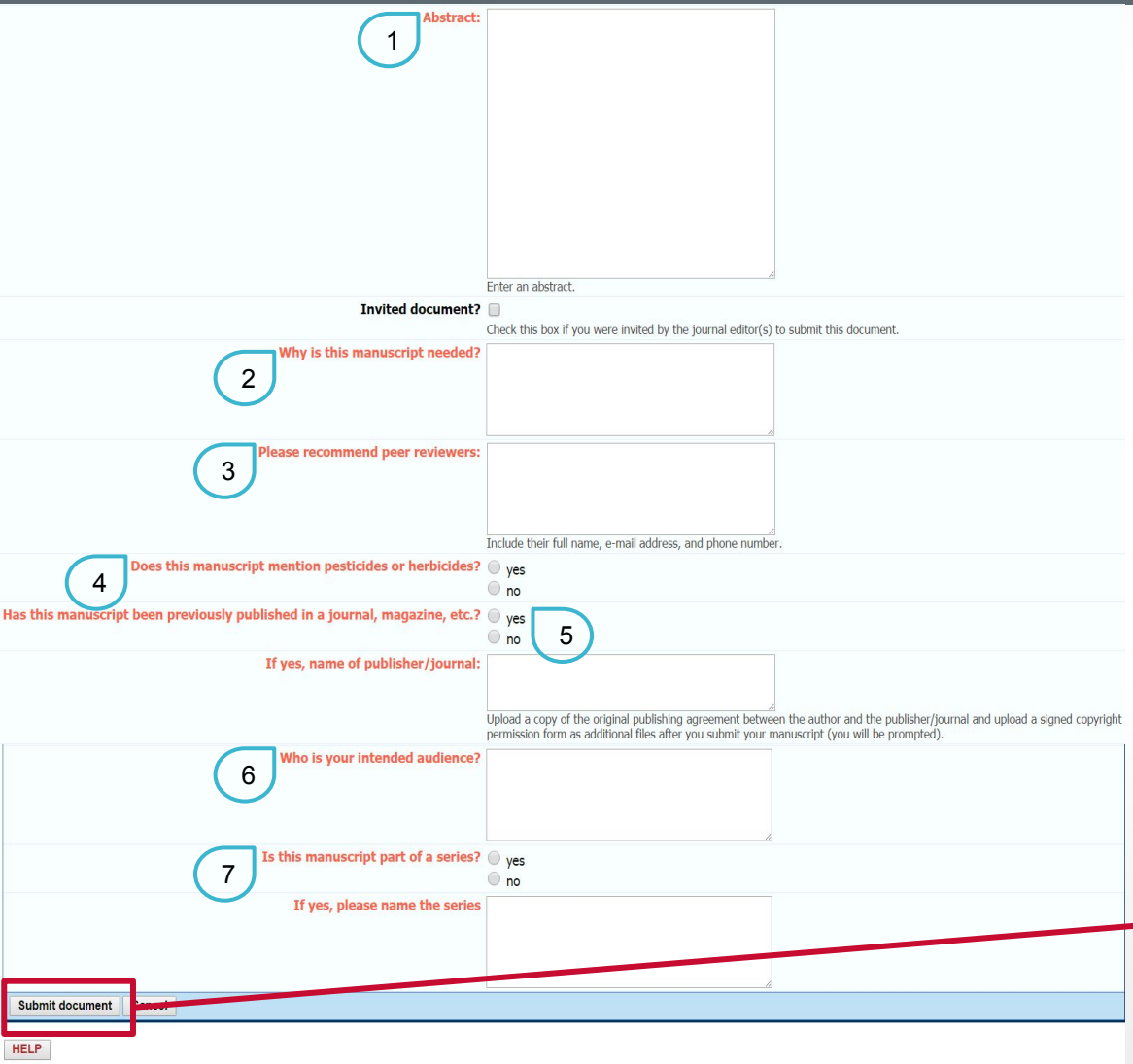
Submit a Manuscript



Comments to Editor

- If a revision, previous publication number
- Any other helpful notes or information

Submit a Manuscript



Other Details

1. Abstract
2. Need for manuscript
3. Recommend peer reviewers
4. Pesticides or herbicides
5. Previously published
6. Intended audience
7. Part of a series

Submit Successful!

