

# Guidelines for Publishing Research Results

Kansas Agricultural Experiment Station

**K-STATE**  
Research and Extension

Department of Communications  
and Agricultural Education

## KAES Policy on Manuscripts and Editing

All manuscripts resulting from research associated with the Kansas Agricultural Experiment Station must be routed through the editor, who will assign a contribution number. Association includes faculty salary (tenths time), KAES-funded projects, and affiliated programs such as the Food Science Institute and International Grains Program.

Manuscripts published during each fiscal year are listed in the annual KAES Director's Report of Research. Recent Director's Reports are available electronically at the K-State Research and Extension Bookstore: [www.bookstore.ksre.ksu.edu](http://www.bookstore.ksre.ksu.edu)

Departmental manuscript review is recommended, and **editing is required** for station publications. **Editing is optional** for all other manuscripts written for external publication. **Peer review** is required by some units but is not required for obtaining a KAES contribution number for external publications.

## Publishing Research Results

An integral part of KAES research is the effective dissemination of useful results to the proper audience. The first choice for publishing results of KAES research should be a refereed journal. Other publication types may also be appropriate.

## Types of Publications

Kansas Agricultural Experiment Station contribution numbers are assigned to:

- Proceedings (full papers only, not abstracts or oral presentations)
- Books and book chapters
- Computer programs and software
- Department reports
- Journal manuscripts
- Trade publications

## Contribution Numbers

Use the KAES online manuscript submission system to request contribution numbers and editing:  
<https://online.ksre.ksu.edu/KAES>

The system is accessible to users with a K-State eID and password.

Include contribution numbers in the manuscript submitted to external publications; this gives recognition to the KAES and the many types of research it supports. Numbers usually can be included as a footnote to the title or in the acknowledgments. Correct citation: This is contribution no. \_\_\_\_\_ from the Kansas Agricultural Experiment Station.

New faculty members may receive a contribution number for a manuscript if at least 50 percent of the work was done at Kansas State University. This must involve part of the research or data analysis, not merely writing or revising the manuscript.

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## Editing Services

Editing is generally offered for all manuscripts eligible to receive a KAES contribution number. If editing is desired, upload the full manuscript in Microsoft Word.

Editing for other scientific manuscripts (e.g., grant proposals, abstracts) may be arranged on a case-by-case basis as time allows. Charges may apply. Please contact the KAES editor or publishing unit coordinator for details.

## KAES Publishing

KAES reports detail research done in Kansas or regional research with relevance to agriculture or associated activities in the state. Material for station publications should be of the same quality as that sent to external publishers. Since 2015 most research reports are available at:

<http://newprairiepress.org/kaesrr/>

Printed crop performance test results are available through the K-State Research and Extension Bookstore at: [www.bookstore.ksre.ksu.edu](http://www.bookstore.ksre.ksu.edu)

- **Reports of Progress (SRP)** are annual reports of some research results, completed results of surveys without comprehensive interpretation, or results of research projects that are complete but not comprehensive enough to be considered for journal articles. Results are usually applicable and of interest primarily in Kansas. Examples include the annual crop performance tests and *Chemical Weed Control for Field Crops, Pastures, Rangeland, and Noncropland*.
- **Bulletins (SB)** are reports of completed research presented in a comprehensive and interpretive manner. They may report data collected over a period of time and should include a thorough literature review, in-depth discussion of results, and, if appropriate, follow-up research.

- **Keeping Up With Research (SRL)** publications are pamphlets and fact sheets that present results of short-term research in a simple format. They are used to publish useful information in a timely manner and should include a brief explanation of the objective and significant results with an emphasis on practical application. These are published only in electronic format.
- **Special Publications** are unusual publication situations that do not fit into a regular category. These publications are unnumbered.
- **Regional Publications** are reports of research sponsored jointly by stations cooperating in a regional project or committee.

Annual Reports of Progress (e.g., Swine Day, Field Research) are managed by a coordinating author or team of authors in the relevant KAES unit. Coordinating authors work closely with the KAES editor and graphic designer to establish publication timelines, editorial style, design, and distribution.

### Understanding Contribution Numbers

Contribution numbers have three parts:

- The first two digits denote the year (state fiscal) of assignment.
- The second set of digits identifies the manuscript (numbered consecutively throughout the year).
- The suffix letter identifies the type of publication.

Suffix letters are:

A	Proceedings	J	Journal
B	Book	S	Station publication
C	Computer program	T	Trade publication
D	Department report		