

UC ANR Publishing

Author Quick-Start Guide

Peer Review and Publication Process

UC ANR peer-reviewed publications carry the institutional credibility of the University of California and provide evidence of your professional development for merit and promotion. ANR Publications handles editing, design, and distribution and you focus on the content. This is a condensed guide of everything you need to know to move your manuscript from first draft to publication.



1. Before you begin

Before writing anything, contact Rachel Lee, Director of Publishing: anrlee@ucanr.edu

UC authorship requirements

UC ANR publications must meet UC authorship standards. Please review the requirements before submitting a proposal—they determine whether your author group is eligible to publish through UC ANR.

The standard requirement is:

- The majority of authors must be from UC ANR, or the technical editor, coordinator, or senior author must be from UC ANR.

If the above standard cannot be met, all three of the following conditions must be satisfied:

- At least one author must be from UC ANR.
- There must be strong support from a UC ANR workgroup, statewide program, or coordinating body.
- There must be a reasonable estimate that the publication will be marketable. For longer print books, cost recovery is generally expected. For other formats, this requirement may be evaluated on a case-by-case basis.

Copyright of all material published by UC ANR is assigned to the Regents of the University of California.

If you are unsure whether your author group meets these requirements, contact Rachel Lee before preparing your proposal.

Publication types

UC ANR currently publishes two types of peer-reviewed materials.

- Books
- Open-access publications



2. The publishing process

The process has six main stages: Proposal, Board Review, Memorandum of Understanding, Writing and Submission, Peer Review, and Production.

1. Submit a publication proposal

Complete the [Publication Proposal Form](#). The form asks for:

- **Type of publication**—what format best fits your content (see Publication types above)
- **Estimated length**—approximate page or word count
- **Subject area**—the primary topic and intended audience
- **Similar existing titles**—Are there comparable UC ANR or UC publications already? How does yours differ or add to them?
- **Manuscript draft timeline**—When do you expect to have a complete draft ready?
- **Funding**—Do you have funds to support production costs, if applicable?

2. Publications Editorial Board review

The [UC ANR Publications Editorial Board](#) reviews all submitted proposals. The board meets monthly. Questions

during the review period can be directed to Julie Finzel, Editor-in-Chief, at jafinzel@ucanr.edu.

3. Sign the Memorandum of Understanding (MOU)

Once your proposal is accepted, you and UC ANR Publishing will sign a Memorandum of Understanding (MOU) before manuscript work begins. Production cannot begin on any project without a signed MOU on file.

4. Write and submit your manuscript

When your manuscript is complete, submit it to your handling editor (HE). Once the HE is happy, you may submit to the Scholastica peer review system.

5. Peer review

Your HE oversees the entire peer review process. Here is what to expect:

1. Reviewer selection
2. Review
3. Decision communicated to author
4. Author revision
5. HE acceptance

6. Editorial and production

Depending on your publication type, you will work from one of the following templates:

- [Print book template](#)—for book-format publications
- [Open-access publication template](#)—for digital-only, open-access publications

Your published print books will be distributed through [UC ANR Publications](#). All ADA-compliant open-access publications will be available on ANR Library.



3. Writing your manuscript

UC ANR Publications follows the [Chicago Manual of Style](#). For more information on how to structure your publication, please see the extended version of this document and the [UC ANR style guide for authors](#).



4. Artificial intelligence

UC ANR Publishing follows the emerging consensus among academic publishers that AI tools may support the writing process but may not replace the author's intellectual contribution. Please review the extended version of the Author Quick-Start Guide for the [full AI policy](#) before writing.



5. Quick reference

Key contacts

- **Rachel Lee, Director of Publishing**—anrlee@ucanr.edu: your first point of contact for all publishing questions
- **Julie Finzel, Editor-in-Chief, Publications Editorial Board**—jafinzel@ucanr.edu: questions about the proposal process and board review

- **Your Handling Editor:** assigned after proposal approval; manages your manuscript from submission through acceptance
- **UC ANR Publishing Production Team:** handles copyediting, design, and production after peer review is complete
- **Publications Marketing:** promotes major publications for sale

Typical timeline

The timelines below are approximate only and reflect the expected pace of a well-prepared project. Author deadlines are firm commitments—returning revisions promptly keeps your publication relevant and supports the team in scheduling production efficiently. Production timelines are estimates and may shift depending on team workload, manuscript condition, or complexity of revisions required.

- **Proposal submission and board review:** monthly; contact Julie Finzel, jafinzel@ucanr.edu
- **MOU signing:** must be completed before writing begins
- **HE initial review (after manuscript submission):** 1–2 weeks
- **Peer review:** 4–8 weeks
- **Author revision:** TBD and adjusted based on the extent of revisions requested—once a deadline is set, authors are expected to meet it
- **Production (editorial, design, and layout):** several months; varies by publication type, manuscript condition, and team scheduling



Submission checklist

Before submitting your manuscript to your HE, confirm the following:

- ☐ Proposal approved by the UC ANR Publications Editorial Board
- ☐ MOU signed and on file with UC ANR Publishing
- ☐ Manuscript in Word (.docx) format, double-spaced, 1 inch margins, 12 point font, anonymized
- ☐ Track Changes turned off and all edits accepted
- ☐ All figures, tables, and charts included (low-res embedded is fine for HE review; high-res required for production)
- ☐ Written permissions included for any third-party copyrighted material
- ☐ AI-generated content disclosed if applicable
- ☐ Suggested reviewer names ready to enter to Scholastica (optional but encouraged)

UC ANR author resources

Peer review system:
[Scholastica login](#)
[Author Guide](#)