Editor tasks | **My submissions** | My review assignments | User preferences

My submissions

Thank you for submitting your manuscript to the WSU Extension FastTrack Peer Review System.

NOTE:

- Publication titles are limited to **95** characters (including spaces).
- **Be sure to review the Author Guidelines.**
- **Please do not use punctuation in your filenames. This causes download errors and the files are unusable.**
- **Please upload your manuscript as a Word file, with low resolution images embedded within the file. We cannot accept PDF files for review.**
- **Please DO NOT design your document.**
- **Please submit straight text with embedded images. We will take care of the design after editing.**
- **Please remove ALL author names from the document.**
- **Please do not distinguish between photos, diagrams, charts, and other graphic illustrations -- all are to be labeled as figures and numbered sequentially. Each figure must be cited by number, in order as referred to in the text, ahead of where the figure is placed on a page. Each figure must have a CAPTION.**
- **Each image uploaded should include the corresponding figure number, from the manuscript, in the file name.**

This page shows your current submissions to WSU Extension. Use this page to check on the status of your in-process submission(s) and statistics for published submissions. Click the **Help** button for more information.

My current submissions

1 submission(s), sorted by submissionID (ascending). Click a submission ID to view submission details.

Submission ID	Title	Author(s)	Type	Submission date	Status	Actions
2016-1788	How to Submit a Manuscript in FastTrack	Christina L. Mangiapani	Extension Manual	19 Aug 2016, 5:23pm	Submitted	

Submit a new document

New submission appears in My Submissions tab.
Click on the Submission ID to access information.

Additional Files

Separately add all files associated with the manuscript, such as figure images, excel spreadsheets, and copyright forms.

