FastTrack for Authors
CAHNRS Office Hours | Sept. 21, 2016
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?
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.
Thank you for submitting your publication to the WSU Extension FastTrack Peer Review System.

**ATTENTION**

- Publication titles are limited to 95 characters (including spaces).
- A Manuscript Proposal Form is no longer required.
- It is up to the author to confirm that the topic of the manuscript is NOT currently addressed in the Extension Publications Store (http://pubs.wsu.edu). Failure to do so could result in manuscript rejection.
- Manuscripts are ONLINE ONLY unless otherwise requested.
- Once accepted, check the progress of your manuscript as it moves through the edit queue: http://cahnrs.wsu.edu/communications/publications-editing-queue/

Want to submit a document, but don’t have an account? [Register here](http://wsu.expressacademic.org).

Can't log in? [Click for assistance](http://wsu.expressacademic.org).

Questions? Please, [contact FastTrack support](http://wsu.expressacademic.org).
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NOTE:

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- 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.
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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.

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Email the editor for questions.
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Submit a Manuscript

Comments to Editor:
- If a revision, previous publication number
- Any other helpful notes or information

FastTrack for Authors
Submit a Manuscript

Other Details
1. Abstract
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How to Submit a Manuscript in FastTrack

Christina L. Mangiapani

Extension Manual

19 Aug 2016, 5:23pm

Submitted

New submission appears in My Submissions tab. Click on the Submission ID ID to access information.
Separately add all files associated with the manuscript, such as figure images, excel spreadsheets, and copyright forms.
Upload files in a correct file format, and name the files appropriately and clearly (e.g., Figure 1, Table 4).

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 uploading this file.
Submission 2016-1788:
How to Submit a Manuscript in FastTrack

<table>
<thead>
<tr>
<th>Submission summary</th>
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<tbody>
<tr>
<td><strong>Submission ID:</strong> 2016-1788</td>
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<tr>
<td><strong>Corresponding author:</strong> Christina Mangiapani (MangiapaniC)</td>
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<tr>
<td><strong>Title:</strong> How to Submit a Manuscript in FastTrack</td>
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<tr>
<td><strong>Author(s):</strong> Christina L. Mangiapani</td>
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<td><strong>Type:</strong> Extension Manual</td>
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<td><strong>Submission date:</strong> 19 Aug 2016, 5:23pm</td>
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<td><strong>Assigned to editor:</strong> —</td>
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<td><strong>Status:</strong> Submitted</td>
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<tr>
<td><strong>Abstract:</strong> 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.</td>
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<td><strong>Submission file:</strong> <a href="How+to+Submit+a+Manuscript+on+FastTrack.docx">How to Submit a Manuscript on FastTrack.docx</a></td>
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| **Manuscript Attachments:** [Figure 1.PNG](Figure+1.PNG) (0.05 MB)  
**Figure 2.PNG** (0.05 MB)  
[Attach another file] |

Submitted reviews:
How long does it take for peer review?
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- 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.
Do I embed images in my manuscript?
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.
Should images be high resolution?
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.
Do I have to recommend peer reviewers?
Do I have to recommend peer reviewers?

- No, but it is highly recommended. It can help speed up the process if the Program Director does not have to search for peer reviewers.
What triggers pesticide review?
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/