Editor tasks | **My submissions** | My review assignments | User preferences

Submission 2016-1788:
How to Submit a Manuscript in FastTrack

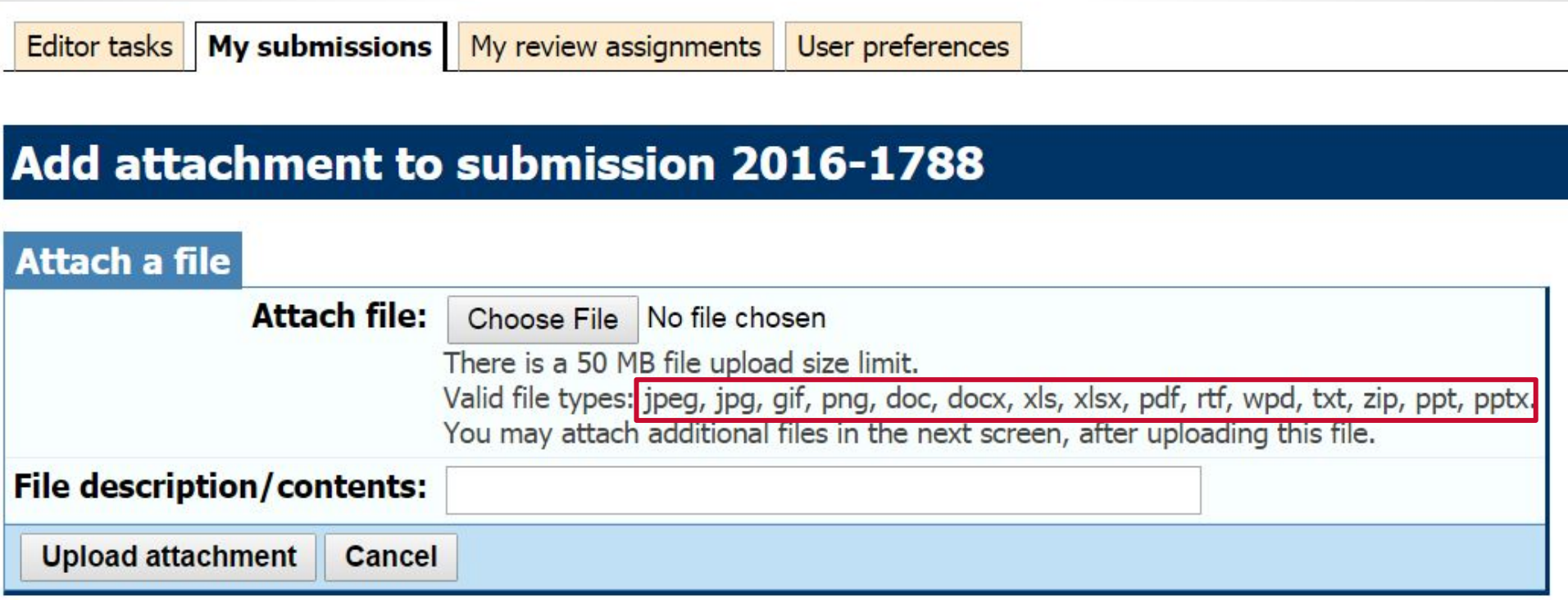
Submission summary

Submission ID:	2016-1788
Corresponding author:	Christina Mangiapani (MangiapaniC)
Title:	How to Submit a Manuscript in FastTrack
Author(s):	Christina L. Mangiapani
Type:	Extension Manual
Submission date:	19 Aug 2016, 5:23pm
Assigned to editor:	—
Status:	Submitted
Abstract:	Extension publications authors often run into problems when trying to submit a manuscript to be published. FastTrack, an automated, web-based manuscript management system, is meant to streamline the publications process, but it can take some time to become familiar with the system. This publication intends to teach authors with a manuscript how to submit it, and associated files, in FastTrack.
Submission file:	How to Submit a Manuscript on FastTrack.docx
Manuscript Attachments:	none [add attachment]
Submitted reviews:	

Return to submission list | HELP

Additional Files

Upload files in a correct file format, and name the files appropriately and clearly (e.g., Figure 1, Table 4).



You're DONE!

Your manuscript is ready for the peer review process.

Editor tasks | **My submissions** | My review assignments | User preferences

Submission 2016-1788:
How to Submit a Manuscript in FastTrack

Submission summary

Submission ID:	2016-1788
Corresponding author:	Christina Mangiapani (MangiapaniC)
Title:	How to Submit a Manuscript in FastTrack
Author(s):	Christina L. Mangiapani
Type:	Extension Manual
Submission date:	19 Aug 2016, 5:23pm
Assigned to editor:	—
Status:	Submitted
Abstract:	Extension publications authors often run into problems when trying to submit a manuscript to be published. FastTrack, an automated, web-based manuscript management system, is meant to streamline the publications process, but it can take some time to become familiar with the system. This publication intends to teach authors with a manuscript how to submit it, and associated files, in FastTrack.
Submission file:	How to Submit a Manuscript on FastTrack.docx
Manuscript Attachments:	Figure_1.PNG (0.05 MB) Figure_2.PNG (0.05 MB) [Attach another file]
Submitted reviews:	

FAQs

How long does it take for peer review?

FAQs

How long does it take for peer review?

- The automatic system-assigned timeframe is 14 days. This timeframe is also adjustable by the Program Directors. Peer review can take anywhere from 1 day to 30 days; it all depends on the availability of the reviewers and whether the Program Director has to reassign new reviewers.

FAQs

Do I embed images in my manuscript?

FAQs

Do I embed images in my manuscript?

- Yes, please include low-resolution images in the uploaded manuscript. This will allow the peer reviewers to review the entire document.

FAQs

Should images be high resolution?

FAQs

Should images be high resolution?

- High-resolution (200 dpi at 3x3 inches) images should be uploaded separately into the submission. We will use these for the graphic design.
- We request that low-resolution (72 dpi) images be embedded into your manuscript.

FAQs

Do I have to recommend peer reviewers?

FAQs

Do I have to recommend peer reviewers?

- No, but it is highly recommended. It can help speed up the process is the Program Director does not have to search for peer reviewers.

FAQs

What triggers pesticide review?

FAQs

What triggers pesticide review?

- Any mention of pesticides or herbicides, by specific name or not, will trigger pesticide review.

Remember...

- Prep all files prior to submission.
- FastTrack times out in 30 minutes.
- Embed low-resolution images in manuscript.
- Upload high-resolution images.
- Email editor with questions.

Questions?

Lagene Taylor

Publishing Coordinator

509.335.2823

lagene@wsu.edu

Other Resources

http://cahnrs.wsu.edu/communications/getting-published/fasttrack/